



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms Susan Hopgood
Deputy Federal Secretary
Australian Education Union
PO Box 1158
SOUTH MELBOURNE VIC 3205

Dear Ms Hopgood,

**Re: Australian Education Union
Annual Return of information contained in records kept by organisation
(AR 2003/242)**

I have received your letter dated 8 April 2003 and statutory declaration declared by Mr Robert Durbridge on 8 April 2003 providing information in accordance with subsection 268(3) of the Workplace Relations Act 1996. The documents were lodged in the Industrial Registry on 9 April 2003.

The documents lodged cover the following information for the 2003 Annual Return of the organisation: -

- certification in respect of the register of members of the organisation.
- list of offices in the organisation and the names and postal addresses of the persons holding those offices.
- list of branches of the organisation
- registered address of the organisation.
- registered address of each branch.
- information in respect of elections in the organisation.
- prescribed information regarding number of members pursuant to regulation 43.

The documents have been filed.

Yours sincerely,

L. Markovski

Lynette Markovski
Statutory Services Branch

16 April 2003



Australian Education Union

Federal Office:

PO Box 1158, South Melbourne, Victoria, 3205
Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006
Federal Secretary: **Robert Durbridge**
Federal President: **Denis Fitzgerald**

Telephone: **61 3 9254 1800**

Facsimile: **61 3 9254 1805**

Email: aeu@aeufederal.org.au

117 2003/ATA.

Recd
9/9/03

Ref: 31.1.1

P:\SHR\RULE\INDREG\ANNUAL REPORT 2002.DOC

8 April 2003

Mr. Nicholas Wilson
Industrial Registrar
GPO Box 1994S
MELBOURNE 3001

Dear Mr Wilson,

Please find enclosed our annual return of information required under S268(3) of the Workplace Relations Act, specifically:

- List of Offices;
- List of Office Holders;
- List of Branches;
- List of Addresses of Offices of the Organisation and Branches;
- List of AEU Elections for Period 1 April 2003 - 31 March 2004.

Yours sincerely,

A handwritten signature in cursive script that reads "Susan Hopgood".

Susan Hopgood
Deputy Federal Secretary

WORKPLACE RELATIONS ACT 1996

IN THE MATTER of filing of records
by the


AUSTRALIAN EDUCATION UNION
under Section 268 (1) (2) (3)

STATUTORY DECLARATION

I, Robert Durbridge, of 120 Clarendon Street, Southbank DO SOLEMNLY AND SINCERELY DECLARE:

1. That I am the Federal Secretary of the Australian Education Union.
2. That the attached list (marked "A") is a correct statement of the Branches and locations of the registered offices of the Australian Education Union and its Branches.
3. That the attached list (marked "B") is a correct statement of the names, postal addresses and occupations of the Federal Office-holders of the Australian Education Union.
4. That the attached list (marked "C") is a correct statement of the elections that must under the Federal Rules be held in the year commencing 1 April 2003.
5. AND I CERTIFY THAT the register of members has, during 2002, been kept and maintained in accordance with sub-sections 268(1) and 268(2) of the Act.

AND I MAKE THIS SOLEMN DECLARATION by virtue of the Statutory Declaration Act 1959 and subject to the penalties provided by that Act for the making of false statements in Statutory Declarations conscientiously believing the statement contained in this Declaration to be true in every particular.

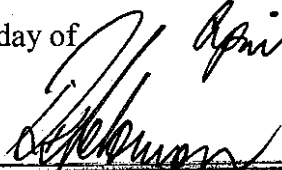

.....

DECLARED at

in the State of Victoria this

27th day of *April*, 2003

BEFORE ME:

.....


RUSSELL SOLOMON 120 Clarendon St. South Melbourne, Victoria A current practitioner under The Legal Practice Act 1996

List of Branches and Registered Offices of the Australian Education Union

Federal Office Ground Floor, 120 Clarendon Street
Southbank Vic 3006

BRANCHES

New South Wales 23 - 33 Mary Street
Surry Hills NSW 2010

Victoria 112 Trenerry Crescent
Abbotsford Vic 3067

Queensland 21 Graham Street
Milton Qld 4064

South Australia 163 Greenhill Road
Parkside SA 5063

Tasmania 32 Patrick Street
Hobart Tas 7000

Western Australia 150 Adelaide Terrace
East Perth WA 6004

Northern Territory 2 Gardiner Street
Darwin NT 8000

Australian Capital Territory 40 Brisbane Avenue
Barton ACT 2600

List of Federal Office-Holders of Australian Education Union with Postal Addresses and Occupations

FEDERAL PRESIDENT

Vacant

DEPUTY FEDERAL PRESIDENT

Pat Byrne	150 Adelaide Terrace Perth WA 6004	Union Official
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FEDERAL SECRETARY

Robert Stuart Durbridge	120 Clarendon Street Southbank Vic 3006	Union Official
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DEPUTY FEDERAL SECRETARY

Susan Hopgood	120 Clarendon Street Southbank Vic 3006	Union Official
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FEDERAL TAFE PRESIDENT

Pat Forward	112 Trenerry Crescent Abbotsford Vic 3067	Union Official
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FEDERAL TAFE SECRETARY

Rex Hewett	120 Clarendon Street Southbank Vic 3006	Union Official
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Federal Executive Members 2002 – 2003

Federal President

Vacant

Deputy Federal President

Pat Byrne

4 [REDACTED]
[REDACTED]

Union Official

Federal TAFE President

Pat Forward

[REDACTED]
[REDACTED]

Union Official

ACT (1)

Clive Haggart

[REDACTED]
[REDACTED]
[REDACTED]

Union Official

NSW (4)

Angelo Gavrielatos

[REDACTED]
[REDACTED]

Union Official

Barry Johnson

[REDACTED]
[REDACTED] [REDACTED] [REDACTED]

Union Official

Jennifer Leete

[REDACTED]
[REDACTED]

Union Official

Maree O'Halloran

[REDACTED]
[REDACTED]

Union Official

NT (1)

Robert Laird

GPO Box 4494
Darwin NT 0801

Union Official

QLD (3)

Molly Kreidl

[REDACTED]

Teacher

Julie-Ann McCullough

[REDACTED]

Union Official

Stephen Ryan

[REDACTED]

Union Official

SA (1)

John Gregory

[REDACTED]

Teacher

TAS (1)

Mike Poate

[REDACTED]

Union Official

VIC (2)

Mary Bluett

[REDACTED]

Union Official

Ann Taylor

[REDACTED]

Union Official

WA (1)

David Kelly

PO Box 6140
East Perth WA 6004

Union Official

Aboriginal and Torres Strait Islander Member

Haydyn Bromley

[REDACTED]

Union Official

Federal Conference Delegates 2002 – 2003

FEDERAL PRESIDENT

Vacant

DEPUTY FEDERAL PRESIDENT

Pat Byrne

[REDACTED]

Union Official

GENERAL DIVISION

ACT (2)

Clive Haggar

[REDACTED]

Union Official

Jan Day

[REDACTED]

Union Official

NSW (21)

Frank Barnes

[REDACTED]

Union Official

Wendy Currie

[REDACTED]

Union Official

Kathryn Deacon

[REDACTED]

Teacher

John Dixon

[REDACTED]

Union Official

Sally Edsall

[REDACTED]

Union Official

Angelo Gavrielatou

[REDACTED]

Union Official

Chris Goudkamp

[REDACTED]

Teacher

Barry Johnson	[REDACTED]	Union Official
Jennifer Leete	[REDACTED]	Union Official
Joan Lemaire	[REDACTED]	Union Official
Helen MacGregor	[REDACTED]	Union Official
Fran Matas	[REDACTED]	Union Official
Jason McGrath	[REDACTED]	Teacher
Maurie Mulheron	[REDACTED]	Teacher
Maree O'Halloran	[REDACTED]	Union Official
Brenda Seymour	[REDACTED]	Union Official
Fionie Stavert	[REDACTED]	Union Official
Richard Walsham	[REDACTED]	Union Official
David Wynne	[REDACTED]	Union Official
Gary Zadkovich	[REDACTED]	Union Official
Theresia Zadkovich	[REDACTED]	Teacher
NT (1)		
Ahmet Latifoglu	[REDACTED]	Teacher

QLD (14)

Perry Anderson	[REDACTED]	Teacher
John Battams	[REDACTED]	Union Official
Allan Cook	[REDACTED]	Teacher
Samantha Knowles	[REDACTED]	Teacher
Molly Kreidl	[REDACTED]	Teacher
Bruce Litte	[REDACTED]	Teacher
Julie-Ann McCullough	[REDACTED]	Union Official
Graham Moloney	[REDACTED]	Union Official
Samantha Pidgeon	[REDACTED]	Teacher
Stephen Ryan	[REDACTED]	Union Official
Leigh Schelks	[REDACTED]	Teacher
Vicki Sykes	[REDACTED]	Teacher
Lynette Winch	[REDACTED]	Teacher
Maryjane Woodgate	[REDACTED]	Teacher

SA (5)

Jackie Bone-George	[REDACTED]	Teacher
Dan Farmer	[REDACTED]	Union Official
John Gregory	[REDACTED]	Union Official
Christine Waugh	[REDACTED]	Union Official
Vacancy		

TAS (3)

Colette Chinn	[REDACTED]	[REDACTED]
Elizabeth Osborne	[REDACTED]	Teacher
Mike Poate	[REDACTED]	Union Official

VIC (10)

Mary Bluett	[REDACTED]	Union Official
Rob Glare	[REDACTED]	Union Official
Brian Henderson	[REDACTED]	Union Official
Rosalie Kinson	[REDACTED]	Union Official
Meredith Peace	[REDACTED]	Union Official
Peter Steele	[REDACTED]	Union Official

Christine Stewart [REDACTED] Union Official

Ann Taylor [REDACTED] Union Official

Mary Walker [REDACTED] Teacher

Jodi Watt [REDACTED] Union Official

WA (5)

Cheryl Delarwelle [REDACTED] Teacher

Janet Edmondson [REDACTED] Teacher

Anne Gisborne [REDACTED] Teacher

Michael Keely [REDACTED] Union Official

David Kelly [REDACTED] Union Official

TAFE DIVISION

ACT / NT / TAS (1)

Tim McNevin [REDACTED] Union Official

NSW (3)

Astrid O'Neill [REDACTED] Teacher

Linda Simon [REDACTED] Teacher

Al Svirskis [REDACTED] Union Official

QLD (1)

Paul Reardon



Teacher

SA (1)

Jack Major



Union Official

VIC (2)

Greg Barclay



Union Official

Pat Forward



Union Official

WA (1)

Pat Burke



Teacher

ABORIGINAL TORRES STRAIT ISLANDER

NSW (1)

Charline Emzin-Boyd



Union Official

NT (1)

Jean Tiati



Teacher

QLD (1)

Letitia Murgha



Teacher

TAS (1)

Arthur Hamilton



Teacher

SA (1)

Haydyn Bromley



Union Official

VIC (1)

Vacancy

WA

Paul Bridge



Teacher

National TAFE Council Delegates 2002 – 2003

Federal TAFE President

Pat Forward [REDACTED] Union Official

ACT (2)

Moir Holmes [REDACTED] Teacher

Tim McNevin [REDACTED] Teacher

NSW (17)

Phillip Bradley [REDACTED] Union Official

George Campbell [REDACTED] Teacher

Lindy Cassidy [REDACTED] Program Manager

Christopher Freestone [REDACTED] Teacher

Dianne Hague [REDACTED] Teacher

John Humphrey [REDACTED] Teacher

Kerry Kalen [REDACTED] Teacher

Josephine Keeley [REDACTED] Teacher

Jenny Koschutzke [REDACTED] Teacher

Nicola Mercer [REDACTED] Teacher

Malcolm Ogg	[REDACTED]	Teacher
Astrid O'Neill	[REDACTED]	Teacher
Geoff Parry	[REDACTED]	Teacher
Maxine Sharkey	[REDACTED]	Teacher
Linda Simon	[REDACTED]	Teacher
Al Svirskis	[REDACTED]	Union Official
Geoffrey Turnbull	[REDACTED]	Teacher

NT (2)

Tanya Griffiths	[REDACTED]	Teacher
David Weight	[REDACTED]	TAFE Lecturer

QLD (3)

Anthony Christinson	[REDACTED]	Union Official
Bonnie Elliott	[REDACTED]	Teacher
Paul Jefferis	[REDACTED]	Teacher

SA (3)

Susan Arthur	[REDACTED]	TAFE Lecturer
Stephen Gregory	[REDACTED]	Teacher

Teresa Watts [REDACTED] TAFE Lecturer

TAS (2)

Roberta Blackwood-Beattie [REDACTED] Teacher

Jon Paice [REDACTED] Teacher/Union Official

VIC (8)

Greg Barclay [REDACTED] Union Official

Ann Furphy [REDACTED] Teacher

David Gillespie [REDACTED] Teacher

Geoff Hanlon [REDACTED] Teacher

Gillian Robertson [REDACTED] Teacher

Peter Sheehan [REDACTED] Teacher

Robert Stewart [REDACTED] Teacher

Judy Waite [REDACTED] Teacher

WA (3)

Pat Burke [REDACTED] Teacher

Gary Hedger [REDACTED] Teacher

Colleen Mack [REDACTED] Teacher

National TAFE Council Executive 2002-2003

Federal TAFE President

Pat Forward [REDACTED] Union Official

Australian Capital Territory

Moir Holmes [REDACTED] Teacher

New South Wales

Linda Simon [REDACTED] Teacher

Northern Territory

David Weight [REDACTED] TAFE Lecturer

Queensland

Anthony Christinson [REDACTED] Union Official

South Australia

Stephen Gregory [REDACTED] Teacher

Tasmania

Jon Paice [REDACTED] Teacher/Union Official

Victoria

Greg Barclay [REDACTED] Union Official

Western Australia

Pat Burke [REDACTED] Teacher

National Aboriginal and Torres Strait Islander Committee (General Division) - 2002-2003

Australian Capital Territory

Vicki Lucas  Teacher

New South Wales

Charline Emzin-Boyd  Union Official

Northern Territory

Jean Tiati  Teacher

Queensland

Lloyd Appo  Teacher

South Australia

Haydyn Bromley  Union Official

Tasmania

Arthur Hamilton  Teacher

Victoria

Vacant

Western Australia

Paul Bridge  Teacher

National Aboriginal and Torres Strait Islander Committee (TAFE Division) - 2002-2003

Australian Capital Territory

Vacant

New South Wales

Janette Lancaster



Teacher

Northern Territory

Vacant

Queensland

Fred Joseph



Teacher

South Australia

Vacant

Tasmania

Michelle Purdy



Teacher

Victoria

Vacant

AEU Elections due to be held in the period 1 April 2003 - 31 March 2004

(1) Federal President (Casual Vacancy)

Term of Office: Ends 31 January 2004

(2) Federal Conference Delegates

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 31 October, 2003

(3) National TAFE Council Executive Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 31 October, 2003

(4) National TAFE Council Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 31 October, 2003

(4) National Aboriginal and Torres Strait Islander Committee (General Division) Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 30 November, 2003

(5) National Aboriginal and Torres Strait Islander Committee (TAFE Division) Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 30 November, 2003

(6) National Early Childhood Committee Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 30 November, 2003

(7) National Principals' Committee Members

Term of Office: 1 January 2004- 31 December 2005

Declared: on or before 30 November, 2003

(8) **Federal President**
Deputy Federal President
Six (6) members of the International Trust Fund Committee
Federal TAFE President

Term of Office: 1 February 2004 - 31 January 2005

The provisions of the Rules require that nominations open no later than 15 November and close by 5 p.m. on 30 November 2003

(9) **Federal TAFE Secretary**

Term of Office: 1 February 2004 - 31 January 2008

The provisions of the Rules require that nominations open no later than 15 November and close by 5 p.m. on 30 November 2003

(10) **Federal Executive Members**

Term of Office: 1 March 2004 - 28 February 2005



A R 2003/242.

Australian Education Union

Federal Office:

PO Box 1158, South Melbourne, Victoria, 3205

Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006

Federal Secretary: Robert Durbridge

Federal President: Denis Fitzgerald

Telephone: 61 3 9254 1800

Facsimile: 61 3 9254 1805

Email: aeu@aeufederal.org.au

7 April 2003

Mr. Peter Richards
Industrial Registrar
GPO Box 19945
Melbourne VIC 3001

FAXED
3663

Dear Mr. Richards,

**Re: Australian Education Union - Statement Of Membership Numbers on
1 January 2003 [reg 43(1)]**

Please find enclosed our statement required under Regulation 43 (1) of the Workplace Relations Act 1996 concerning the number of members of the Australian Education Union on 1 January 2003.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "S Hopgood".

Susan Hopgood
Deputy Federal Secretary

STATEMENT

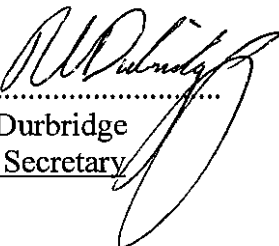
I, ROBERT DURBRIDGE, of 120 Clarendon Street, South Melbourne, Victoria, 3205 state that:

1. I am the Federal Secretary of the Australian Education Union.
2. The membership of the Australian Education Union on 1 January 2003 was 158,003 and the Branch and Division break up was as follows:

	<u>General Division</u>			<u>TAFE Division</u>			<u>Total</u>
	<u>Male</u>	<u>Female</u>	<u>Both</u>	<u>Male</u>	<u>Female</u>	<u>Both</u>	
New South Wales	16,492	35,698	52,190	3,058	3,049	6,107	58,297
Victoria	6,826	17,361	24,187	1,276	953	2,229	26,416
Queensland	9,640	27,267	36,907	474	559	1,033	37,940
South Australia	3,658	8,208	11,866	462	430	892	12,758
Western Australia	3,487	7,673	11,160	454	332	786	11,946
Tasmania	1,461	3,721	5,182	257	218	475	5,657
ACT	752	2,385	3,137	142	211	353	3,490
Northern Territory	375	1,004	1,379	63	57	120	1,499
TOTAL	42,691	103,317	146,008	6,186	5,809	11,995	158,003

3. The organisation has no members known as "ineligible state members" within the meaning of s202 of the Act.

DATED this 9th day of April, 2003


.....
Robert Durbridge
Federal Secretary



Australian Education Union

Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006
 Phone: +61 (0)3 9693 1800 Fax: +61 (0)3 9693 1805
 Email: aeu@aeufederal.org.au Website: www.aeufederal.org.au
 Federal Secretary: Robert Durbridge Federal President: Denis Fitzgerald

FACSIMILE MESSAGE

The information contained in this facsimile is intended for the named recipients only. It may contain privileged and/or confidential information and if you are not an interested recipient you must not use disclose copy or take any action in reliance on it. If you have received this fax in error please notify the sender immediately by a collect telephone call to +61 (0)3 9693 1800 and destroy all copies of this document.

Date :	April 9 '03
Addressee :	Peter Richards
Fax Number :	9654 6672
From :	Susan Hoggard
Number of Pages :	3 (including this one)



Australian Education Union

Federal Office:

PO Box 1158, South Melbourne, Victoria, 3205

Ground Floor, 120 Clarendon Street, Southbank, Victoria, 3006

Federal Secretary: Robert Durbridge

Federal President: Denis Fitzgerald

Telephone: 61 3 9254 1800

Facsimile: 61 3 9254 1805

Email: aeu@aeufederal.org.au

7 April 2003

Mr. Peter Richards
Industrial Registrar
GPO Box 19945
Melbourne VIC 3001

Dear Mr. Richards,

**Re: Australian Education Union - Statement Of Membership Numbers on
1 January 2003 [reg 43(1)]**

Please find enclosed our statement required under Regulation 43 (1) of the Workplace Relations Act 1996 concerning the number of members of the Australian Education Union on 1 January 2003.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "S Hopgood".

Susan Hopgood
Deputy Federal Secretary

STATEMENT

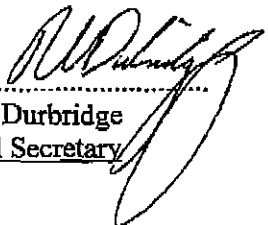
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2. The membership of the Australian Education Union on 1 January 2003 was 158,003 and the Branch and Division break up was as follows:

	<u>General Division</u>			<u>TAFE Division</u>			<u>Total</u>
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New South Wales	16,492	35,698	52,190	3,058	3,049	6,107	58,297
Victoria	6,826	17,361	24,187	1,276	953	2,229	26,416
Queensland	9,640	27,267	36,907	474	559	1,033	37,940
South Australia	3,658	8,208	11,866	462	430	892	12,758
Western Australia	3,487	7,673	11,160	454	332	786	11,946
Tasmania	1,461	3,721	5,182	257	218	475	5,657
ACT	752	2,385	3,137	142	211	353	3,490
Northern Territory	375	1,004	1,379	63	57	120	1,499
TOTAL	42,691	103,317	146,008	6,186	5,809	11,995	158,003

3. The organisation has no members known as "ineligible state members" within the meaning of s202 of the Act.

DATED this 9th day of April, 2003


 Robert Durbridge
 Federal Secretary



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: AR2003/242-[284V]

Mr R Durbridge
Federal Secretary
Australian Education Union
120 Clarendon Street
SOUTHBANK VIC 3006

Dear Mr R Durbridge

**Re: Australian Education Union
Annual Return of Information for Year 2003**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2003 in respect of the body specified above.

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) and regulation 102 of the *Workplace Relations Regulations*. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

A summary of the information required to be lodged annually is set out in the accompanying document. Notifications of changes to the annual information required to be lodged under subsection 268(4) are also summarised in the accompanying document.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely

Lyn Markovski
E-mail: lynette.markovski@air.gov.au

13 February, 2003

Annual Return of Information required under the Workplace Relations Act 1996 and Regulations

<p>Statement concerning number of members [reg 43(1)] <i>(federal offices of employee organisations only)</i></p>	<p>A statement, signed by an officer of the organisation who is authorised to sign it, that shows: -</p> <p>(a) the number of persons who were, on 1 January in that year; both:</p> <p style="padding-left: 40px;">(i) members of the organisation; and</p> <p style="padding-left: 40px;">(ii) employees or independent contractors; and</p> <p>(b) if the organisation has entered into an agreement under ss202(1) of the Act - the number of members of the organisation who were, on 1 January in that year, ineligible State members in relation to the organisation, within the meaning of s202 of the Act</p>	<p>Once in each year, not later than 1 March [reg 43(1)]</p>
<p>Maintenance of Register of Members [s268(3)(a)]</p>	<p>A statutory declaration by the secretary or other prescribed officer [reg 104] certifying that the register of members has, during the immediately preceding calendar year; been kept and maintained as required by s268(1) and (2)</p>	<p>Once in each year, at any time during the period of 3 months commencing on 1 January [reg 103]</p>
<p>List of Offices [s268(3)(b)]</p>	<p>A copy of the list of the offices in the organisation and each branch [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record [note definition of "office" in s4(1)]</p>	<p>As above</p>
<p>List of Office-holders [s268(3)(b)]</p>	<p>A copy of the list of the names, postal addresses and occupations of the persons holding offices in the organisation and each branch [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>
<p>List of Branches [s268(3)(b)] <i>(federal offices of organisations only)</i></p>	<p>A copy of the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>

Addresses of Offices of Organisation and Branches [s268(3)(b)]	A copy of the record of the address of the organisation and the office of each branch [s268(1)(d) and sub-reg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record	As above
Record of each Election that must be held during year [s268(3)(b)]	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 April for office positions in organisations and its branches [s268(1)(d) & sub-reg 102(c)] certified by statutory declaration by the secretary or other prescribed officer to be a correct statement of the information contained in that record	As above

Notification of Changes made to records - subsection 268(4) of the Act

Changes in List of Offices [s268(4)]	Notification of any change to the list of offices [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made [note definition of "office" in s4(1)]	Within 35 days after the change [reg 105]
Changes in List of Office-holders [s268(4)]	Notification of any change to the list of the names, postal addresses and occupations of the persons holding offices [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in List of Branches [s268(4)] <i>(federal offices of organisations only)</i>	Notification of any change to the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in the Addresses of Offices of Organisation and Branches [s268(4)]	Notification of any change to the record of the address of the office of the organisation and the office of each branch [s268(1)(d) and subreg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above