



# AssociationsInfo

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## What a busy financial year it has been

It has been a very eventful 12 months for the Associations Branch of the Department of Commerce:

- Five hundred and forty-four new associations became incorporated bringing the total number of associations registered in Western Australia to more than 18,000.
- Over 70 per cent of all forms lodged by associations are now submitted using [AssociationsOnline](#).
- The long awaited *Associations Incorporation Bill 2014* was introduced into Western Australian Parliament and passed by the Lower House in March 2015. The Bill is currently being debated in the Upper House.
- Draft Model Rules that will accompany the Bill were released for public consultation and we sincerely thank those who made submissions. Your feedback is invaluable in ensuring the Model Rules will reflect the needs of associations and clubs.
- The Branch relocated from Osborne Park to the WestCentre on Hay Street in West Perth.

## Where to next

We will continue to keep associations informed of significant developments as they occur. You can also visit our website at any time for [information about the Bill](#).

While we are waiting for the Bill to be passed by Parliament there are some things associations can do:

### 1 - Continue to comply with the current *Associations Incorporation Act 1987*

Until the new laws are passed the Associations Incorporation Act 1987 remains the governing legislation for all incorporated associations.

With a new financial year beginning for many associations it is timely to remind everyone that:

- the Annual General Meeting must be held within four months after the end of the financial year; and
- annual accounts showing the financial position of the association for the end of the financial year must be presented to the members at the Annual General Meeting.

To assist you to quickly review the current key obligations under the Act, take a look at our [Incorporated Associations Self Check](#). If you need further help to keep your association running smoothly remember the INC Guide is also available at [www.commerce.wa.gov.au/associationsguide](http://www.commerce.wa.gov.au/associationsguide).

## 2 - Spread the news

When the Bill is passed, each of our 18,000+ incorporated associations will need to understand how the changes will impact on them. While we will provide the necessary information, not all of our associations have their current contact information recorded with us.

Therefore, we need your help to spread the word. If you belong to another association or club which did not receive a copy of this newsletter, please encourage its committee to [subscribe to AssociationsInfo](#).

## 3 - Save time, paper and money by using our online portal AssociationsOnline for all your association's forms and applications

In preparation for these changing laws we'd like to invite your association to [enrol for AssociationsOnline](#). Not only will your association have the convenience of online lodgements but you'll also be confident that when the time comes your association's transition to the new Act will be quick and easy.

### Online lodgment is the way of the future

AssociationsOnline is the most efficient way for your association to submit applications to Consumer Protection. AssociationsOnline:

- is free and easy to use;
- guides you through the process when submitting any application;
- gives instant confirmation that the Department has received applications;
- provides a secure and convenient online payment facility for all applications; and
- allows you to update and manage the contact details for your association.

AssociationsOnline is also the Department's preferred method for submitting all association applications.

### What can I lodge online?

As an enrolled user your association can:

- request an extension of time to hold the Annual General Meeting;
- notify of a change of address;
- submit a Notice of Special Resolution (to alter the rules, name and/or objects);
- check the availability of a name; and
- request copies of documents including replacement certificates.

### Three easy steps to lodge online

## ENROL

#### Complete the Online Enrolment Form

Read the terms and conditions for using the service and click submit. You will receive an email with a username and password.

## LOG IN

Go to [AssociationsOnline](#) and log in with your username and password. Check your information and update anything incorrect.

## LODGE

1. Choose the form you want to lodge.
2. Fill in the fields displayed and don't worry if you forget something because the system will help you.
3. When you're ready enter your payment details and submit.