



24 June 2019

Graham Smith
Federal Secretary/Treasurer
Australasian Meat Industry Employees Union, The
Sent via email: graham@sawa.amieu.asn.au

cc: NSW Branch amieunsw@amieu.asn.au, QLD Branch admin@amieuqld.asn.au, VIC Branch amieuvic@ozemail.com.au

Dear Graham Smith

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/21)

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union, The.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1 April 2019	NSW Branch	Committee Management of Member	No 111 days
18 October 2018	VIC Branch	Committee of Management Member, Organiser (2), Federal Councillor, Assistant Secretary	Yes
28 March 2019	QLD Branch	Committee of Management Member	No 136 days

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Late notification

The notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Astrid Glenister
Registered Organisations Commission

**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, Patricia Fernandez, being the Secretary/Treasurer of the Australasian Meat Industry Employees' Union NSW Branch, 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:



Patricia Fernandez

Dated: 1 April 2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.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 italicised information: this is instructional or provided by way of example only*
- *the ROC 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
<i>NSW</i>	<i>12 Dec 18</i>	<i>Committee of Management Member</i>	<i>Faith Montecillo</i>	<i>Vacant</i>		

**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, Paul Conway of the Australasian Meat Industry Employees Union Victorian Branch, 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* (Cth):
 - 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 October 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union Victorian Branch, are as follows:

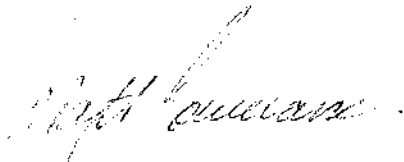
Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
Victorian Branch	27 September 2018	Committee of Management Member	Baden Collisson	Vacant	Not applicable	Not applicable
Victorian Branch	27 September 2018	Organiser	Vacant (formerly Sean Reilly)	Baden Collisson	c/- the Australasian Meat Industry Employees Union Victorian Branch 62 Lygon Street, Carlton South, Victoria	Paid Official
Victorian Branch	27 September 2018	Federal Councillor	Vacant (formerly Barrie Chalkley)	Jason Piper	c/- the Australasian Meat Industry Employees Union Victorian Branch 62 Lygon Street, Carlton South, Victoria	Paid Official
Victorian Branch	27 September 2018	Assistant Secretary	Vacant (formerly Barrie Chalkley)	Gwynnyth Evans	c/- the Australasian Meat Industry Employees Union Victorian Branch 62 Lygon Street, Carlton South, Victoria	Paid Official
Victorian Branch	27 September 2018	Organiser	Gwynnyth Evans	Adam Blyth	c/- the Australasian Meat Industry Employees Union Victorian Branch 62 Lygon Street, Carlton South, Victoria	Paid Official

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, Matthew Journeaux, being the Secretary of the Queensland Branch of the Australasian Meat Industry Employees' Union, 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:



Matthew Journeaux
Secretary
Australasian Meat Industry Employees' Union
Queensland Branch

Dated: 28 March 2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.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 italicised information: this is instructional or provided by way of example only*
- *the ROC 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
<i>Queensland</i>	<i>13 November 2018</i>	<i>Committee of Management member</i>	<i>Kristine Allen</i>	None (vacancy not yet filled)		



7 December 2018

Mr Graham Smith
Federal Secretary/Treasurer
Australasian Meat Industry Employees Union
graham@sawa.amieu.asn.au

CC: Newcastle and Northern Branch, grant.courtney@amieu-newcastle.asn.au
Queensland Branch, admin@amieuqld.asn.au

Dear Mr Smith,

Notification of changes made to records [AR2018/21]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/09/2018	Federal	Federal President, Federal Vic-President	Yes
19/09/2018	Newcastle & Northern	Organiser, Committee of Management Member	Yes
4/10/2018	Queensland	Committee of Management Member vacancy	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

**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, Matthew Journeaux, being the Secretary of the Queensland Branch of the Australasian Meat Industry Employees' Union, 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:



Matthew Journeaux
Secretary
Australasian Meat Industry Employees' Union
Queensland Branch

Dated: 4 October 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC 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.]*

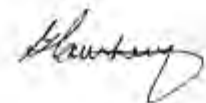
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>Queensland</i>	<i>4 October 2018</i>	<i>Committee of Management member</i>	<i>Ross Shillinglaw</i>	None (vacancy not yet filled)		

**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, Grant Courtney, being the Secretary of the Australasian Meat Industry Employees Union
Newcastle and Northern Branch, 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: 19/9/18

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.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:

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
Newcastle and Northern Branch	30/8/18	Organiser	Ian Tam	Amanda Harvey	c/- the Australasian Meat Industry Employees Union Newcastle and Northern Branch, 34 Union St, Newcastle West, New South Wales	Paid official
Newcastle and Northern Branch	30/8/18	Committee of Management Member	Katie Bennett (formerly Katie Cumming)	Matthew Turner	As above	Meat Worker

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, Graham Smith of the Australasian Meat Industry Employees Union, 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* (Cth):
 - 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 September 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union Victorian Branch, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>Federal Branch</i>	<i>10 September 2018</i>	<i>Federal President</i>	<i>Patricia Fernandez</i>	<i>Paul Conway</i>	<i>c/- the Australasian Meat Industry Employees Union Federal Council at 227 Henley Beach Road, Torrensville South Australia 5031</i>	<i>Paid Official</i>
<i>Federal Branch</i>	<i>10 September 2018</i>	<i>Federal Vice-President</i>	<i>Paul Conway</i>	<i>John Da Silva</i>	<i>As above</i>	<i>Paid Official</i>



6 June 2018

Mr Paul Anthony Conway
Australasian Meat Industry Employees' Union-Victorian Branch
pconway@amieuvic.net

CC: graham@sawa.amieu.asn.au

Dear Mr Conway,

Notification of changes made to records [AR2018/21]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees' Union.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/05/2018	Victorian Branch	Victorian Branch Organiser vacancy	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please

direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

**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, Paul Conway of the Australasian Meat Industry Employees Union Victorian Branch, 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* (Cth):
 - 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 May 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees' Union Victorian Branch, as a result of the recent 2018 Victorian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>Victorian Branch</i>	<i>18/05/2018</i>	<i>Victorian Branch Organiser</i>	<i>Sean Reilly</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>



9 May 2018

Mr Graham Smith
Federal Secretary/Treasurer
Australasian Meat Industry Employees Union
graham@sawa.amieu.asn.au

CC: South and Western Australian Branch, sharra@sawa.amieu.asn.au
Victorian Branch, pconway@amieuvic.net

Dear Mr Smith,

Notification of changes made to records [AR2018/21]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
7/05/2018	South and Western Australian Branch	Vacancy for Organiser (1)	Yes
8/05/2018	Victorian Branch	Vacancies for Federal council Delegate (1) and Assistant secretary (1)	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

**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, Paul Conway of the Australasian Meat Industry Employees Union Victorian Branch, 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* (Cth):
 - 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: 7 May 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees' Union Victorian Branch, as a result of the recent 2018 Victorian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>Victorian Branch</i>	<i>20/04/2018</i>	<i>Federal Council Delegate</i>	<i>Barrie Chalkley</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Victorian Branch</i>	<i>20/04/2018</i>	<i>Assistant Secretary</i>	<i>Barrie Chalkley</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>

**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, Sharra Anderson of the Australasian Meat Industry Employees Union South and Western Australia Branch, 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* (Cth):
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices resulting from the recent South & Western Australian Branch elections is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 7 May 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union Tasmanian Branch, as a result of the recent 2018 Tasmanian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>South and Western Australian Branch</i>	<i>26/4/18</i>	<i>Organiser</i>	<i>Jayme Marshall</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>



13 April 2018

Mr Graham Smith
Federal Secretary
Australasian Meat Industry Employees Union, The
By email: federal@sawa.amieu.asn.au

Dear Mr Smith,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/21]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 29 March 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank-you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of The Australasian Meat Industry Employees Union.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Australasian Meat Industry Employees Union is encouraged to use this template if any changes occur.

The ROC will accept notifications of change from the relevant branches or from the national office. If the national office of The Australasian Meat Industry Employees Union does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation to notify changes and the requisite time frames within which that must happen.

If a branch lodges a notification of change with the ROC, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233 of the RO Act.

I also acknowledge receipt of a Notification of Change to the office holders of The Australasian Meat Industry Employees Union. This information was lodged with the ROC on 5 February 2018 pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours faithfully

A handwritten signature in blue ink, appearing to read "David Vale", is enclosed in a thin black rectangular border.

David Vale
Registered Organisations 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, Graham Smith, being the Federal Secretary / Treasurer of the Australasian Meat Industry Employees Union Federal Council, 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 227 Henley Beach Road Torrensville South Australia 5031.¹
 - The name and address of each branch of the organisation is:²
 1. New South Wales Branch – 62 Prospect Street, Rosehill, New South Wales 2142.
 2. Queensland Branch – 1/39 Lytton Road, East Brisbane, Queensland 4169.
 3. Newcastle and Northern Branch – 34 Union St, Newcastle West, New South Wales 2302.
 4. Tasmanian Branch – 237 Wellington Street, Launceston, Tasmania 7250.
 5. Victorian Branch – 62 Lygon Street, Carlton South, Victoria 3053.
 6. South and Western Australian Branch – 227 Henley Beach Road, Torrensville, South Australia 5031.
 - On 31 December in the previous year the number of members was 19,902.³

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ 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.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018:⁴
 1. Federal President and Federal Vice-President.
 2. There are no other elections scheduled in 2018 (this does not include casual vacancy elections)
- During the previous 12 months:⁵
 - 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:

Graham Smith, Federal Secretary / Treasurer

Dated: 29 March 2018

*[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.⁶]*

⁴ s.230(1)(d); reg.147(e)

⁵ s.230(1)(d); reg.147(b) & (c)

⁶ s.233(2); reg. 151

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

- 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
Federal Council	Federal Secretary Treasurer	Graham Smith	c/- the Australasian Meat Industry Employees Union Federal Council at 227 Henley Beach Road, Torrensville South Australia 5031	Paid official
Federal Council	Federal President	Patricia Fernandez	As above	Paid official
Federal Council	Federal Vice President	Paul Conway	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
New South Wales Branch	Secretary-Treasurer	Patricia Fernandez	c/- the AMIEU NSW Branch, 62 Prospect St. Rosehill NSW 2142	Paid official
New South Wales Branch	President	Deborah Hart	As above	Process Worker
New South	Vice President	Glenn Meylan	As above	Slaughter man

Wales Branch				
New South Wales Branch	Vice President	Vacant	N/A	N/A
New South Wales Branch	Organiser	Diana Sully	c/- the AMIEU NSW Branch, 62 Prospect St. Rosehill NSW 2142	Paid official
NSW New South Wales Branch	Organiser	Christopher Clark	As above	Paid official
New South Wales Branch	Organiser	Mark Perkins	As above	Paid official
New South Wales Branch	Organiser	Stephen Aquilina	As above	Paid official
New South Wales Branch	Organiser	Michael Holden	As above	Paid official
New South Wales Branch	Committee of Management Member	Joe Majnaric	As above	Butcher
New South Wales Branch	Committee of Management Member	Millicent Noa	As above	Process Worker

New South Wales Branch	Committee of Management Member	David Knaap	As above	Process Worker
New South Wales Branch	Committee of Management Member	Anthony Summerville	As above	Meat Inspector
New South Wales Branch	Committee of Management Member	Rebecca Dirickx	As above	Process Worker
New South Wales Branch	Committee of Management Member	Troy Yabsley	As above	Forklift Driver
New South Wales Branch	Committee of Management Member	Grant Bowling	As above	Boner
New South Wales Branch	Committee of Management Member	Bradley Bourke	As above	Labourer
New South Wales Branch	Committee of Management Member	Stephen Niumata	As above	Process Worker / Labourer
New South Wales Branch	Committee of Management Member	Faith Montecillo	As above	Labourer
New South	Committee of Management Member	Carl Nash	As above	Labourer

Wales Branch				
New South Wales Branch	Committee of Management Member	Nive Pologa	As above	Labourer
New South Wales Branch	Delegate to Federal Council	Diana Sully	As above	Paid official
New South Wales Branch	Delegate to Federal Council	Mark Perkins	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Queensland Branch	Branch Secretary	Matthew Journeaux	c/- the Australasian Meat Industry Employees Union Queensland Branch 1/39 Lytton Road, East Brisbane, Queensland	Paid official
Queensland Branch	Assistant Branch Secretary	Ian McLauchlan	As above	Paid official
Queensland Branch	Branch President	Keith Haslem	As above	Meat worker
Queensland Branch	Branch Vice-President	Heath Lebsanft	As above	Meat worker
Queensland Branch	Branch Treasurer	Frederick Brunjes	As above	Poultry process worker

Queensland Branch	Committee of Management - Southern Region	Kristine Allen	As above	Meat worker
Queensland Branch	Committee of Management - Southern Region	Tori Bell	As above	Meat worker
Queensland Branch	Committee of Management - Southern Region	Scott Kennedy	As above	Meat worker
Queensland Branch	Committee of Management - Southern Region	Kevin Lockley	As above	Meat worker
Queensland Branch	Committee of Management - Southern Region	David Phillips	As above	Meat worker
Queensland Branch	Committee of Management - Southern Region	Ross Shillinglaw	As above	Poultry process worker
Queensland Branch	Committee of Management - Central Region	Aaron Berry	As above	Meat worker
Queensland Branch	Committee of Management - Central Region	Glen De Git	As above	Meat worker
Queensland Branch	Committee of Management - Central Region	Greville Sexton	As above	Meat worker

Queensland Branch	Committee of Management - Northern Region	Neil Kemp	As above	Meat worker
Queensland Branch	Committee of Management - Northern Region	Barry Martin	As above	Meat worker
Queensland Branch	Committee of Management - Northern Region	Rita Portelli	As above	Poultry process worker
Queensland Branch	Delegate to Federal Council	Ian McLauchlan	As above	Paid official
Queensland Branch	Delegate to Federal Council	Warren Earle	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Newcastle and Northern Branch	Secretary	Grant Courtney	c/- the Australasian Meat Industry Employees Union Newcastle and Northern Branch, 34 Union St, Newcastle West, New South Wales	Paid official
Newcastle and Northern Branch	Assistant Secretary	Justin Smith	As above	Paid official

Newcastle and Northern Branch	President	Mark Cooke	As above	Meat worker
Newcastle and Northern Branch	Vice-President	Darrel Shelton	As above	Poultry process worker
Newcastle and Northern Branch	Treasurer	Leonie Gibson	As above	Dairy manufacturing worker
Newcastle and Northern Branch	Organiser	Jason Roe	As above	Paid official
Newcastle and Northern Branch	Organiser	Ian Tam	As above	Paid official
Newcastle and Northern Branch	Committee of Management	Katie Bennett (formerly Katie Cumming)	As above	Meat worker
Newcastle and Northern Branch	Committee of Management	John Dawson	As above	Poultry process worker
Newcastle and Northern Branch	Committee of Management	Sally Dunne	As above	Poultry process worker
Newcastle and	Committee of Management	Jacob McDonald	As above	Dairy manufacturing worker

Northern Branch				
Newcastle and Northern Branch	Committee of Management	Donald Morehouse	As above	Meat worker
Newcastle and Northern Branch	Committee of Management	Scott Rosten	As above	Food manufacturing worker
Newcastle and Northern Branch	Committee of Management	Adrian Van Haren	As above	Meat worker
Newcastle and Northern Branch	Delegate to Federal Council	Mark Cooke	As above	Meat worker
Newcastle and Northern Branch	Delegate to Federal Council	Justin Smith	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmanian Branch	Secretary-Treasurer	Andrew Foden	c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250	Paid official
Tasmanian Branch	Assistant Secretary	Cindy Tarrant	As above	Meat Department Manager

Tasmanian Branch	President	Howard Donovan	As above	Unpaid official
Tasmanian Branch	Vice-President	Stephen McKenna	As above	Meat industry worker - Butcher
Tasmanian Branch	Committee of Management - Southern Sub-Branch	Vacant	N/A	N/A
Tasmanian Branch	Committee of Management - Southern Sub-Branch	Vacant	N/A	N/A
Tasmanian Branch	Committee of Management - Northern Sub-Branch	Glenn Russell Mansfield	c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250	Meat industry worker - Slicer and packer
Tasmanian Branch	Committee of Management - Northern Sub-Branch	Paul Malinowski	As above	Meat industry worker - Slaughterman
Tasmanian Branch	Committee of Management - North West Sub-Branch	Jonathan Leigh Ainslie	As above	Meat industry worker - Beef boner
Tasmanian Branch	Committee of Management - North West Sub-Branch	Vacant	N/A	N/A
Tasmanian Branch	Delegate to Federal Council	Glenn Russell Mansfield	c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250	Meat industry worker - Slicer and packer

Tasmanian Branch	Delegate to Federal Council	Jonathan Leigh Ainslie	As above	Meat industry worker - Boner
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Branch	Name of Office (include any offices that are vacant)	Name Of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victorian Branch	Secretary-Treasurer	Paul Conway	c/- the Australasian Meat Industry Employees Union Victorian Branch 62 Lygon Street, Carlton South, Victoria	Paid official
Victorian Branch	Assistant Secretary	Barrie Chalkley	As above	Paid official
Victorian Branch	President	Kathleen Haddock	As above	Meat Worker
Victorian Branch	Vice-President	Daniel Gili	As above	Meat Worker
Victorian Branch	Organiser	Gwynnyth Evans	As above	Paid official
Victorian Branch	Organisers	Jarrod Jones	As above	Paid official
Victorian Branch	Organisers	Sean Reilly	As above	Paid official
Victorian Branch	Organisers	Jason Piper	As above	Paid official

Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Baden Collisson	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Stephen Conway	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Dione Pedrina	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Jason Peters	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Christopher Wialletton	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area supermarkets	Anthony Zaffiro	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area other than supermarkets	Gavan Bishop	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area other than supermarkets	Martha Bozan	As above	Meat Worker

Victorian Branch	Committee of Management – Metropolitan Area other than supermarkets	Francis Brook	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area other than supermarkets	Anthony Saunders	As above	Meat Worker
Victorian Branch	Committee of Management – Metropolitan Area other than supermarkets	Jason Williamson	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Vaughan Allen	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	William Budge	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Russell Dempster	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Kevin Earl	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Darrel Holgate	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Darren Jasper	As above	Meat Worker

Victorian Branch	Committee of Management – regional areas	Benjamin LePoidevin	As above	Meat Worker
Victorian Branch	Committee of Management – regional areas	Robert Slimmon	As above	Meat Worker
Victorian Branch	Delegate to Federal Council	Barrie Chalkley	As above	Paid official
Victorian Branch	Delegate to Federal Council	Gwynnyth Evans	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
South and Western Australian Branch	Secretary-Treasurer	Sharra-Leagh Anderson	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Paid official
South and Western Australian Branch	Assistant Secretary	John Da Silva	As above	Paid official
South and Western Australian Branch	Organiser	Kaine Sic	As above	Paid official
South and Western	Organiser	Jayne Marshall	As above	Paid official

Australian Branch				
South and Western Australian Branch	Organiser	Debra Kennedy	As above	Paid official
South and Western Australian Branch	President	Scott Challinger	As above	Meat Worker
South and Western Australian Branch	South Australian Vice President	Matthew Finch	As above	Meat Worker
South and Western Australian Branch	Western Australian Vice President	Mark Hatcher	As above	Butcher
South and Western Australian Branch	Committee of Management – SA	Donha Lincoln	As above	Meat Packer
South and Western Australian Branch	Committee of Management – SA	Sandra Ashwood	As above	Meat Worker
South and Western	Committee of Management – SA	Bradley Kenny	As above	Butcher

Australian Branch				
South and Western Australian Branch	Committee of Management – SA	Vacant	N/A	N/A
South and Western Australian Branch	Committee of Management – WA	Murray Pratt	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Meat Worker
South and Western Australian Branch	Committee of Management – WA	Angela McPhee	As above	Meat Packer
South and Western Australian Branch	Committee of Management – WA	Vacant	N/A	N/A
South and Western Australian Branch	Committee of Management – WA	Vacant	N/A	N/A
South and Western Australian Branch	Delegate to Federal Council – SA	Kaine Sic	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Paid official
South and Western	Delegate to Federal Council – SA	Scott Challenger	As above	Meat Worker

Australian Branch				
South and Western Australian Branch	Delegate to Federal Council – WA	John Da Silva	As above	Paid official
South and Western Australian Branch	Delegate to Federal Council – WA	Peter Legg	As above	Meat Worker

**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, Graham Smith of the Australasian Meat Industry Employees Union Federal Council, 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* (Cth):
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices resulting from the recent Tasmanian Branch elections is attached to this declaration at Annexure A and forms part of this declaration.



Signed:

Dated: 5 February 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union Tasmanian Branch, as a result of the recent 2018 Tasmanian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Federal Council Delegate</i>	<i>Vacant</i>	<i>Glenn Russell Mansfield</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Meat industry worker and Union Member</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Federal Council Delegate</i>	<i>Vacant</i>	<i>Jonathan Leigh Ainslie</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Meat industry worker and Union Member</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management - Southern Sub-Branch</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management - Southern Sub-Branch</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management - Northern Sub-Branch</i>	<i>Vacant</i>	<i>Glenn Russell Mansfield</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Meat industry worker and Union Member</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management -</i>	<i>Vacant</i>	<i>Paul Malinowski</i>	<i>c/- the Australasian Meat Industry Employees Union</i>	<i>Meat industry worker and Union Member</i>

		<i>Northern Sub-Branch</i>			<i>Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management - North West Sub-Branch</i>	<i>Vacant</i>	<i>Jonathan Leigh Ainslie</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Meat industry worker and Union Member</i>
<i>Tasmanian Branch</i>	<i>31.01.2018</i>	<i>Committee of Management - North West Sub-Branch</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>



31 January 2018

Mr Graham Smith
Federal Secretary
Australasian Meat Industry Employees Union

Sent via email: federal@sawa.amieu.asn.au

Dear Mr Smith,

**Australasian Meat Industry Employees Union
Annual Return of Information for 2018 [AR2018/21]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australasian Meat Industry Employees Union by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

Who must sign the declaration?

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

Who lodges the Annual Return of information?

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].