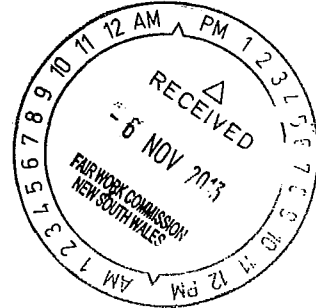




**Australian Institute of Marine & Power
Engineers**

SOUTH AUSTRALIA BRANCH

ADELAIDE DISTRICT & NORTHERN TERRITORY SUB-BRANCH
22 DIVETT ST PORT ADELAIDE 5014



To David Vale
Fair Work Commission
Principal Advisor
Regulatory Compliance Branch
NSW
C/O Terrace Towers
80 William St
East Sydney
NSW 2011

Date; 29/10/13

TOPIC ; AIMPE'S SOUTH AUSTRALIAN BRANCH OFFICE HOLDERS

Dear David,

In reply to your letter dated the 8/10/13, I am informing you that there has been a change of Branch Secretary for the SA Branch .

The New Branch Secretary is myself,
Derek MacLucas



Yours Sincerely
Derek MacLucas
AIMPE SA Branch
State Secretary



FAIR WORK
COMMISSION

17 June 2013

Mr Henning Christiansen
Federal Vice-President
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Christiansen,

Re: Annual Return of Information Contained in Records of Organisation - s233 Fair Work (Registered Organisations) Act 2009 - Australian Institute of Marine and Power Engineers (AR2013/229)

I refer to the declaration and copies of records lodged pursuant to sub-section 233(1) of the *Fair Work (Registered Organisations) Act 2009* ('the Act') with the Fair Work Commission on 26 March 2013 and to the supplementary declaration lodged on 14 June 2013.

The declarations covered the following information:

- A statement that the register of members has been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2), in accordance with paragraph 233(1)(a);
- A list of the offices in the organisation and branches required to be kept under paragraphs 230(1)(b), the persons holding those offices and their postal addresses and occupations as required to be kept under paragraph 230(1)(c);
- A copy of records prescribed by regulation 147, under paragraph 230(1)(d);
- A statement that the copy of the records required to be kept under paragraphs 230(1)(b), (c) and (d) that were lodged is a correct statement of the information contained in those records.

The documents have been filed.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: [KELLETT, Stephen](#)
To: [KELLETT, Stephen](#)
Subject: FW: Attention: Mr Henning Christiansen - Annual Return of Information - s233 RO Act - supplementary declaration
Date: Monday, 17 June 2013 10:58:30 AM
Attachments: [Declaration to FWA.pdf](#)

From: Cathy Han [mailto:chan@aimpe.asn.au]
Sent: Friday, 14 June 2013 11:41 AM
To: KELLETT, Stephen
Subject: RE: Attention: Mr Henning Christiansen - Annual Return of Information - s233 RO Act - supplementary declaration

Hi, Steve,

Please find attached letter from aimpe as per request.

Please Keep in file.

Regards,

Cathy



File No.: NN/3/1 (b)

11 June 2013

Fair Work Australia

Level 8, Terrace Tower
EAST SYDNEY NSW 2011

Reference: AR2013/229

AIMPE, THE ANNUAL RETURN OF INFORMATION FOR 2012

I, Henning Christiansen, of 52 Buckingham Street, Surry Hills, NSW, 2010 do hereby solemnly and sincerely declare that:-

the copy of the records kept under paragraphs 230(1)(b), (c) and (d) that was lodged with FWC on 26 March 2013 is a correct statement of the information contained in those records

Yours faithfully,

.....
H CHRISTIANSEN
FEDERAL VICE PRESIDENT

C:\Admin\Return13.doc

From: KELLETT, Stephen
To: ["chan@aimpe.asn.au"](mailto:chan@aimpe.asn.au)
Subject: Attention: Mr Henning Christiansen - Annual Return of Information - s233 RO Act - supplementary declaration
Date: Tuesday, 21 May 2013 10:11:00 AM
Attachments: [AIMPE_AR2012_229_return.pdf](#)

Dear Ms Han,

I refer to the information lodged on 26 March, which I attach for convenient reference. The letter of Mr Christiansen omitted a declaration that is specifically required by subsection 233(1)(b).

Subsection 233(1)(b) requires the secretary to certify that the lodged *"copy of the records required to be kept under paragraphs 230(1)(b), (c) and (d) is a correct statement of the information contained in those records"*.

The return includes the information kept under the aforementioned paragraphs but not this formal verification statement. I have reviewed the previous returns from the organisation and also the correspondence from the Registry/FWA, and this omission does not appear to have ever been brought to the organisation's attention.

The information is otherwise satisfactory but, given that the declaration forms part of the public documentation on record, and in the interests of complete compliance, I would ask that a brief supplementary declaration be signed by Mr Christiansen that explicitly states *"the copy of the records kept under paragraphs 230(1)(b), (c) and (d) that was lodged with FWC on 26 March 2013 is a correct statement of the information contained in those records"*. Errors and inadvertent omissions are usually avoided if the wording of the Act is closely followed.

Please bring this to Mr Christiansen's attention. I will file the documents immediately upon receipt of the declaration. If there are any questions, I may be contacted on the telephone number below.

Yours sincerely

STEPHEN KELLETT

Senior Adviser,

Regulatory Compliance Branch

Fair Work Commission

Tel: (02) 6723 7237

Mob: 0429 462 979

Fax: +61 2 9380 6990

stephen.kellett@fwc.gov.au

80 William Street, East Sydney NSW 2011

www.fwc.gov.au

From: [Orgs](#)
To: [KELLETT, Stephen](#)
Subject: FW: ON CMS+ AR2013/229 AIMPE annual return [AR2013/229]
Date: Saturday, 18 May 2013 3:22:44 PM
Attachments: [FWA RETURN FROM AIMPE 2013.pdf](#)

From: Cathy Han [mailto:chan@aimpe.asn.au]
Sent: Tuesday, 26 March 2013 2:15 PM
To: RIA Sydney
Cc: mbyrne@aimpe.asn.au
Subject: ON CMS+ AR2013/229 AIMPE annual return [AR2013/229]

Dear sir,
Please find attached return from AIMPE.
Regards,
Cathy Han
Office Manager
AIMPE
TEL: 02 9698 3999
FAX: 02 9319 7505



File No.: NN/3/1 (b)

25.03.2013

Fair Work Australia

Level 8, Terrace Tower
EAST SYDNEY NSW 2011

Reference: AR2013/229

AIMPE, THE ANNUAL RETURN OF INFORMATION FOR 2012

I, Henning Christiansen, of 52 Buckingham Street, Surry Hills, NSW, 2010 do hereby solemnly and sincerely declare that:-

1. I am employed in the capacity of Federal Secretary and am elected Vice President of the AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS.
2. I was elected on 19 June 2012 to that position in accordance with the Rules of the Organisation as registered under the Fair Work (Registered Organizations) Act 2009 & Regulations.
3. Maintenance of Register of Members

During the 2012 Calendar year a Register of members of the said Organisation showing the name and postal address of each member has been kept and maintained at the Registered office for the said organisations' branches, namely, Sydney Branch, Victoria/Tasmania Branch, Queensland Branch, South Australia Branch, West Australia Branch and Newcastle Branch as required by ss230(1)(a) and (2).

4. The organisation as of 31 December, 2012 has 2828 members. Retired or honorary members are not included in this total.
5. **List of Offices**

(a) Federal Executive	Federal President
	Senior Vice President
	Vice Presidents (2)
	Federal Treasurer

(b) Federal Council

Seventeen Councillors (17) as below

Sydney Branch: 52 Buckingham Street SURRY HILLS NSW 2010	Secretary and Councillor (1) Councillors (2)
Victoria/Tasmania Branch: Office 202 20 Convention Center Place SOUTH WHARF VIC 3006	Secretary and Councillor (1) Councillors(2)
Queensland Branch: Suite 14, "Rockton" 40 Brookes Street BOWEN HILLS QLD 4006	Secretary and Councillor (1) Councillors (2)
South Australia Branch: 22 Divett Street PORT ADELAIDE SA 5015	Secretary and Councillor (1) Councillor (1)
West Australia Branch: 169 Stock Road Palmyra WA 6157	Secretary and Councillor (1) Councillors (2)
Newcastle Branch: 148 Hannell Street WICKHAM NSW 2293	Secretary and Councillor (1) Councillors (2)

(c) Branch Positions

Sydney Branch: 52 Buckingham Street SURRY HILLS NSW 2010	Secretary President Treasurer
Victoria/Tasmania Branch: Office 202 20 Convention Center Place SOUTH WHARF VIC 3006	Secretary President Treasurer
Queensland Branch: Suite 14, "Rockton" 40 Brookes Street BOWEN HILLS QLD 4006	Secretary President Treasurer
South Australia Branch: 22 Divett Street PORT ADELAIDE SA 5015	Secretary President Treasurer
West Australia Branch: 169 Stock Road Palmyra WA 6157	Secretary President Treasurer
Newcastle Branch: 148 Hannell Street WICKHAM NSW 2293	Secretary President Treasurer

6. **List of Office Holders**

Officials elected in accordance with the Rules of the Organisation are:

OFFICE	OFFICE-HOLDER	OCCUPATION	ELECTION DUE
FEDERAL PRESIDENT	SNEE, T, PO Box 81, Wickham, NSW, 2293	Marine Engineer	4/6/2013
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	4/6/2013
VICE PRESIDENT	WOOLLEY, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	4/6/2013
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010	Federal Secretary	4/6/2013
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010	Assistant Federal Secretary	4/6/2013

The other Office Holders elected in accordance with the Rules of the Organisation are:

SYDNEY BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Byrne, MC , 52 Buckingham St, Surry Hills, NSW, 2010	Assistant Federal Secretary	22/9/2008	22/9/2012 (Election in progress)
President	James, DML , 52 Buckingham St, Surry Hills, NSW, 2010.	Marine Engineer	7/3/2011	7/3/2013 (Election in progress)
Treasurer & Councillor	Smith, JW , 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	7/3/2011	7/3/2013 (Election in progress)
Councillor	Handcock, MJ 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	7/3/2011	7/3/2013 (Election in progress)

VICTORIA/TASMANIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Mcallister, I, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2017
President	Ireland, E, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2015
Treasurer	Desai, H Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2015
Councillor	Walsh, P, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2015
Councillor	Woolley, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2015

QUEENSLAND BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Toohy, P, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	28/03/2012	28/03/2016
President	Ready, B 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	28/3/2012	28/3/2014

Treasurer & Councillor	Richardson, A, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	18/5/2011	18/5/2013
Councillor	Ready, B 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	18/5/2011	18/5/2013

SOUTH AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Gibbons, A., 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	25/8/2008	25/8/2012 (Election in progress)
President	Mere, P 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	13/12/2010	13/12/2012 Election in progress)
Treasurer	Noble, R, 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	13/12/2010	13/12/2012 (Election in progress)
Councillor	Hodgson, LM, 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	13/4/2011	13/4/2013 (Election in progress)

WEST AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Olsen, P, 169 Stock Road, Palmyra, WA, 6157	Branch Secretary	10/9/2010	10/9/2014
President & Councillor	Blackmore, C, 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	22/6/2011	22/6/2013
Treasurer	Hartlieb, KH, 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	22/6/2011	22/6/2013
Councillor	Hartree, J, 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	16/4/2012	16/4/2014

NEWCASTLE BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Ashton, RA, PO Box 81, Wickham, NSW, 2293	Branch Secretary	1/5/2012	1/5/2016
President	Moore, D, PO Box 81, Wickham, NSW, 2293	Marine Engineer	3/7/2012	3/7/2014
Treasurer	Mallows, J, PO Box 81, Wickham, NSW, 2293	Director, Professional Standards	1/5/2012	1/5/2014
Councillor	Snee, T, PO Box 81, Wickham, NSW, 2293	Marine Engineer	6/8/2012	6/8/2014
Councillor	Christiansen, H, PO Box 81, Wickham, NSW, 2293	Federal Secretary	6/8/2012	6/8/2014

7. **List of Branches/Addresses of Offices**

The names and addresses of the Offices and Branches of the said Organisation are:

LIST OF BRANCHES

LIST OF OFFICE ADDRESS

Organisation's HEAD OFFICE

52 Buckingham Street
SURRY HILLS NSW 2010

SYDNEY BRANCH

52 Buckingham Street
SURRY HILLS NSW 2010

VICTORIA/TASMANIA
BRANCH

Office 202,
20 Convention Center Place
SOUTH WHARF, VIC 3006

QUEENSLAND BRANCH

Suite 14
"Rockton"
40 Brookes Street
BOWEN HILLS QLD. 4000

SOUTH AUSTRALIA BRANCH

22 Divett Street
PORT ADELAIDE SA 5015

WEST AUSTRALIA BRANCH

169 Stock Road
PALMYRA WA 6157

NEWCASTLE BRANCH

148 Hannell Street
WICKHAM NSW 2293

8. **New Branches** Nil.
9. **Old Branches** Nil.
10. **Changes in List of Office holders**

Only one change has been made since the last return on 5 April 2012. Mr. Himanshu Desai was elected on 18 February 2013 as Victoria/Tasmania Branch Treasurer. This position was held by Peter Paxman during last return.



H CHRISTIANSEN
FEDERAL VICE PRESIDENT

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FAIR WORK
COMMISSION

22 March 2013

Mr Martin Byrne
Assistant Federal Secretary/Sydney Branch Secretary
Australian Institute of Marine and Power Engineers, The
Sent by email; mbyrne@aimpe.asn.au

Dear Mr Byrne

**Australian Institute of Marine and Power Engineers, The
Annual Return of Information for 2013 [AR2013/229]**

I refer to our letter of mid February 2013 reminding you of the obligation to lodge an Annual Return of Information for 2013 in respect of the above by **31 March 2013**. As it is noted that you have not as yet lodged your Annual Return, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return for 2013 in the last few days.

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

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. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.fwc.gov.au – under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf files at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) - see s.305 of the RO Act. Further, 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.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

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) <i>[s.233(1)(a)]</i> 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) <i>[s.230(1)(b)]</i>
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) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
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 <i>[s.230(1)(d) and r.147(d)]</i>
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 . <i>[s.230(1)(d) and r.147(e)]</i> 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. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and 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].



FAIR WORK
COMMISSION

18 February 2013

Mr Martin Byrne
Assistant Federal Secretary/Sydney Branch Secretary
The Australian Institute of Marine and Power Engineers

Sent by email: mbyrne@aimpe.asn.au

Dear Mr Byrne,

**The Australian Institute of Marine and Power Engineers
Annual Return of Information for 2013 [AR2013/229]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2013 in respect of the above by **31 March 2013**.

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

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. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.fwc.gov.au— under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in the declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf or tif files at orgs@fwc.gov.au . Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, 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.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

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 list of offices, list of officeholders, list of branches (where relevant) and 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].