



13 November 2024

Peter Davidson
Federal Secretary
Musicians' Union of Australia
Sent via email: peterdavidson@netspace.net.au

cc: Adelaide Branch- musosa@bigpond.net.au

Dear Peter Davidson

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Musicians' Union of Australia (AR2024/47).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

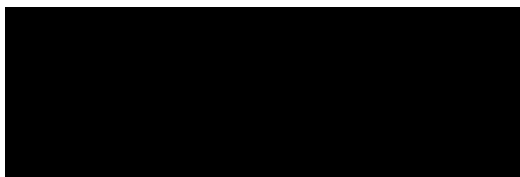
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/10/2024	Adelaide Branch	Committee member (2)	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Callisto, being the Adelaide Branch Secretary of the Musicians Union of Australia, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 30/10/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Adelaide Branch	21/10/24	Committee member	Vacant	Peter McMillan	Room 2 Unit 4/23A King William Road Unley 5061.	Retired Musician and Teacher
Adelaide Branch	21/10/24	Committee member	Vacant	Mark Barton	Room 2 Unit 4/23A King William Road Unley 5061.	Manager



27 August 2024

Peter Davidson
Federal Secretary
Musicians' Union of Australia
Sent via email: musosa@bigpond.net.au

Dear Peter Davidson

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A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

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- Inform all officers of their [disclosure obligations](#)
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These next steps are explained below in more detail.

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Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

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The organisation and officers are both responsible for meeting this obligation.

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Yours sincerely

Fair Work Commission

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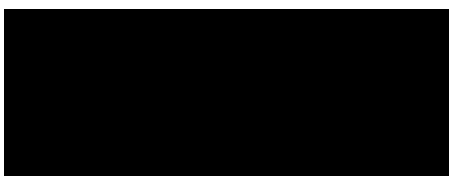
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
16 August 2024	Federal	Federal President Federal Vice President Committee Member Branch Trustee	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Callisto, being the Federal Treasurer of the Musicians Union of Australia, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
[delete all that do not apply]...
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 15/8/24

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[Please note:

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Federal Branch	14/8/24	Federal President	John Callisto	Alan Turner	Room 2/Unit 4, 23A King William Road Unley. S A 5061	Retired TAFE Lecturer
Federal Branch	14/8/24	Federal Vice President	Vacant	Glen Price		Retired Musician
Adelaide Branch	6/8/24	Committee member	David Pearse	Vacant	Room 2/Unit 4, 23A King William Road Unley. S A 5061	Retired Musician
Adelaide Branch	6/8/24	Branch Trustee	David Pearse	Vacant	Room 2/Unit 4, 23A King William Road Unley. S A 5061	Retired Musician



24 July 2024

Peter Davidson
Federal Secretary
Musicians' Union of Australia
Sent via email: peterdavidson@netspace.net.au

cc: Adelaide Branch- musosa@bigpond.net.au

Dear Peter Davidson

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Yours sincerely

Fair Work Commission

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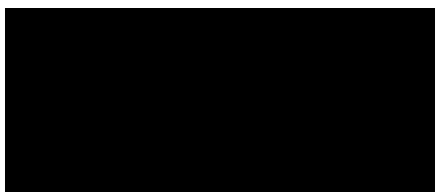
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/07/2024	Adelaide Branch	President, Vice President, Branch Secretary/Treasurer, Branch Trustee, Branch Committee member	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Callisto, being the Adelaide Branch Secretary/Treasurer of the Musicians Union of Australia, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 18/7/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au]. TF 006 Annual Return Notification of Changes Template Form

13 June

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New Office</u> Holder	Postal Address of <u>New Office</u> Holder	Occupation of <u>New Office</u> Holder
MUA Adelaide Branch	17/6/24	Adelaide President	John Callisto	Alan Turner	Unit 4/23 A King William Road Unley. S A 5061	Musician and Retired TAFE Lecturer
MUA Adelaide Branch	17/6/24	Adelaide Vice President	Alan Turner	Vacant		

MUA Adelaide Branch	17/6/24	Adelaide Branch Secretary/Treasurer	Alan Turner	John Callisto	Unit 4/23 A King William Road Unley. S A 5061	Musician/Teacher/Councillor for Norwood Payneham and St Peters
MUA Adelaide Branch	17/6/24	Adelaide Branch Trustee	Vacant	Dave Pearse	Unit 4/23 A King William Road Unley. S A 5061	Retired Musician
MUA Adelaide Branch	17/6/24	Adelaide Branch Committee member	Vacant	Frank Fragomeni	Unit 4/23 A King William Road Unley. S A 5061	Musician and Instrumental Tutor



29 February 2024

Peter Davidson
Federal Secretary
Musicians' Union of Australia
Sent via email: peterdavidson@netspace.net.au

Dear Peter Davidson

The Musicians' Union of Australia's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year	2024
Matter number	AR2024/47
Lodgement date	15 January 2024
Review	Primary Review
Result	FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission

ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, John Callisto, being the Federal Treasurer of the Musicians Union of Australia declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is 4/23a King William Rd, Unley, South Australia
 - The name and address of each branch of the organisation is:¹
 1. South Australia
U4 23A King William Rd Unley SA 5061
 2. Victoria
U4 23 A King William Rd Unley S A 5061
 3. Queensland
U4 23A King William Rd Unley SA 5061
 4. Sydney
U4 23A King William Rd Unley SA 5061
 5. Hobart
PO Box 579 Moonah TAS 7009
 6. Launceston
PO Box 320 Kings Meadows TAS 7249
 - On 31 December in the previous year the number of members was 504 .²

¹ s.230(1)(d); reg.147(a) & (d)

² s.230(1)(d); reg.147(f)

- A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.

1. Under the rules of the organisation, elections for all branches for the positions of: President (1)

Vice president (2)

Secretary/Treasurer (1)

Committee members (8)

Trustees (3)

Were being conducted by the Australian electoral commission.

Declarations of results were issued on 01/02/22.

– NO branches COMMENCED or CEASED operation.

- The organisation:

– Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated: 11 January 2024

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to regorgs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within **35 days** of the change.³]*

³ s.233(2); reg. 151

TF 004 Annual Return of Information
(organisation with branches) Template Form

Updated 11 January 2024 | **2**

ANNEXURE A

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- Offices and Office Holders in the Organisation and its Branches:

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Adelaide	President	John Callisto	c/- the Branch: 4/23a King William Rd, Unley, South Australia, 5061	Musician
Adelaide	Secretary/Treasurer	Alan Turner	As above	Musician
Adelaide	Vice President	Alan Turner	As above	Musician
Adelaide	Committee of management member	David Pearce	As above	Musician
Adelaide	Committee of management member	Frank Lang	As above	Musician
Adelaide	Committee of management member	Frank Fragomeni	As above	Musician
Adelaide	Committee of management member x 6	Vacant		
Adelaide	Trustee	Vacant	As above	Musician
Adelaide	Trustee	Vacant	As above	Musician
Adelaide	Trustee	Vacant	As above	Musician
Federal Office	President	John Callisto	c/- the Branch: 4/23a King William Rd, Unley, South Australia, 5061	Musician
Federal Office	Vice President	Vacant	As above	Musician
Federal Office	Vice President	Vacant	As above	
Federal Office	Federal Secretary	Peter Davidson	PO Box 579 Moonah TAS 7009	Musician

Federal Office	Federal Treasurer	<i>John Callisto</i>	<i>As above</i>	<i>Musician</i>
Federal Office	Federal Trustee		<i>As above</i>	<i>Musician</i>
Federal Office	Federal Trustee	Vacancies x2		
Brisbane	President	Vacancies (1)	<i>c/- the Branch: 4/23a King William Rd, Unley, South Australia, 5061</i>	
Brisbane	Vice President	Vacancies (2)		
Brisbane	Secretary / Treasurer	Vacancies (1)		
Brisbane	Committee Member	Vacancies (8)		
Brisbane	Trustee	Vacancies (3)		
	*In accordance with Union rules, the Federal Executive acts on behalf of the Brisbane Branch Committee			
Sydney	President	Vacancies (1)		
Sydney	Vice President	Vacancies (2)		
Sydney	Secretary / Treasurer	Vacancies (1)		
Sydney	Committee Member	Vacancies (8)		
Sydney	Trustee	Vacancies (3)		
	*In accordance with Union rules, the Federal Executive acts on behalf of the Sydney Branch Committee			
Melbourne	President	Vacancies (1)		
Melbourne	Vice President	Vacancies (2)		
Melbourne	Secretary / Treasurer	Vacancies (1)		
Melbourne	Committee Member	Vacancies (8)		
Melbourne	Trustee	Vacancies (3)		

Hobart	President	<i>Christopher Norris</i>	PO Box 579 Moonah TAS 7009	<i>Musician</i>
Hobart	Vice President	<i>Doug Fletcher</i>	As above	<i>Musician</i>
Hobart	Secretary / Treasurer	<i>Peter Davidson</i>	As above	<i>Musician</i>
Hobart	Committee Member	<i>John Young</i>	As above	<i>Musician</i>
Hobart	Committee Member	<i>Anthony Greggs</i>	As above	<i>Musician</i>
Hobart	Committee Member	<i>David Burgess</i>	As above	<i>Musician</i>
Hobart	Committee Member	<i>Vincent Howe</i>	As above	<i>Musician</i>
Hobart	Committee Member	Vacancies x 3	As above	<i>Musician</i>
Hobart	Trustee	<i>Anthony Greggs</i>	As above	<i>Musician</i>
Hobart	Trustee	<i>John Young</i>	As above	
Hobart	Trustee	<i>David Burgess</i>	As above	
Launceston	President	<i>Ronald Baines</i>	PO Box 320 Kings Meadows TAS 7249	<i>Musician</i>
Launceston	Vice President	Vacancies (2)		
Launceston	Secretary / Treasurer	<i>Glen Price</i>	PO Box 320 Kings Meadows TAS 7249	<i>Musician</i>
Launceston	Committee Member	Vacancies (8)		
Launceston	Trustee	Vacancies (3)		