

MOUTEVELIS, Michael

From: VELASCO Maria [mvelasco@nswnma.asn.au] on behalf of OGRADY Tony [togrady@nswnma.asn.au]
Sent: Wednesday, 10 December 2014 9:45 AM
To: Orgs
Subject: Australian Nursing & Midwifery Federation, New South Wales Branch 2014 - changes to office holders
Attachments: Australian Nursing and Midwifery Federation - NSW Branch notification of changes to office holders_5 December 2014.pdf
Categories: RIA

The General Manager
Fair Work Commission

Herewith, Australian Nursing and Midwifery Federation, New South Wales Branch 2014 changes to office holders.

If you have any queries, please contact me direct on 02 8595 2118.

Regards

Tony O'Grady

Manager - Projects and Compliance



New South Wales Nurses and Midwives' Association
Australian Nursing and Midwifery Federation – NSW Branch
50 O'Dea Avenue
WATERLOO NSW 2017

Metro. 02 8595 1234 | Non Metro. 1300 367 962 | Dir. 02 8595 2118 | Mobile. 0414 550 359|
Fax. 02 9662 1414| togrady@nswnma.asn.au | <http://www.nswnma.asn.au>





NSW
NURSES &
MIDWIVES'
ASSOCIATION

NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION

In association with the Australian Nursing and Midwifery Federation

ABN 63 398 164 405

IN REPLY PLEASE QUOTE: BH:TOG:MV
Ref: 14/0291

5 December 2014

The General Manager
Fair Work Commission
Level 4, 11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir

**Re: Australian Nursing and Midwifery Federation – New South Wales Branch
Notification of Changes [s233(2) of the Act]**

Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires that an organisation must lodge notification of any changes to offices and office holders in an organisation within the prescribed period.

The attached declaration details changes to the office holders of Australian Nursing and Midwifery Federation – New South Wales Branch.

Yours sincerely

BRETT HOLMES

Branch Secretary

Australian Nursing and Midwifery Federation - NSW Branch



Address all correspondence to: General Secretary, 50 O'Dea Avenue Waterloo NSW 2017

P (02) 8595 1234 • 1300 367 962 F (02) 9662 1414 W www.nswma.asn.au E gensec@nswnma.asn.au

Fair Work (Registered Organisations) Act 2009

FAIR WORK COMMISSION

STATUTORY DECLARATION IN RESPECT OF CHANGES OF OFFICE HOLDERS

I, Brett Holmes, Branch Secretary, Australian Nursing and Midwifery Federation (New South Wales Branch), 50 O'Dea Avenue, Waterloo, NSW, 2017 do solemnly and sincerely declare the following office holder change effective from 5 December 2014:

Coral Levett	Branch President – Term of Office ended on 30 November 2014
Lorna Scott	Branch Vice President - Term of Office ended on 30 November 2014
Gary Clark	Branch Executive Member - Term of Office ended on 30 November 2014.
Lyn Hopper	Branch Executive Member - Term of Office ended on 30 November 2014.
Kerry Rodgers	Branch Executive Member - Term of Office ended on 30 November 2014.
O'Bray Smith	Branch Executive Member - Term of Office ended on 30 November 2014.
Annette Alldrick	Branch Councillor - Term of Office ended on 30 November 2014.
Susan Brazil	Branch Councillor - Term of Office ended on 30 November 2014.
Lynette Dine	Branch Councillor - Term of Office ended on 30 November 2014.
Tania Gleeson	Branch Councillor - Term of Office ended on 30 November 2014.
Peg Hibbert	Branch Councillor - Term of Office ended on 30 November 2014.
Deborah Lang	Branch Councillor - Term of Office ended on 30 November 2014.
Elizabeth McCall	Branch Councillor - Term of Office ended on 30 November 2014.
Lucille McKenna	Branch Councillor - Term of Office ended on 30 November 2014.
Dianne Mckillop	Branch Councillor - Term of Office ended on 30 November 2014.
Richard Noort	Branch Councillor - Term of Office ended on 30 November 2014.
Jason Pascoe	Branch Councillor - Term of Office ended on 30 November 2014.
Debra Smith	Branch Councillor - Term of Office ended on 30 November 2014.
Suzanne Irene White	Branch Councillor - Term of Office ended on 30 November 2014.
Gil Wilson	Branch Councillor - Term of Office ended on 30 November 2014.
Coral Levett	Elected as Branch President in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Lorna Scott	Elected as Branch Vice President in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Gary Clark	Elected as Branch Executive Member in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Lyn Hopper	Elected as Branch Executive Member in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Kerry Rodgers	Elected as Branch Executive Member in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
O'Bray Smith	Elected as Branch Executive Member in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Annette Alldrick	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Susan Brazil	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Lynette Dine	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Tania Gleeson	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.

Peg Hibbert	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Deborah Lang	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Elizabeth McCall	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Lucille McKenna	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Dianne Mckillop	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Michelle Nicholson	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Richard Noort	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Jason Pascoe	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Debra Smith	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Susan Irene White	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.
Gil Wilson	Elected as Branch Councillor in the Branch election held in September 2014. Term of Office commenced on 30 November 2014.

AND I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

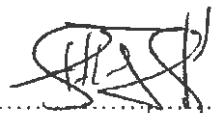
DECLARED at Waterloo in the State of New South Wales

this 9 day of December 2014


.....
(Signed)

WITNESS BEFORE ME:

Name/Address: STEPHEN HURLEY-SMITH
50 O'DEA AVE
WATERLOO NSW


.....
(Signed)

Title of person before whom the declaration is made: LEGAL PRACTITIONER

MOUTEVELIS, Michael

From: VELASCO Maria [mvelasco@nswnma.asn.au] on behalf of OGRADY Tony [togrady@nswnma.asn.au]
Sent: Wednesday, 3 September 2014 1:50 PM
To: Orgs
Subject: SYDNEY ANMF - NSW Branch, notification of changes

The General Manager
Fair Work Commission

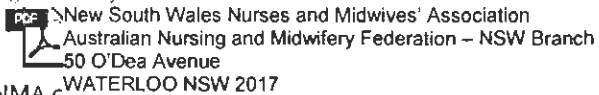
Herewith, Australian Nursing & Midwifery Federation, New South Wales Branch Notification of changes.

Regards

Tony O'Grady

Tony O'Grady

Manager - Projects and Compliance



NSWNMA c
to office hc

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NSW
NURSES &
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ASSOCIATION

NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
In association with the Australian Nursing and Midwifery Federation

ABN 63 398 164 405

IN REPLY PLEASE QUOTE: BH:TOG:MV
Ref: 14/0291

2 September 2014

The General Manager
Fair Work Commission
Level 4, 11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir

**Re: Australian Nursing and Midwifery Federation – New South Wales Branch
Notification of Changes [s233(2) of the Act]**

Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires that an organisation must lodge notification of any changes to offices and office holders in an organisation within the prescribed period.

The attached declaration details changes to the office holders of Australian Nursing and Midwifery Federation – New South Wales Branch.

Yours sincerely

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



Address all correspondence to: General Secretary, 50 O'Dea Avenue Waterloo NSW 2017

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Fair Work (Registered Organisations) Act 2009

FAIR WORK COMMISSION

STATUTORY DECLARATION IN RESPECT OF CHANGES OF OFFICE HOLDERS

I, Brett Holmes, Branch Secretary, Australian Nursing and Midwifery Federation (New South Wales Branch), 50 O'Dea Avenue, Waterloo, NSW, 2017 do solemnly and sincerely declare the following office holder change effective from 1 July 2014:

Jillian Thurlow	Resigned as Branch Councillor effective 1 July 2014
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AND I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at Waterloo in the State of New South Wales

this ... 2nd day of September 2014

Brett Holmes

.....
(Signed)

WITNESS BEFORE ME:

Name/Address:

*JOANNE MORRITT
50 O'DEA AVENUE
WATERLOO NSW*

Joanne Morritt

.....
JOANNE MORRITT

(Signed)

Title of person before whom the declaration is made:

SOLICITOR



20 June 2014

Mr Brett Holmes
Branch Secretary
Australian Nursing and Midwifery Federation - New South Wales Branch
By email: gensec@nswnma.asn.au

Dear Mr Holmes,

Annual Return of Information for 2014 [AR2014/245]

I acknowledge receipt on 24 March 2014 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2014 Annual Return of Information of the New South Wales Branch of the Australian Nursing and Midwifery Federation.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

In order to assist your preparation of future annual returns, please note that the reference to 'Schedule 1' in paragraph 2 of your Declaration is a reference to outdated legislation and should be amended to the *Fair Work (Registered Organisations) Act 2009* accordingly.

Should you have any queries in relation to the above, please do not hesitate to contact me by email at orgs@fwc.gov.au.

Yours sincerely

Michael Moutevelis
Regulatory Compliance Branch



NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
In association with the Australian Nursing Federation

ABN 63 398 164 405

IN REPLY PLEASE QUOTE: BH:SW:MV
Ref: 14/0291

1 May 2014

The General Manager
Fair Work Commission
Level 4, 11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir

**Re: Australian Nursing and Midwifery Federation – New South Wales Branch
Notification of Changes [s233(2) of the Act]**

Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires that an organisation must lodge notification of any changes to offices and office holders in an organisation within the prescribed period.

The attached declaration details changes to the office holders of Australian Nursing and Midwifery Federation – New South Wales Branch.

Yours sincerely

BRETT HOLMES

Branch Secretary

Australian Nursing and Midwifery Federation - NSW Branch



Address all correspondence to: General Secretary, 50 O'Dea Avenue Waterloo NSW 2017

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Fair Work (Registered Organisations) Act 2009

FAIR WORK COMMISSION

STATUTORY DECLARATION IN RESPECT OF CHANGES OF OFFICE HOLDERS

I, Brett Holmes, Branch Secretary, Australian Nursing and Midwifery Federation (New South Wales Branch), 50 O'Dea Avenue, Waterloo, NSW, 2017 do solemnly and sincerely declare the following office holder change effective from 1 April 2014:

Jason Pascoe	Elected as Branch Councillor effective 1 April 2014
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AND I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at Waterloo in the State of New South Wales

this2..... day of May 2014


.....
(Signed)

WITNESS BEFORE ME:

Name/Address: STEPHEN HURLEY-SMITH
50 O'DEA AVE
WATERLOO NSW 2017


.....
(Signed)

Title of person before whom the declaration is made: LEGAL PRACTITIONER

MOUTEVELIS, Michael

From: VELASCO Maria [mvelasco@nswnma.asn.au] on behalf of OGRADY Tony [togrady@nswnma.asn.au]
Sent: Monday, 24 March 2014 11:47 AM
To: Orgs
Subject: ANMF, NSW Branch 2014 Annual Return of Information

The General Manager
Fair Work Commission


Herewith, Australian Nursing & Midwifery Federation, New South Wales Branch 2014 Annual Return of Information.

If you have queries, please contact me direct on 02 8595 2118.

Regards
Tony

Tony O'Grady

Manager - Projects and Compliance

 New South Wales Nurses and Midwives' Association
Australian Nursing and Midwifery Federation – NSW Branch
50 O'Dea Avenue

ANMF - WATERLOO NSW 2017
Branch Annual

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NEW SOUTH WALES NURSES AND MIDWIVES' ASSOCIATION
In association with the Australian Nursing Federation

ABN 63 398 164 405

IN REPLY PLEASE QUOTE: BH:TOG:MV
Ref: 14/0291

18 March 2014

The General Manager
Fair Work Commission
Level 4, 11 Exhibition Street
Melbourne VIC 3000

Dear Sir

**Re: Australian Nursing and Midwifery Federation – New South Wales Branch
Annual Return of Information**

Please find attached the Annual Return of Information for Year 2014 for the Australian Nursing and Midwifery Federation – New South Wales Branch.

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

Yours sincerely

BRETT HOLMES

Branch Secretary

Australian Nursing and Midwifery Federation - NSW Branch



Address all correspondence to: General Secretary, 50 O'Dea Avenue Waterloo NSW 2017

☎ (02) 8595 1234 • 1300 367 962 ☎ (02) 9662 1414 🌐 www.nswnma.asn.au ✉ gensec@nswnma.asn.au

Fair Work (Registered Organisations) Act 2009

FAIR WORK COMMISSION

**STATUTORY DECLARATION IN RESPECT OF CHANGES IN LIST OF OFFICE HOLDERS
UNDER THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

ANNUAL RETURNS TO FAIR WORK COMMISSION

I, Brett Holmes, Branch Secretary, Australian Nursing and Midwifery Federation (NSW Branch), 50 O'Dea Ave, Waterloo, NSW, 2017 do solemnly and sincerely declare THAT:

1. I certify that the register of members of the Australian Nursing and Midwifery Federation (NSW Branch) has been kept and maintained as required by ss230(1)(a) and 230(2) of the Act during the immediately preceding calendar year.
2. I certify that, in relation to s233(1)(b) of the Act, that the records of the Australian Nursing and Midwifery Federation (NSW Branch) have been kept and maintained as required by s230(1)(b), (c) and (d) of Schedule 1, and that the Offices and Office Holders of the Australian Nursing and Midwifery Federation (NSW Branch) were as follows as at 18 March 2014:

BRANCH COUNCIL AS AT 18 March 2014

Name	Postal Address	Office Held	Occupation
Brett Holmes	ANMF (NSW Branch) 50 O'Dea Avenue Waterloo NSW 2017	Branch Secretary	Union Official
Judith Kiejda	ANMF (NSW Branch) 50 O'Dea Avenue Waterloo NSW 2017	Branch Assistant Secretary	Union Official
Coral Levett	c/- South Eastern Sydney Local Health District Level 1, Primrose House 190 Russell Avenue Dolls Point NSW 2019	Branch President	Nurse Manager, ClinConnect Coordinator Professional Development & Workforce Capabilities
Lorna Scott	c/- Lower Hunter Community Health 58 Stronach Avenue East Maitland NSW 2323	Branch Vice President	Nurse Practitioner
Gary Clark	c/- Justice Health & Forensic Mental Health Network Long Bay Correctional Centre PO Box 150 Matraville NSW 2036	Branch Executive Member	Nurse Manager
Lynette Hopper	c/- Manly Hospital 150 Darley Road Manly NSW 2095	Branch Executive Member	Nursing Unit Manager
Kerry Rodgers	c/- Nepean Hospital PO Box 63 Penrith NSW 2751	Branch Executive Member	Nursing Unit Manager

Name	Postal Address	Office Held	Occupation
O'Bray Smith	c/- Royal Prince Alfred Hospital Missenden Road Camperdown NSW 2050	Branch Executive Member	Clinical Midwifery Educator
Gil Wilson	c/- Lismore Base Hospital PO Box 419 Lismore NSW 2480	Branch Executive Member	Clinical Nurse Specialist
Annette Aldrick	c/- Shoalhaven District Memorial Hospital Shoalhaven Street Nowra NSW 2541	Branch Councillor	Registered Midwife
Susan Brazil	c/- Hunter New England Local Health District Locked Bag 1 New Lambton NSW 2305	Branch Councillor	Nurse Manager
Lynette Dine	c/- Campbelltown Private Hospital 42 Parkside Crescent Campbelltown NSW 2560	Branch Councillor	Nursing Unit Manager
Tania Gleeson	c/- Wagga Wagga Base Hospital Edward Street Wagga Wagga NSW 2650	Branch Councillor	Registered Nurse
Peg Hibbert	c/- Hornsby Ku-ring-gai Hospital Palmerston Road Hornsby NSW 2077	Branch Councillor	Clinical Nurse Specialist
Deborah Lang	c/- Gosford Private Hospital 1 Burrabil Avenue North Gosford NSW 2250	Branch Councillor	Registered Nurse
Elizabeth McCall	c/- Byron District Hospital Shirley and Wordsworth Streets Byron Bay NSW 2481	Branch Councillor	Nurse Manager
Lucille McKenna	c/- St Mary's Villa 56 Burton Street Concord NSW 2137	Branch Councillor	Director of Nursing
Dianne McKillop	c/- Lillian Brady Village Nullamutt Street Cobar NSW 2835	Branch Councillor	Registered Nurse
Richard Noort	c/ - Justice Health & Forensic Mental Health Network Wollongong Court House Corner Market and Church Streets Wollongong NSW 2500	Branch Councillor	Clinical Nurse Consultant
Debra Smith	c/- Auburn Hospital Norval Street Auburn NSW 2144	Branch Councillor	Nursing Unit Manager
Jillian Thurlow	c/- Maitland Hospital 550 High Street Maitland NSW 2320	Branch Councillor	Registered Nurse

Name	Postal Address	Office Held	Occupation
Suzanne White	c/- Coffs Harbour Hospital 345 Pacific Highway Coffs Harbour NSW 2450	Branch Councillor	Endorsed Enrolled Nurse
Vacant Position		Branch Councillor	

3. I certify that the address of the Australian Nursing and Midwifery Federation (NSW Branch) is: 50 O'Dea Avenue, Waterloo, NSW, 2017.

Tel: (02) 8595 1234 Fax: (02) 9662 1414

Please note that a list of all Branches and their addresses is to be provided by the Australian Nursing and Midwifery Federation Federal office, on behalf of the State Branches.

4. I certify that elections for the office Branch President, Branch Vice President, Branch Executive Members (4) and Branch Councillors (15) are due to be conducted between the 1st day of September and the 30th day of October 2014.
5. I certify that the total number of members (including all categories) as at 31 December 2013 of the Australian Nursing and Midwifery Federation (NSW Branch) was 61,122.
6. I certify that the Australian Nursing and Midwifery Federation (NSW Branch) has not entered into an agreement under section s151(1) of the Act.

AND I make this solemn declaration conscientiously believing the statements contained in this declaration to be true in every particular.

DECLARED at Sydney in the State of New South Wales

this 21 day of March 2014


.....
(Signed)



18 March 2014

Mr Brett Holmes
Branch Secretary
Australian Nursing and Midwifery Federation-New South Wales Branch
Sent by email: gensec@nswnurses.asn.au

Dear Mr Holmes

**Australian Nursing and Midwifery Federation-New South Wales Branch
Annual Return of Information for 2014 [AR2014/245]**

I refer to our letter dated 24 February 2014 reminding you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**. While the branch 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 for 2014 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 FWC') by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records.

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

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

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) - see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

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

Yours sincerely

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

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

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

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

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

Obligation to notify of changes within 35 days

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



24 February 2014

Mr Brett Holmes
Branch Secretary
New South Wales Branch
Australian Nursing and Midwifery Federation

Sent by email: gensec@nswnurses.asn.au

Dear Mr Holmes

**Australian Nursing and Midwifery Federation - New South Wales Branch
Annual Return of Information for 2014 [AR2014/245]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**.

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

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

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

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

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Should you seek any clarification in relation to the above, please contact Mr Robert Pfeiffer on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely

Ingrid Fraser
Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

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

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

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

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

Obligation to notify of changes within 35 days

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