



16 March 2018

Ms Leanne ("Lee") Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation

CC: Ms Yvonne Falckh, Branch Secretary, Northern Territory Branch

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation, Northern Territory Branch.

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
13/02/2018	Northern Territory Branch	Outgoing office holder	Yes, 9 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.

**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,

**Declan Clifford**  
**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, Yvonne Falckh, being the Branch Secretary of the Australian Nursing and Midwifery Federation, Northern Territory 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: 30 January 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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
NT	30/12/2017	Vice Branch President	Jan Hercus – resigned as Vice President	nil	POBox 42533, Casuarina, NT 0811	
...						



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Mr Brett Holmes – NSW Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the NSW Branch of the Australian Nursing and Midwifery Federation.

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
14/12/2017 (amended notification lodged on 19/12/2017)	NSW Branch	Branch Councillors (2)	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Elizabeth Dabars - South Australian Branch Secretary

Dear Ms Thomas,

### Notification of changes made to records [AR2017/95]

I acknowledge receipt of a Notification of Change to the office holders of the South Australian Branch of the Australian Nursing and Midwifery Federation.

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
19/12/2017	South Australian Branch	Branch President	Yes
19/12/2017	South Australian Branch	Branch Vice President	Yes
19/12/2017	South Australian Branch	Branch Executive Members (2)	Yes
19/12/2017	South Australian Branch	Branch Councillors (2)	Yes

### 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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Emily Shepherd – Tasmanian Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Tasmanian Branch of the Australian Nursing and Midwifery Federation.

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
15/12/2017	Tasmanian Branch	Branch Vice President	Yes
15/12/2017	Tasmanian Branch	Branch Executive Member	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Elizabeth Mohle – Queensland Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Queensland Branch of the Australian Nursing and Midwifery Federation.

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
14/12/2017	Queensland Branch	Branch Councillor	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission





15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Athalene Rosborough – ACT Branch President

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the ACT Branch of the Australian Nursing and Midwifery Federation.

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
13/12/2017	ACT Branch	Branch Councillor	Yes
13/12/2017	ACT Branch	Branch Secretary	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Mr Mark Olson – WA Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Western Australian Branch of the Australian Nursing and Midwifery Federation.

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
04/12/2017	WA Branch	Branch Executive Member	Yes
04/12/2017		Branch Councillor	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Lisa Fitzpatick – Victorian Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Victorian Branch of the Australian Nursing and Midwifery Federation.

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
04/12/2017	Victorian Branch	Branch Vice President	Yes
04/12/2017	Victorian Branch	Branch Executive Members (2)	Yes
04/12/2017	Victorian Branch	Branch Councillors (5)	Yes

**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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



15 January 2018

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
anmfcanberra@anmf.org.au

CC: Ms Yvonne Falckh – NT Branch Secretary

Dear Ms Thomas,

### Notification of changes made to records [AR2017/95]

I acknowledge receipt of a Notification of Change to the office holders of the Northern Territory Branch of the Australian Nursing and Midwifery Federation.

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
27/11/2017	Northern Territory Branch	Branch President	Yes
27/11/2017	Northern Territory Branch	Acting Branch President	Yes
27/11/2017	Northern Territory Branch	Branch Councillor	Yes

### 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, the details of which 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 must 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,

**Carolyn Moloney**  
Registered Organisations Commission



IN REPLY PLEASE QUOTE: JBH:TOG:MV  
Ref: 16/1180

14 December 2017

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

By Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Commissioner

**Re: Australian Nursing and Midwifery Federation New South Wales Branch  
Notification of Changes to Office Holders s233(2) Fair Work (Registered  
Organisations) Act 2009**

Please be advised that a change of office holders has occurred at the Australian Nursing and Midwifery Federation NSW Branch, enclosed are the following documents in support of this change:-

1. Signed Declaration dated 14 December 2017 and
2. A list of changes to the officers of the above named employee organisation as at 6 December 2017 (Annexure A).

If you have any queries, please contact Tony O'Grady, Manager Projects & Compliance on 02 8595 2118.

Yours sincerely

**BRETT HOLMES**  
Branch Secretary  
Australian Nursing and Midwifery Federation NSW Branch

**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, Brett Holmes, being the Branch Secretary of the Australian Nursing and Midwifery Federation New South Wales 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: Brett Holmes

Brett Holmes

Branch Secretary

Australian Nursing and Midwifery Federation NSW Branch

Dated: 14 December 2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Officer Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Australian Nursing and Midwifery Federation NSW Branch	6 December 2017	Branch Councillor	Vacancy (notified on 12/09/17)	Casual Vacancy	Natalie Ellis	c/-Wagga Wagga Rural Referral Hospital Docker Street, Wagga Wagga NSW 2650	Registered Nurse
Australian Nursing and Midwifery Federation NSW Branch	6 December 2017	Branch Councillor	Vacancy (notified on 12/09/17)	Casual Vacancy	Julie Goss	c/- Nepean Private Hospital 1-9 Barber Avenue, Kingswood NSW 2747	Registered Nurse

Signed: Brett Holmes

Brett Holmes

Branch Secretary

Australian Nursing and Midwifery Federation NSW Branch

Dated: 14 December 2017

**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, Elizabeth Dabars, being the Branch Secretary of the ANMF South Australian 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*:
3. 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:



Adj Assoc Professor Elizabeth Dabars AM

Dated:

18 December 2017

**[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](mailto:regorgs@roc.gov.au).]**



## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [South Australian Branch]::

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*


<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
SA	13/12/17	Committee of Management Member   President	Marisa Bell	Jocelyn Douglass	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse / Mental Health Nurse
SA	13/12/17	Committee of Management Member   Vice President	Jocelyn Douglass	Gay Martin	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse
SA	13/12/17	Committee of Management Member   Executive member	Gay Martin	Sharon Horn	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse
SA	13/12/17	Committee of Management Member   Executive member	Barb Tyler	Joann Duffy	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse
SA	13/12/17	Committee of Management Member   Council member	Sharon Horn	Vacant	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
SA	13/12/17	Committee of Management Member   Council member	Phil Coward	Vacant	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Registered Nurse

**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, Emily Shepherd, being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian 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:   
Emily Shepherd  
Branch Secretary  
Australian Nursing and Midwifery Federation (Tasmanian Branch)

Dated: 15 December 2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Tasmania</i>	<i>1.12.2017</i>	<i>Vice President</i>	<i>vacant</i>	<i>Monica Werner</i>	<i>c/- the Registered Organisation, 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Nurse</i>
<i>Tasmania</i>	<i>1.12.2017</i>	<i>Executive Member</i>	<i>Monica Werner</i>	<i>Astrid Tiefholz</i>	<i>c/- the Registered Organisation, 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Midwife</i>

**Australian Nursing and Midwifery Federation, Australian Nursing  
and Midwifery Federation QNMU Branch**

GPO Box 1289  
Brisbane Qld 4001  
Phone No: (07) 3840 1444  
Fax No: (07) 3844 9387

14 December 2017

Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

By Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Sir/Madam,


**Re: Notification of Change to Office Holders – s230 Fair Work (Registered  
Organisations) Act 2009**

Please be advised that a change of office holders has occurred at the Australian Nursing and Midwifery Federation QNMU Branch (“ANMF QNMU Branch”), enclosed are the following documents in support of this change:-

1. Signed Declaration dated 14 December 2017;
2. A list of changes to the officers of the above-named employee organisation marked “**Annexure A**”

Should you have any questions, please contact Chris Deftereos, Governance Relations Officer on 3840 1444 or [cdeftereos@qnmf.org.au](mailto:cdeftereos@qnmf.org.au).

Yours sincerely,



**BETH MOHLE**  
**ANMF QNMU Branch Secretary**

**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, Elizabeth Mohle, being the Secretary of the Australian Nursing and Midwifery Federation – QNMU 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*:
  - On 2 December 2017, Madeline Heathfield resigned from the office of Branch Councillor of the Australian Nursing and Midwifery Federation – QNMU Branch.
  - 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:



Secretary, Australian Nursing and Midwifery Federation – QNMU Branch

Dated: 14 December 2017

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
QNMU	2/12/17	Branch Councillor	Madeline Heathfield	vacant	vacant	vacant
...						



Australian  
Nursing &  
Midwifery  
Federation

AUSTRALIAN CAPITAL TERRITORY

ABN: 41 698 088 660  
President: A. Rosborough  
Secretary: M. Daniel

**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, Athalene Rosborough being the President of Thee Australian Nursing and Midwifery federation, ACT 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.
  - Jennifer Maree Miragaya retired from the office of Branch Secretary of the ANMF ACT Branch effective 1 December 2017.
  - Matthew David Daniel was appointed to the casual vacancy of Branch Secretary of the ANMF ACT Branch from COB 1 December 2017.
  - Vanessa Lee Hoban was appointed to the casual vacancy of Branch Councillor of the ANMF ACT Branch WEF 21 November 2017.

Signed:

Dated:

12/12/2017

OFFICE: 2/53 Dundas Court, Phillip ACT 2606  
PHONE: 02 6282 9455  
EMAIL: [anmfact@anmfact.org.au](mailto:anmfact@anmfact.org.au)

POSTAL: PO Box 4, Woden. ACT 2606  
FAX: 02 6282 8447  
WEB: [www.anmfact.org.au](http://www.anmfact.org.au)





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
ACT	21 Nov 17	Branch Councillor	Vacancy	Vanessa Hoban	PO Box 4 Woden ACT 2606	Nurse
ACT	COB 1 Dec 17	Branch Secretary	Jennifer Miragaya	Matthew Daniel	PO Box 4 Woden ACT 2606	Nurse

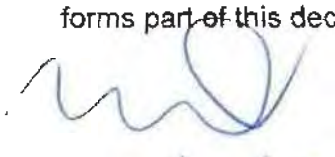
**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Mark Olson, being the Branch Secretary of the Australian Nursing and Midwifery Federation, Western Australian 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:

  
4/12/17

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

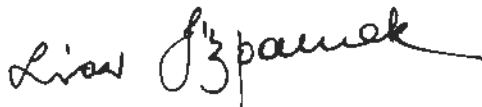
<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
WA	30/11/2017	Branch Executive	Dorothy Marie	Megan McDermott	c/- 260 Pier Street Perth 6000	Registered Nurse
WA	30/11/2017	Branch Councillor	Megan McDermott	vacant		

**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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation  
(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*:
  - 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: 1/12/2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
Victoria	30/11/2017	Branch Vice President	Rachel Weaver	Election E2017/131	Lori-Anne Sharp	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse
Victoria	30/11/2017	Branch Executive member	Lori-Anne Sharp	Election E2017/131	Rachel Weaver	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse
Victoria	30/11/2017	Branch Executive member	Heather Selkrig	Election E2017/131	Fiona Creswell	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse
Victoria	30/11/2017	Branch Councillor	Fiona Creswell	Election E2017/131	Melanie Carron	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Enrolled nurse
Victoria	30/11/2017	Branch Councillor	Erin Sterritt	Election E2017/131	Ruth Bloom	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Enrolled nurse
Victoria	30/11/2017	Branch Councillor	N/A – vacant	Election E2017/131	Anita Stirling	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse
Victoria	30/11/2017	Branch Councillor	N/A – vacant	Election E2017/131	Therese Smyth	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered midwife
Victoria	30/11/2017	Branch Councillor	N/A – vacant	Election E2017/211	Kitsa Soulounias	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse

**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, Yvonne Falckh, being the Branch Secretary of the Australian Nursing and Midwifery Federation, Northern Territory 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: 27 November 2017

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
NT	31/10/2017	Branch President	Marlene Herron – resigned as BP	Jan Hercus will be acting BP	POBox 42533, Casuarina, NT 0811	Registered Nurse
NT	13/11/2017	Acting Branch President	Jan Hercus – resigned as acting BP but remains as Vice President		As above	
NT	13/11/17	Acting Branch President		Catherine Hatcher	As above	Registered Nurse and Midwife
NT	13/11/17	Councillor		Amanda Gill	As above	Registered Nurse and Midwife
...						



24 November 2017

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
(By email)

CC: Athalene Rosborough – ACT Branch President

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the ACT Branch of the Australian Nursing and Midwifery Federation.

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
09/11/2017	ACT Branch	Branch Councillor	NO – 112 days late

**Late notifications**

Please note that 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. The notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Please ensure that future notifications of change are lodged within 35 days of the change occurring.

**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, the details of which 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 must 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,

**Carolyn Moloney**  
**Registered Organisations Commission**



**Australian Government**  
**Registered Organisations Commission**

24 November 2017

Ms Leanne ("Lee") Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
(By email)

CC: Emily Shepherd – Tasmanian Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the name of an office holder of the Tasmanian Branch of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) on 18 October 2017. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Thank you for the notification.

Yours faithfully,

**Carolyn Moloney**  
**Registered Organisations Commission**



24 November 2017

Ms Leanne Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
(By email)

CC: Lisa Fitzpatrick – Victorian Branch Secretary

Dear Ms Thomas,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the address of the Victorian Branch of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Thank you for the notification.

Yours faithfully,

**Carolyn Moloney**  
**Registered Organisations Commission**



Australian  
Nursing &  
Midwifery  
Federation

AUSTRALIAN CAPITAL TERRITORY

ABN: 41 698 088 660

President: A. Rosborough

Secretary: J. Miragaya

**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, Athalene Rosborough being the Branch President of The Australian Nursing & midwifery Federation, ACT 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*:

- 20 July 2017 Councillor Louise Murphy resigned from Branch Council

Signed:

Athalene Rosborough

Branch President

8 November 2017

OFFICE: 2/53 Dundas Court, Phillip ACT 2606

PHONE: 02 6282 9455

EMAIL: [anmfact@anmfact.org.au](mailto:anmfact@anmfact.org.au)

POSTAL: PO Box 4, Woden. ACT 2606

FAX: 02 6282 8447

WEB: [www.anmfact.org.au](http://www.anmfact.org.au)



Australian  
Nursing &  
Midwifery  
Federation

**NNEXURE A**  
AUSTRALIAN CAPITAL TERRITORY

ABN: 41 698 088 660  
President: A. Rosborough  
Secretary: J. Miragaya

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
ACT	20 July 2017	Executive / Branch Councillor	Louise Murphy	Vacant position	Vacant position	Vacant position

OFFICE: 2/53 Dundas Court, Phillip ACT 2606  
PHONE: 02 6282 9455  
EMAIL: [anmfact@anmfact.org.au](mailto:anmfact@anmfact.org.au)

POSTAL: PO Box 4, Woden. ACT 2606  
FAX: 02 6282 8447  
WEB: [www.anmfact.org.au](http://www.anmfact.org.au)

**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, Emily Shepherd, being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian 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.
  - The change is to note a change of name of a Branch Councillor due to marriage.



Signed:

Emily Shepherd  
Branch Secretary  
Australian Nursing and Midwifery Federation (Tasmanian Branch)

Dated: 18 October 2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Previous (Maiden) Name</b>	<b>New (Married) Name</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>Tasmania</i>	<i>18.10.2017</i>	<i>Branch Councillor</i>	<i>Jenna Mundy</i>	<i>Jenna Bowling</i>	<i>c/- ANMF (Tas), 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Nurse</i>

## MOLONEY, Carolyn

---

**From:** Daniel Crute [REDACTED]  
**Sent:** Tuesday, 17 October 2017 12:05 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2017/95 ANMF Notification of changes to records - change of address  
**Attachments:** Notification of changes to records - change of address - 17 October 2017....pdf

Dear sir/madam,

Please find attached correspondence. I apologise for the delay. This is the first time the Victorian Branch of the ANMF has moved in decades and I was unaware of the requirement to advise the ROC of our new address. Recent education material emailed by the ROC to our office made this oversight apparent and I have taken immediate steps to have this rectified.

Kind regards,



**Australian  
Nursing &  
Midwifery  
Federation**  
VICTORIAN BRANCH

**Daniel Crute**  
Resources & Compliance Officer  
535 Elizabeth Street Melbourne Vic 3000  
Switchboard: (03) 9275 9333 | Fax: (03) 9275 9344  
[REDACTED]  
[www.anmfvic.asn.au](http://www.anmfvic.asn.au)

Please sign the petition to tell  
Bupa to value, recognise and  
reward the nurses and carers  
who care for elderly Victorians

[anmfvic.asn.au/BupaPetition](http://anmfvic.asn.au/BupaPetition)

▶ VALUE ▶ RECOGNISE ▶ REWARD ▶ BUPA nurses and carers

This email (including any attachments to it) are confidential and may contain legally privileged information. Opinions or other information expressed or implied in this email represent solely the views of the sender and do not necessarily represent the views of ANMFVB. They are intended solely for the use of the individual or entity to whom it is addressed and must not be copied, forwarded or disclosed to anyone without the senders consent. If you are not the intended recipient, any use, dissemination, forwarding, printing, or copying of this e-mail and any attachments is strictly prohibited and you should destroy the original transmission and its contents immediately. If you have received this e-mail in error, please reply e-mail to the sender. Confidentiality and privilege are not waived by reason of a mistaken delivery to you. The ANMFVB operates in accordance with the provisions of the Privacy Act 1988 and is committed to handling your personal information in a confidential manner.



**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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:

- On 14 August 2017 the address of our branch of the organisation changed:<sup>1</sup>

1. Old address  
540 Elizabeth Street  
Melbourne VIC 3000

New address  
535 Elizabeth Street  
Melbourne VIC 3000

Signed: 

Dated: 17 October 2017

---

<sup>1</sup> s.230(1)(d); reg.147(a) & (d)

---

**From:** ROC - Registered Org Commission  
**Sent:** Thursday, 12 October 2017 3:40 PM  
**Subject:** Education and advice campaign - notification of changes to records within prescribed timeframe [SEC=UNCLASSIFIED]  
**Attachments:** Letter to orgs\_Notifications of Change.pdf; Fact Sheet\_Notification of changes.pdf; Guidance Note\_notifications of change.pdf; Legislative Summary\_Notifications of Change.pdf

Good afternoon,

Please find attached correspondence for the Secretary or other prescribed office holder, providing education and advice regarding the obligation to notify the Registered Organisations Commission (the ROC) of changes to the records of a registered organisation.

Kind regards,

**Office of the Registered Organisations Commission**

Tel: 1300 341 665  
[regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000



**Australian Government**  
**Registered Organisations Commission**

**Did you know?** We have a free email subscription service to send out important updates and newsletters. [Subscribe here](#)



12 October 2017

Dear Secretary (or prescribed office holder),

**Education and advice campaign - the obligation to notify the ROC of changes to records within the prescribed statutory time frame**

I write on behalf of the Registered Organisations Commissioner to advise you about an education and advice campaign being conducted by the Registered Organisations Commission (ROC) which is designed to encourage all registered organisations and their office holders to comply with the statutory obligation to lodge timely notifications of changes to records, contained in section 233(2) of the *Fair work (Registered Organisations) Act 2009* (the RO Act).

The ROC has become increasingly concerned about systemic contraventions of s.233(2) in which the lodgement of notifications are repeatedly weeks, months or even years late, or have not been lodged at all. Contraventions of this provision can give rise to risks for registered organisations and their members as a result of reduced transparency and accountability, and can expose the organisation to potential civil penalty proceedings.

As an independent regulator, the ROC's approach seeks to be fair, proportionate, objective and evidence-based. The ROC considers that compliance with statutory obligations is essential to ensure that registered organisations function efficiently, effectively and transparently.

**The importance of timely notifications**

The statutory obligation on registered organisations to notify the ROC of particular changes to records under s.233(2) of the RO Act has been part of the regulatory scheme in various forms for over 100 years and is currently a civil penalty provision, which means that registered organisations or their prescribed office holders may be potentially liable for any breaches.

The obligation is essential for a number of reasons including that:

- It assists members to participate in the democratic functioning and control of their organisations;
- Enables the regulator to publish information about who current office holders are; and
- It promotes accountability of office holders who are managing the funds and assets of registered organisations.

Registered organisations represent the interests of approximately 2 million members nationally. It is essential that timely information about the identity of relevant office holders is lodged in compliance with the RO Act so that the regulator and each organisation's members can be aware of which office holders are exercising management and financial responsibilities in their organisations.

The ROC and its predecessors have published the lists of office holders of registered organisations on the relevant agency's public website since at least 2003. The ROC also publishes all notifications about changes to the branches, office addresses and office holders of registered organisations lodged under s.233(2) of the RO Act. The publication of this information provides transparency to members and the general public and facilitates accountability.

## Educational reference documents

The ROC is committed to providing education, assistance and advice to registered organisations as part of the functions set out in s.329AB of the RO Act. Our primary educational goal is to maximise voluntary compliance with statutory obligations under the RO Act, to promote the effective governance, accountability and transparency of registered organisations and to thereby reduce the need for enforcement action.

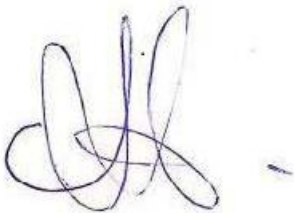
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- Guidance Note – a quick reference guide in the form of a table, using scenarios where organisation staff and office holders may be unsure if they are obliged to notify changes. The table contains references to all relevant legislative provisions;
- Fact Sheet – a separate fact sheet outlining the types of changes that need to be notified and what needs to be included with the notification;
- Legislative Summary – a brief summary of the history of the legislative provision to notify changes, included for the purpose of understanding the historical context of the obligation.

In addition, the ROC will continue its ongoing practice of providing courtesy reminder correspondence about the requirement to notify changes to office holders, whenever we are provided with election results from the Australian Electoral Commission (**AEC**). Further, the ROC proposes to audit and continue to review compliance with this important statutory obligation.

Should you have any questions or feedback in relation to this correspondence, I can be contacted on 1300 341 665 or via [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,



Chris Enright  
Executive Director  
Registered Organisations Commission



# Fact sheet

---

## Notification of changes

The *Fair Work (Registered Organisations) Act 2009* requires organisations of employers and employees to annually lodge certain information to the Registered Organisations Commission (the ROC). In addition, whenever any changes occur in relation to certain records, registered organisations are required to lodge a notification of change to the ROC. The change must be lodged within 35 days after the change occurs.

## Records requiring notifications of any changes

If any of the following records change, the organisation must notify the ROC of the change within 35 days after the change occurs:

- the list of offices in the organisation or in a branch of the organisation
- the name, postal address or occupation of a person holding office
- the name of a branch of the organisation
- the commencement or cessation of a branch of the organisation
- the address of the office of the organisation, or the address of the office of a branch of the organisation

## What does the ROC do with the information?

Records including the above information are required to be lodged by each organisation by 31 March in each year in the Annual Return of Information. Annual Returns are published under the corresponding organisation on the ROC website. This information can be found by clicking on the 'Find a Registered Organisation' tab. Notifications of changes are published in descending date order within the corresponding year's annual return document. This enables members to view the changes with reference to the complete list of office holders.

## When changes must be notified

Details of any changes must be notified within 35 days after the change occurs, as prescribed by regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009*.

## What needs to be included?

**NOTE:** *The ROC recommends use of the sample Notification of Changes template, as provided below, to help ensure that all of the required details are included in a notification of change*

- The notification must be lodged with a declaration signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to

the statutory body. The declaration must contain a statement that the information lodged is a correct statement of the changes made.

- The notification must include details of each relevant office/office holder/branch to which the changes have occurred.
- The notification must include the date the change occurred and clearly specify what the change was.
- The notification must indicate the date on which the changes occurred, as this pertains to the obligation to lodge the notification within 35 days of the change.
- For changes to office holders the following details are also required:
  - The title of the relevant office
  - The name of each new or former office holder
  - the postal address of each new office holder. For privacy reasons, the ROC recommends using the postal address of the relevant organisation/branch, rather than the residential address of the person.
  - The occupation of each new office holder
- For new branches the street address (not just a postal address) must be included.

## Who can sign the declaration?

The declaration must be signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to the statutory body. A sample declaration template is provided below under 'sample notification of change template'.

If an organisation is divided into branches or divisions, the notification of change may be made by a national office holder or the relevant branch or division office holder, depending on who has authority under the rules of the organisation to do so.

## Sample Notification of Changes Template

The sample notification of change template provided below includes a sample declaration template and a sample notification table. The ROC recommends use of these documents to help ensure that all of the required information is provided.

- [Sample notification of change template](#)

## Find out more

- Guidance Note – ROC Quiz Answers - Notifications of Change
- Legislative Summary – Notifications of Change
- [ROC Internal Checklist – Notifications of change](#)
- [Fact Sheet – Records to be kept by registered organisations](#)
- [Fact Sheet – Records to be lodged annually by registered organisations](#)

For instructions on how to lodge a notification of changes with the ROC, please refer the [Lodging Documents](#) section of our website.



# Guidance Note

## Notifications of Change ROC Quiz

<u>Question</u>	<u>Answer</u>	<u>Reference</u> * <b>RO Act</b> = Fair Work (Registered Organisations) Act 2009; * <b>RO Regs</b> = Fair Work (Registered Organisations) Regulations 2009).
<b>1. Do organisations need to lodge a notification of changes <i>IF</i>:</b>		
<b>a)</b> An elected office holder resigned but the term of office was almost over	<b>YES</b> – any change to the list of office holders of the organisation or a branch of the organisation must be notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(b) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
<b>b)</b> A person leaves an office but the person replacing them will not commence for a few weeks	<b>YES</b> – this requires <u>two</u> notifications – one for the office holder leaving, and one for the person replacing them. If both changes can be notified within 35 days of the earliest change, they can be included together in just one notification, however, we recommend notifying each change as soon as possible after it occurs in order to ensure compliance.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
<b>c)</b> An elected national office holder relocated to a different state	<b>YES</b> – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
<b>d)</b> A branch relocated to different premises	<b>YES</b> – any change to the office name or address of the organisation, or of a branch of the organisation, must be notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(d) of the RO Act;</li> <li>• Reg.147(d)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
<b>e)</b> The Secretary’s telephone number or email address changed	Not required under the legislation – however, it is beneficial to update us with any changes to contact details so we can provide alerts for upcoming lodgement dates and other important information. You can email <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	<b>N/A</b>
<b>f)</b> A Branch office changed its’ telephone number or	Not required under the legislation – however, it is beneficial to keep	<b>N/A</b>

	preferred email address	us updated with relevant contact details to facilitate ROC alerts for upcoming lodgement dates and other important information updates. You can email <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	
	<b>g)</b> The AEC has recently provided a declaration of results for an election to the organisation and the email shows that it was also sent to the ROC by the AEC	<b>YES</b> – the organisation is still required to formally notify the ROC of any <u>changes</u> to the list of office holders in the organisation or any of its’ branches. If an election results in any changes to the people holding offices, those changes must be formally notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>h)</b> An entire branch is abolished	<b>YES</b> - the organisation is required to notify the ROC of any changes to its’ list of branches; any changes to the list of offices in a branch of the organisation; and any changes to the list of names, postal addresses and occupations of people holding those offices	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Sections 230(1)(b), (c) and (d) of the RO Act;</li> <li>• Regs.147(a), (c) and (e)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>i)</b> A person is re-elected to the same office they already held, and they are listed in the most recent annual return list of office holders	<b>NO</b> – only changes need to be notified to the ROC	N/A
	<b>j)</b> A person is re-elected, but to a different office	<b>YES</b> – any <u>changes</u> to the list of office holders in the organisation or any of its’ branches needs to be notified to the ROC within 35 days.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>k)</b> A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	<b>YES</b> – members of the Committee of Management are officers as defined in the Act. Any changes in relation to such offices must be lodged within 35 days of the date the change took place.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 9 of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>l)</b> A person resigned but it won’t take effect for three months	<b>NOT YET</b> – a notification of change needs to be lodged within 35 days after the change takes effect. This means it must be lodged between the day it takes effect and 35 days later.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>m)</b> A person has been elected but they won’t take office until a set date in the future	<b>NOT YET</b> – a notification of change needs to be lodged after the change takes effect. It must be lodged between the date it takes effect and 35 days later.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>2. What needs to be included in the notification?</b>	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.147 of the RO Regs</li> </ul>



	office holder, this will include the date the change occurred, the title of the relevant office, the name of the relevant person/people, whether they have ceased or commenced office, the postal address of the person / people (we recommend using the relevant organisation/branch address for privacy reasons), and the title of the occupation of the person / people. We recommend using the <a href="#">Notification of Changes template</a> , which is available on the <a href="#">Notification of Changes page</a> of the ROC website.	
Do organisations need to lodge:		
An amended list of all of the officers	NO – only details of the changes need to be lodged. If you lodge the entire list again and do not identify the changes staff of the ROC will ask you to specify what the changes are and when they occurred	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act</li> </ul>
Officers' names	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
Officers' occupation titles	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
Officers' home addresses	NO – please do not lodge their home addresses. The ROC publishes all of the returns on the website – please list their professional addresses	N/A
Officers' professional addresses	YES – this can be the address of the Union or Employer Association, or the relevant branch	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
<u>ONLY</u> the changes to the President, Treasurer, Vice President and Secretary	NO – notifications of change are required in relation to <u>all offices</u> in which a change has occurred. Offices include Committee of Management Members (however named - including, for example, Directors of the Board)	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act;</li> <li>Section 9 of the RO Act;</li> </ul>
A soft copy by email and a hard copy by post	NO – the ROC only requires one lodgement and email is the preferred method. The email address to lodge the notifications is <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> .	N/A
Copies of resignations	NO – proof of leaving office is only required for evidence in relation to casual vacancy election matters. Evidence is not required in relation to notifications of changes.	N/A
Does it need to be signed?	YES – the notification must accompany a declaration stating that the copy of records lodged is a	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Reg.150 of the RO Regs</li> </ul>

	correct statement of the changes made. The declaration must be signed by the Secretary or another current officer whose duties under the rules include lodging required information to the statutory body.	
<b>3. Elections and Notifications of change</b>		
a) If an officer resigns do organisations need to lodge the Prescribed Information for a casual vacancy election separately to the notification of changes?	YES – the notification process is completely separate to the election process. Notification of a vacant office does not cause an election process to automatically start. For information about lodging Prescribed Information for elections, see the <a href="#">Elections page</a> of the ROC website.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> </ul>
b) Do organisations need to advise the ROC about changes even when the ROC has been provided with the declaration of results for an election by the AEC?	YES – it is one of the statutory obligations of organisations to notify the ROC, in writing, of any changes to the records the organisation has lodged. The AEC declaration of results provides the names of office holders elected, but does not indicate whether this constitutes a change to the list of office holders that the organisation lodged with the annual return.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act</li> </ul>
c) If evidence of a vacancy has already been provided to the organisation for an election matter, is it still necessary to lodge a notification of the change?	YES – the notification of changes process and requirements are completely separate to those of the election process.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> </ul>



# Guidance Note

---

## **Summary and Historical Context of the Legislative Provisions**

A brief explanation of the historical context surrounding the reporting obligation to notify changes is provided below. This information is intended to promote a better understanding of the reporting obligation, as well as an understanding of some of the purposes of the obligation.

As an overview, the statutory requirement for federally registered organisations to notify the relevant regulator of changes to records:

- appears to have been part of the relevant legislative scheme for over a century,
- has varied in terms of the time periods allowed for the changes to be notified to the relevant regulator,
- is an essential, fundamental and appropriate statutory obligation which provides transparency to members and the regulator.

## **Summary of the current provisions relevant to notifications of changes**

'RO Act' means *Fair Work (Registered Organisations) Act 2009*.

'RO Regs' means *Fair Work (Registered Organisations) Regulations 2009*.

Subsection 233(2) of the RO Act provides that:

An organisation must, within the prescribed period, lodge with the Commissioner notification of any change made to the records required to be kept under paragraphs 230(1)(b), (c) and (d), certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made.

Civil penalty: 60 penalty units.

Subsections 230(1)(b), (c) and (d) of the RO Act provide that:

(1) An organisation must keep the following records:

- (b) a list of the offices in the organisation and each branch of the organisation;
- (c) a list of the names, postal addresses and occupations of the persons holding the offices;
- (d) such other records as are prescribed.

Regulation 147 of the RO Regs provides that:

For paragraph 230(1)(d) of the Act, the following records are prescribed in relation to an organisation:

- (a) a record of the name of each branch of the organisation;
- (b) a record of the name of each branch that commenced operation in the previous 12 months;
- (c) a record of the name of each branch that ceased operation in the previous 12 months;

- (d) a record of the address of:
  - (i) the office of the organisation; and
  - (ii) the office of each branch of the organisation;
- (e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:
  - (i) for an office in the organisation; and
  - (ii) for an office in a branch of the organisation;
- (f) a record of the number of members on 31 December in the previous year;
- (g) if the organisation has entered into an agreement mentioned in subsection 151(1) of the 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 section 150 of the Act.

Regulation 151 of the RO Regs provides that:

For subsection 233(2) of the Act, for the lodgment of notification of any change to the records, the period of 35 days, beginning on the day after the day when the change is made, is prescribed.

Section 5 of the RO Act provides that:

The standards set out in this Act:

- (a) ensure that employer and employee organisations registered under this Act are representative of and accountable to their members, and are able to operate effectively; and
- (b) encourage members to participate in the affairs of the organisations to which they belong; and
- (c) encourage the efficient management of organisations and high standards of accountability of organisations to their members; and
- (d) provide for the democratic functioning and control of organisations; and
- (e) facilitate the registration of a diverse range of employer and employee organisations.

### **Brief chronological history of the legislative provision**

1913 - The history of the provision for registered organisations to notify changes to relevant statutory body can be traced back to 1913. The *Conciliation and Arbitration Regulations 1913*, contained the 'Returns of Officers' provision at regulation 19, which required updates of lists of office holders to be provided within 14 days of any change.

1928 - The *Conciliation and Arbitration Regulations 1928* contained requirements relating to records at regulation 20 and this requirement bears similarity to the obligation set out in s 233(2) of the current RO Act. From 1928, the statutory requirement in accordance with regulation 23 was that changes to the records of registered organisations were to be filed with the relevant regulator within 14 days.

1989 - In 1989, the obligation on a registered organisation to notify the relevant regulator of changes to office holders was found in regulation 131, and notifications of changes were required to be lodged within 35 days. The requirement transitioned into the *Industrial Relations Act 1988* by virtue of section 268(4) taking effect in March 1989.

1988 - The *Industrial Relations Act 1988* was replaced by the *Workplace Relations Act 1996*.

2002 - The *Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002* placed the reporting obligations of registered organisations into a separate schedule. This amendment introduced Schedule 1B to the *Workplace Relations Act 1996*, which was the original RAO (*Registration and Accountability of Organisations*) Schedule. The RAO schedule included section 233 which is very similar to the provision in s.233(2) of the current RO Act.

2009 - The RAO schedule later became the *Fair Work (Registered Organisations) Act 2009*.



12 October 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Tasmanian Branch, enquiries@anmftas.org.au

Dear Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
11/10/2017	Tasmania	New Secretary and President, office of Vice President is vacant

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, Emily Shepherd, being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian 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:

Emily Shepherd  
Branch Secretary  
Australian Nursing and Midwifery Federation (Tasmanian Branch)

Dated: 11 October 2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Tasmania</i>	<i>6.10.2017</i>	<i>Secretary</i>	<i>Neroli Ellis</i>	<i>Emily Shepherd</i>	<i>c/- the Registered Organisation, 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Paid Official</i>
<i>Tasmania</i>	<i>6.10.2017</i>	<i>President</i>	<i>Emily Shepherd</i>	<i>James Lloyd</i>	<i>As above</i>	<i>Registered Nurse</i>
<i>Tasmania</i>	<i>6.10.2017</i>	<i>Vice President</i>	<i>James Lloyd</i>	<i>Vacant</i>	<i>As above</i>	<i>-</i>



19 September 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Ms Neroli Ellis, Secretary - Tasmanian Branch, [enquiries@anftas.org](mailto:enquiries@anftas.org)  
Mr Brett Holmes, Secretary - New South Wales Branch, [gensec@nswnma.asn.au](mailto:gensec@nswnma.asn.au)  
Ms Lisa Fitzpatrick, Secretary - Victorian Branch, [records@anmfvic.asn.au](mailto:records@anmfvic.asn.au)

Dear Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
18/08/2017	TAS	Executive Council Member resigned, Branch Councillor resigned, new Branch Councillor appointed
12/09/2017	NSW	Branch Councillor resignations (2)
13/09/2017	VIC	Branch Councillor resigned
15/09/2017	TAS	New Branch Councillors (2), new Branch Executive Councillors (2)

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.



Thank you for the notification.

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, Neroli Ellis, being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian 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: 15/09/2017

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Tasmanian</i>	<i>1.9.2017</i>	<i>Branch Councillor</i>	<i>Vacant</i>	<i>Astrid Tiefholz</i>	<i>c/- 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Midwife</i>
	<i>1.9.2017</i>	<i>Branch Councillor</i>	<i>vacant</i>	<i>Jenna Mundy</i>	<i>c/- 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Nurse</i>
	<i>1.9.2017</i>	<i>Branch Executive Councillor</i>	<i>Vacant</i>	<i>Scott Butler</i>	<i>c/- 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Nurse</i>
	<i>1.9.2017</i>	<i>Branch Executive Councillor</i>	<i>Vacant</i>	<i>Sarah Hill</i>	<i>c/- 182 Macquarie Street, Hobart, Tas, 7000</i>	<i>Registered Nurse</i>
<i>...</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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:
  - 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: 13/9/17

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of Outgoing Office Holder</b>	<b>Reason for change</b>	<b>Name of New Office Holder</b>	<b>Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of New Office Holder</b>
Victoria	11/09/2017	Branch Councillor	Jessica Mengel	Resignation	N/A or enter name	N/A	N/A



IN REPLY PLEASE QUOTE: BH:SAL:MV  
Ref: 16/1180

12 September 2017

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

By Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Sir

**Re: Australian Nursing and Midwifery Federation New South Wales Branch  
Notification of Changes to Office Holders s233(2) Fair Work (Registered  
Organisations) Act 2009**

Please be advised that a change of office holders has occurred at the Australian Nursing and Midwifery Federation NSW Branch, enclosed are the following documents in support of this change:-

1. Signed Declaration dated 12 September 2017 and
2. A list of changes to the officers of the above named employee organisation as at 1 September 2017 (Annexure A).

If you have any queries, please contact Scott Altman, Acting Manager Projects & Compliance on 02 8595 2118.

Yours sincerely

**BRETT HOLMES**  
Branch Secretary  
Australian Nursing and Midwifery Federation NSW Branch

**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, Brett Holmes, being the Branch Secretary of the Australian Nursing and Midwifery Federation New South Wales 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: Brett Holmes

Brett Holmes

Branch Secretary

Australian Nursing and Midwifery Federation NSW Branch

Dated: 12 September 2017

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Officer Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Australian Nursing and Midwifery Federation NSW Branch</i>	<i>1 September 2017</i>	<i>Branch Councillor</i>	<i>Tania Gleeson</i>	<i>Resignation</i>	<i>Vacancy to be filled</i>	<i>Vacancy to be filled</i>	<i>Vacancy to be filled</i>
<i>Australian Nursing and Midwifery Federation NSW Branch</i>	<i>1 September 2017</i>	<i>Branch Councillor</i>	<i>Lee Taylor</i>	<i>Resignation</i>	<i>Vacancy to be filled</i>	<i>Vacancy to be filled</i>	<i>Vacancy to be filled</i>

*Paul Holmes*  
*12/9/2017*



**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, Neroli Ellis being the Branch Secretary of the Australian Nursing and Midwifery Federation (Tasmanian 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: 15 August 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Tas</i>	<i>5 May 2017</i>	<i>Executive Council Member</i>	<i>Kim Ford</i>	<i>Resignation</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<i>Tas</i>	<i>28 July 2017</i>	<i>Branch Councillor</i>	<i>Angela Manion</i>	<i>Resignation</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<i>Tas</i>	<i>4 August 2017</i>	<i>Branch Councillor</i>	<i>Mathew Hunnibell</i>	<i>Appointment to casual vacancy</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>



26 July 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Ms Lisa Fitzpatrick, Australian Nursing and Midwifery Federation-Victorian Branch

Dear Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
26/07/2017	Victoria	One Branch Councillor has resigned and been replaced with a new office holder

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:
  - 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: 26 July 2017

*[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](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
Victoria	11/07/2017	Branch Councillor	Andrew Robinson	Resignation	Jessica Maclean	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse/midwife



23 June 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Ms Lisa Fitzpatrick, Secretary, Australian Nursing and Midwifery Federation-Victoria Branch  
Ms Elizabeth Mohle, Secretary, Australian Nursing and Midwifery Federation-QNU Branch

Dear The Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
8/03/2017	Victoria	Branch Councillor Resigned
26/05/2017	QNMU	New Branch Councillor
14/06/2017	Victoria	Branch Councillor Resigned

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**



23 June 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Ms Lisa Fitzpatrick, Secretary, Australian Nursing and Midwifery Federation-Victorian Branch

Dear The Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
11/05/2017	Victoria	Tara Nipe Resigned 20/03/2017
11/05/2017	Victoria	Jessica Mengel became Branch Councillor 9/05/2017

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:
  - 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: 13/6/17

**[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](mailto:regorgs@roc.gov.au).]**



## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
Victoria	13/06/2017	Branch Councillor	Madeleine Harradence	Resignation	N/A	N/A	N/A

**Australian Nursing and Midwifery Federation, Australian Nursing  
and Midwifery Federation QNMU Branch**

GPO Box 1289  
Brisbane Qld 4001  
Phone No: (07) 3840 1444  
Fax No: (07) 3844 9387

25 May 2017

Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

By Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Sir/Madam,

**Re: Notification of Change to Office Holders – s230 Fair Work (Registered  
Organisations) Act 2009**

Please be advised that a change of office holders has occurred at the Australian Nursing and Midwifery Federation QNMU Branch (“ANMF QNMU Branch”), enclosed are the following documents in support of this change:-

1. Signed Declaration dated 25 May 2017;
2. A list of changes to the officers of the above-named employee organisation as at 19 May 2017 (“Attachment A”)

Should you have any questions, please contact Chris Deftercos, Governance Relations Officer on 3840 1444 or [cdeftereos@qnmua.org.au](mailto:cdeftereos@qnmua.org.au).

Yours sincerely,



**SANDRA EALES**  
**Acting ANMF QNMU Branch Secretary**

**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, Sandra Jean Eales, being the Acting Secretary of the Australian Nursing and Midwifery Federation QNMU 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: \_\_\_\_\_

  
Sandra Jean Eales  
Acting Australian Nursing and Midwifery Federation QNMU Branch Secretary

Dated: 25 May 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
Australian Nursing and Midwifery Federation QNMU Branch	19 May 2017	Branch Councillor	-	Dallas Meyers	c/- Qld Nurses and Midwives' Union GPO Box 1289 Brisbane Qld 4001	Registered Nurse



23 June 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
industrial@anmf.org.au

CC: Ms Lisa Fitzpatrick, Secretary, Australian Nursing and Midwifery Federation-Victorian Branch

Dear The Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
11/05/2017	Victoria	Tara Nipe Resigned 20/03/2017
11/05/2017	Victoria	Jessica Mengel became Branch Councillor 9/05/2017

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

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

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:
  - 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: 11 May 2017

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
Victoria	20/03/2017	Branch Councillor	Tara Nipe	Resignation	N/A	N/A	N/A
Victoria	09/05/2017	Branch Councillor	N/A	Fill casual vacancy	Jessica Mengel	PO Box 12600 A'Beckett Street Melbourne VIC 8006	Registered nurse



29 March 2017

Ms Lee Thomas  
Federal Secretary  
Australian Nursing and Midwifery Federation  
[industrial@anmf.org.au](mailto:industrial@anmf.org.au)

Dear Ms Thomas,

**Annual Return of Information for 2017 [AR2017/95]**

I acknowledge receipt on 23 March 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of the Australian Nursing and Midwifery Federation.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/registered-organisations/find-registered-organisations>.

**Notifications of Change**

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Australian Nursing and Midwifery Federation is encouraged to use this template if any changes occur.

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of the Australian Nursing and Midwifery Federation does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of change with the Commission, 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(1) of the RO Act.

Yours sincerely

David Vale  
Regulatory Compliance Branch  
Fair Work Commission

Level 10, Terrace Tower  
80 William Street  
East Sydney NSW 2011

Telephone: (02) 9308 1800  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)



**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, LEE THOMAS, being the FEDERAL SECRETARY of the AUSTRALIAN NURSING AND MIDWIFERY FEDERATION, 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 Unit 3, 28 Eyre Street, Kingston, ACT, 2604.<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>
    1. ANMF ACT Branch, 2/53 Dundas Court, Phillip, ACT, 2606.
    2. ANMF NSW Branch, 50 O'Dea Avenue, Waterloo, NSW, 2017.
    3. ANMF NT Branch, 16 Caroyta Court, Coconut Grove, NT, 0811.
    4. ANMF QNU Branch, 106 Victoria Street, West End, QLD, 4101.
    5. ANMF SA Branch, 191 Torrens Road, Ridleyton, SA, 5008.
    6. ANMF Tasmanian Branch, 182 Macquarie Street, Hobart, TAS, 7000.
    7. ANMF Victorian Branch, 540 Elizabeth Street, Melbourne, VIC, 3000.
    8. ANMF WA Branch, 260 Pier Street, Perth, WA, 6000.
  - On 31 December in the previous year the number of members was 242,470<sup>3</sup>
  - 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.

---

<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2017:<sup>4</sup>

1. Organisation elections

*Federal Office President (1)*  
*Federal Office Vice President (1)*

2. Branch elections

*NT Branch Secretary (1)*

*QNU Branch Councillors (1)*

*Tas Branch Secretary (1)*

*Vic Branch Secretary (1)*  
*Vic Branch Assistant Secretary (2)*  
*Vic Branch President (1)*  
*Vic Branch Vice President (1)*  
*Vic Branch Executive Councillors (4)*  
*Vic Branch Councillors (14)*

*WA Branch President (1)*  
*WA Branch Executive Councillors (2)*  
*WA Branch Councillors (9)*

- During the previous 12 months:<sup>5</sup>
  - NO branches COMMENCED or CEASED operation.
- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated: 21 March 2017

---

<sup>4</sup> s.230(1)(d); reg.147(e)

<sup>5</sup> s.230(1)(d); reg.147(b) & (c)

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change.<sup>6</sup>]*

---

<sup>6</sup> s.233(2); reg. 151

## ANNEXURE A

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>Federal Office</b>	Federal Secretary	Leanne Thomas	C/- PO Box 4239, Kingston, ACT, 2604	Paid Official
<b>Federal Office</b>	Assistant Federal Secretary	Anne Butler	As above	Paid Official
<b>Federal Office</b>	President	Sally-Anne Jones	As above	Registered Nurse
<b>Federal Office</b>	Federal Vice President	Maree Burgess	As above	Registered Nurse

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<b>ACT Branch</b>	President	Athalene Rosborough	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Vice President	Shane Carter	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Secretary	Jennifer Miragaya	PO Box 4 Woden ACT 2606	Paid official
<b>ACT Branch</b>	Executive Member	Leanne Ehrlich	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Executive Member	Lyndsey Ohman	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Executive Member	Ron Cawthron	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Executive Member	Louise Murphy	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Branch Councillor	Carlyn Fidow	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Branch Councillor	Fiona Dawes	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Branch Councillor	Susana Serrano	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Branch Councillor	Wendy Burton	PO Box 4 Woden ACT 2606	Unpaid official
<b>ACT Branch</b>	Branch Councillor	Melissa Brown	PO Box 4 Woden ACT 2606	Unpaid official

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<b>ANMF (NSW Branch)</b>	Branch Secretary	Brett Holmes	50 O’Dea Avenue Waterloo NSW 2017	Union Official
<b>ANMF (NSW Branch)</b>	Branch Assistant Secretary	Judith Kiejda	50 O’Dea Avenue Waterloo NSW 2017	Union Official
<b>ANMF (NSW Branch)</b>	Branch President	Coral Levett	c/- South Eastern Sydney Local Health District Level 1, Primrose House 190 Russell Avenue Dolls Point NSW 2019	Nurse Manager
<b>ANMF (NSW Branch)</b>	Branch Vice President	Lorna Scott	c/- Lower Hunter Community Health 58 Stronach Avenue East Maitland NSW 2323	Nurse Practitioner
<b>ANMF (NSW Branch)</b>	Branch Executive Member	Gary Clark	c/- Justice Health & Forensic Mental Health network Long Bay Correctional Centre PO Box 150 Matraville NSW 2036	Nursing Manager
<b>ANMF (NSW Branch)</b>	Branch Executive Member	Lynette Hopper	c/- Manly Hospital 150 Darley Road Manly NSW 2095	Nursing Unit Manager
<b>ANMF (NSW Branch)</b>	Branch Executive Member	Kerry Rodgers	c/- Nepean Hospital PO Box 63 Penrith NSW 2751	Nursing Unit Manager
<b>ANMF (NSW Branch)</b>	Branch Executive Member	O’Bray Smith	c/- Royal Prince Alfred Hospital Missenden Road Camperdown NSW 2050	Midwifery Unit Manager
<b>ANMF (NSW Branch)</b>	Branch Councillor	Annette Alldrick	c/- Shoalhaven District Memorial Hospital Shoalhaven Street Nowra NSW 2541	Registered Midwife
<b>ANMF (NSW Branch)</b>	Branch Councillor	Susan Brazil	c/- Hunter New England Local Health District Locked Bag 1 New Lambton NSW 2305	Nurse Manager
<b>ANMF (NSW Branch)</b>	Branch Councillor	Michelle Cashman	C/- Long Jetty Healthcare Centre Wyangong Road Killarney Vale NSW 2261	Nursing Unit Manager

<b>ANMF (NSW Branch)</b>	Branch Councillor	Tania Gleeson	c/- Wagga Wagga Base Hospital Edward Street Wagga Wagga NSW 2650	Clinical Nurse Consultant
<b>ANMF (NSW Branch)</b>	Branch Councillor	Peg Hibbert	c/- Hornsby Ku-ring-gai Hospital Palmerston Road Hornsby NSW 2077	Clinical Nurse Specialist
<b>ANMF (NSW Branch)</b>	Branch Councillor	Deborah Lang	c/- Gosford Private Hospital 1 Burrabil Avenue North Gosford NSW 2250	Registered Nurse
<b>ANMF (NSW Branch)</b>	Branch Councillor	Edward Makepeace	c/- Royal North Shore Hospital Pacific Highway St Leonards NSW 2065	Registered Nurse
<b>ANMF (NSW Branch)</b>	Branch Councillor	Elizabeth McCall	c/- Byron District Hospital Shirley and Wordsworth Streets Byron Bay NSW 2481	Nurse Manager
<b>ANMF (NSW Branch)</b>	Branch Councillor	Lucille McKenna	c/- St Mary's Villa 56 Burton Street Concord NSW 2137	Director of Nursing
<b>ANMF (NSW Branch)</b>	Branch Councillor	Michelle Nicholson	c/- Liverpool Hospital Locked Bag 7103 Liverpool NSW 1871	Nurse Manager
<b>ANMF (NSW Branch)</b>	Branch Councillor	Richard Noort	c/- Justice Health & Forensic Mental Health Network Wollongong Court House Corner Market and Church Streets Wollongong NSW 2500	Clinical Nurse Consultant
<b>ANMF (NSW Branch)</b>	Branch Councillor	Lee Taylor	C/- Wollongong Private Hospital PO Box 243 Figtree NSW 2144	Enrolled Nurse
<b>ANMF (NSW Branch)</b>	Branch Councillor	Debra Smith	c/- Auburn Hospital Norval Street Auburn NSW 2144	Nursing Unit Manager
<b>ANMF (NSW Branch)</b>	Branch Councillor	Suzanne White	c/- Coffs Harbour Hospital 345 Pacific Highway Coffs Harbour NSW 2450	Enrolled Nurse
<b>ANMF (NSW Branch)</b>	Branch Councillor	Gil Wilson	c/- Lismore Base Hospital PO Box 419 Lismore NSW 2480	Clinical Nurse Specialist

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NT	Branch Secretary	Yvonne Falckh	PO Box 42533, Casuarina, NT 0810	Branch Secretary RN RM
NT	Branch President	Marlene Herron	PO Box 42533, Casuarina, NT 0810	Enrolled Nurse
NT	Vice President	Jan Hercus	PO Box 42533, Casuarina, NT 0810	Registered Nurse
NT	Executive Councillor	Karen Brown	PO Box 42533, Casuarina, NT 0810	Enrolled Nurse
NT	Executive Councillor	Vacant		
NT	Executive Councillor	Vacant		
NT	Executive Councillor	Vacant		
NT	Councillor	Mary Hill	PO Box 42533, Casuarina, NT 0810	Enrolled Nurse
NT	Councillor	Daniel Dalladay	PO Box 42533, Casuarina, NT 0810	Registered Nurse
NT	Councillor	Claudia Griffiths	PO Box 42533, Casuarina, NT 0810	Registered Nurse
NT	Councillor	Catherine Hatcher	PO Box 42533, Casuarina, NT 0810	Registered Nurse Midwife
NT	Councillor	Emil Tabbada	PO Box 42533, Casuarina, NT 0810	Registered Nurse
NT	Councillor	Vacant		
NT	Councillor	Vacant		
NT	Councillor	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
QNU Branch	Secretary	Elizabeth Mohle	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Branch Secretary
QNU Branch	Assistant Secretary	Sandra Eales	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Assistant Branch Secretary
QNU Branch	President	Sally-Anne Jones	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Vice President	Lucynda Maskell	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Executive Member	David Lewis	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Executive Member	Kym Volp	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Executive Member	Karen Cooke	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Executive Member	Christine Cocks	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Councillor	Charmaine Wicking	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
QNU Branch	Councillor	Christopher Johnson	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse



<b>QNU Branch</b>	Councillor	Damien Lawson	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Deborah Watt	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Dianne Corbett	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Janelle Taylor	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Janet Baillie	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Enrolled Nurse
<b>QNU Branch</b>	Councillor	Jean Crabb	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Assistant-in-Nursing
<b>QNU Branch</b>	Councillor	Karen Shepherd	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Katy Taggart	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Leanne Jiggins	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Madeline Heathfield	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Melanie Price	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Shelley Howe	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Susan Pitman	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Tammy Copley	c/- Qld Nurses' Union, GPO Box 1289, Brisbane. Qld 4001	Registered Nurse
<b>QNU Branch</b>	Councillor	Vacant Position – to be filled by Casual Vacancy election		

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
SA	Branch Secretary	Adj Assoc Professor Elizabeth Dabars AM	c/- ANMF South Australian Branch PO Box 861 REGENCY PARK SA 5942	Paid official
SA	Branch President	Ms Marisa Bell	As above	Registered Nurse
SA	Branch Vice President	Ms Jocelyn Douglass	As above	Registered Nurse
SA	Committee of Management Member	Ms Tammy Bornhoeft	As above	Enrolled Nurse
SA	Committee of Management Member	Ms Kristen Bull	As above	Registered Nurse
SA	Committee of Management Member	Ms Shareece Carr	As above	Registered Nurse
SA	Committee of Management Member	Ms Janice Clifford	As above	Registered Nurse
SA	Committee of Management Member	Mr Phil Coward	As above	Registered Nurse
SA	Committee of Management Member	Ms Lynn Croft	As above	Registered Nurse
SA	Committee of Management Member	Ms Sharon Horn	As above	Registered Nurse
SA	Committee of Management Member	Ms Wendy Husker	As above	Enrolled Nurse
SA	Committee of Management Member	Mr Matthew Huxter	As above	Registered Nurse
SA	Committee of Management Member	Ms Marcelle Johnson	As above	Registered Nurse
SA	Committee of Management Member	Ms Nicole Kelly	As above	Registered Nurse
SA	Committee of Management Member	Ms Deborah Lewington	As above	Registered Nurse
SA	Committee of Management Member	Ms Gay Martin	As above	Registered Nurse
SA	Committee of Management Member	Mr Jason O'Neil	As above	Registered Nurse
SA	Committee of Management Member	Mr Stuart Smith	As above	Registered Nurse

<b>SA</b>	Committee of Management Member	Ms Jan Thomspen	As above	Registered Nurse
<b>SA</b>	Committee of Management Member	Ms Barbara Tyler	As above	Registered Nurse
<b>SA</b>	Committee of Management Member	Ms Sharon Whitehead	As above	Enrolled Nurse
<b>SA</b>	Committee of Management Member	Ms Jayne Williams	As above	Registered Nurse

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
Tas	Branch President	Emily Shepherd	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Vice President	James Lloyd	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Secretary	Neroli Ellis	C/- 182 Macquarie Street, Hobart, Tas, 7000	Paid Official
Tas	Executive Committee Member	Margaret Kim Ford	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Executive Committee Member	Angela Manion	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Executive Committee Member	Andrew Ostler	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Executive Committee Member	Monica Werner	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Deanna Butler	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Scott Butler	C/- 182 Macquarie Street, Hobart, Tas, 7000	Enrolled Nurse
Tas	Branch Councillor	Helen Evans	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Anne Sands	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Sarah Hill	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Joanne Crawford	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Kylie Atwell	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Peter Fraser	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Erin Kemp	C/- 182 Macquarie Street, Hobart, Tas, 7000	Registered Nurse
Tas	Branch Councillor	Vacant		
Tas	Branch Councillor	Vacant		
Tas	Branch Councillor	Vacant		
Tas	Branch Councillor	Vacant		
Tas	Branch Councillor	Vacant		

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<b>Victoria</b>	Secretary	Lisa Fitzpatrick	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Secretary, ANMF (Vic Branch)
<b>Victoria</b>	Assistant Secretary	Paul Gilbert	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Assistant Secretary, ANMF (Vic Branch)
<b>Victoria</b>	Assistant Secretary	Paula Carew	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Assistant Secretary, ANMF (Vic Branch)
<b>Victoria</b>	President	Maree Burgess	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Vice-President	Rachel Weaver	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Executive Committee Member	Jacqueline Kriz	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Executive Committee Member	Stephen McKenzie	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Executive Committee Member	Heather Selkrig	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Executive Committee Member	Lori-anne Sharp	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Lisa Auchettl	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse/Midwife
<b>Victoria</b>	Councillor	Fiona Cresswell	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Madeleine Harradence	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Deborah Holloway	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Enrolled Nurse
<b>Victoria</b>	Councillor	Lynette Mauger	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Enrolled Nurse
<b>Victoria</b>	Councillor	Hannah Metcher	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse/Midwife
<b>Victoria</b>	Councillor	Rita Moreno-Diaz	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Andrew Morgan	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Tara Nipe	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Tim O'Brien	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Kimberley Pentreath	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Andrew Robinson	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Erin Sterritt	Box 12600 A'Beckett Street PO Melbourne VIC 8006	Registered Nurse
<b>Victoria</b>	Councillor	Vacant		

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<b>WA</b>	Branch Secretary	Mark Olson	C/- 260 Pier Street, Perth WA 6000	Union Official/ Registered Nurse
<b>WA</b>	Branch President	Patricia Fowler	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Vice President	Dianne Pember	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Executive	Kerry Lee	C/- 260 Pier Street, Perth WA 6000	Registered Nurse/Midwife
<b>WA</b>	Executive	Treena Evans	C/- 260 Pier Street, Perth WA 6000	Registered Nurse/midwife
<b>WA</b>	Executive	Dorothy Marie	C/- 260 Pier Street, Perth WA 6000	Registered Nurse/midwife
<b>WA</b>	Executive	Michael Clancy	C/- 260 Pier Street, Perth WA 6000	Industrial Officer/ Registered Nurse
<b>WA</b>	Councillor	Dean Casey	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Sam Cook-Barron	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Elaine Daniels	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Andrea Magill	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Megan McDermott	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Loreta Murphy	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Lisa Natoli	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Janet Reah	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Raymond Sinclair	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Natalie Tai	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Lynette Tutt	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Stephen Voke	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Elizabeth Waters	C/- 260 Pier Street, Perth WA 6000	Registered Nurse
<b>WA</b>	Councillor	Tanya Wooller	C/- 260 Pier Street, Perth WA 6000	Registered Nurse

**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, Lisa Fitzpatrick, being the Secretary of the Australian Nursing and Midwifery Federation (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*:
  - 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: 8/3/2017

**[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]**

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
Victoria	14/02/2017	Branch Councillor	Stefanie Zugna	Resignation	N/A	N/A	N/A





1 March 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
fedsec@anmf.org.au

Dear The Federal Secretary,

**Australian Nursing and Midwifery Federation  
Annual Return of Information for 2017 [AR2017/95]**

I refer to our letter of January 2017 reminding you of the obligation to lodge an Annual Return of Information for 2017 by 31 March 2017. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return 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) or the Registered Organisation Commission (the ROC) by the 31 March 2017.

It is not yet known when the ROC will be established. We strongly encourage you to lodge the Annual Return of Information with the Fair Work Commission as soon as possible to avoid any potential administrative delays which may be caused by new email and postal addresses and contact phone numbers with the newly created ROC.

**Where to lodge your Annual Return of information**

	<b>Before the ROC is established</b>	<b>From establishment of the ROC</b>
<b>Where to lodge</b>	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
<b>How to lodge</b>	The easiest way to lodge your Annual Return of information is via email: <a href="mailto:orgs@fwc.gov.au">orgs@fwc.gov.au</a>	Lodgement methods are not yet known
<b>Recommendation</b>	Lodge with the Fair Work Commission as soon as possible to avoid potential delays	

**What must be lodged?**

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

If you require further information about an Annual Return you can refer to the ['Annual Information Requirements'](#) page on our website and, in particular, our Webinar slides.

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

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.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto: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 \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, 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).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Christine Hibberd  
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> <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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> <b>Note:</b> 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 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].



7 February 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation  
[industrial@anmf.org.au](mailto:industrial@anmf.org.au)

Dear Federal Secretary,

**Notification of changes made to records [AR2017/95]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Nursing and Midwifery Federation.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
3 February 2017	Queensland	Councillor (1)

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

David Vale  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Facsimile: (03) 9655 0410  
Internet: [www.fwc.gov.au](http://www.fwc.gov.au)

**Australian Nursing and Midwifery Federation, Australian Nursing  
and Midwifery Federation QNU Branch**

GPO Box 1289  
Brisbane Qld 4001  
Phone No: (07) 3840 1444  
Fax No: (07) 3844 9387

3 February 2017

Fair Work Commission  
PO Box 5713  
Central Plaza  
Brisbane Qld 4001

By Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Sirs,


**Re: Notification of Change to Office Holders – s230 *Fair Work (Registered  
Organisations) Act 2009***

Please be advised that a change of office holders has occurred at the Australian Nursing and Midwifery Federation QNU Branch, enclosed are the following documents in support of this change:-

1. Signed Declaration dated 3 February 2017;
2. A list of changes to the officers of the above-named employee organisation as at 3 February 2017 ("**Attachment A**")

If you have any queries, please contact Merren Dickins on (07) 3840 1442.

Yours sincerely,



**BETH MOHLE**  
**Australian Nursing and Midwifery Federation QNU Branch Secretary**

**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, Elizabeth Ruth Mohle, being the Secretary of the Australian Nursing and Midwifery Federation QNU 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:   
Elizabeth Ruth Mohle  
Australian Nursing and Midwifery Federation QNU Branch Secretary

Dated: 3 February 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

## ANNEXURE A

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
Australian Nursing and Midwifery Federation QNU Branch	9 January 2017	Councillor	Simon Mitchell	To be advised	To be advised	To be advised



20 January 2017

The Federal Secretary  
Australian Nursing and Midwifery Federation

By email: [fedsec@anmf.org.au](mailto:fedsec@anmf.org.au)  
& [industrial@anmf.org.au](mailto:industrial@anmf.org.au)

Dear Federal Secretary,

**Australian Nursing and Midwifery Federation  
Annual Return of Information for 2017 [AR2017/95]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2017 in respect of the Australian Nursing and Midwifery Federation by **31 March 2017**. However, for the reasons explained below, we strongly recommend that organisations lodge the Annual Return of information **as soon as possible**.

**The new Registered Organisations Commission**

The Registered Organisations Commission (the ROC) will be created in 2017.

Annual Returns of Information must be lodged with the Fair Work Commission until the ROC is established. Once the ROC is established, Annual Returns of information must be lodged with the ROC.

It is not yet known when the ROC will be established. We strongly encourage you to lodge the Annual Return of Information with the Fair Work Commission **as soon as possible** to avoid any potential administrative delays which may be caused by new email and postal addresses and contact phone numbers with the newly created ROC.

The Fair Work Commission will be providing information on the transition to the ROC through its subscription service and its website. For details about the subscription service, go to [Subscriptions](#) and subscribe to the Registered organisations information service.

**Where to lodge your Annual Return of information**

	<b>Before the ROC is established</b>	<b>From establishment of the ROC</b>
<b>Where to lodge</b>	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
<b>How to lodge</b>	The easiest way to lodge your Annual Return of information is via email: <a href="mailto:orgs@fwc.gov.au">orgs@fwc.gov.au</a>	Lodgement methods are not yet known
<b>Recommendation</b>	Lodge with the Fair Work Commission as soon as possible to avoid potential delays	

**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 Fair Work Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)



*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 Fair Work Commission (or the ROC when it is established) 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 \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,



Marianne Kay  
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)] <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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)] <b>Note:</b> 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].