



1 May 2014

Ms Elizabeth Mohle  
Branch Secretary  
Australian Nursing and Midwifery Federation-QNU Branch  
qnu@qnu.org.au

Dear Ms Mohle,

**Annual Return of Information for 2014 [AR2014/240]**

I acknowledge receipt on 21 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 Australian Nursing and Midwifery Federation-QNU Branch.

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>

Yours sincerely

Michael Moutevelis  
Regulatory Compliance Branch

## **MOUTEVELIS, Michael**

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**From:** Merren Dickins [mdickins@qnu.org.au]  
**Sent:** Wednesday, 16 April 2014 11:44 AM  
**To:** Orgs  
**Subject:** SYDNEY Notification of Change to Office Holders - ANMF QNU Branch  
**Attachments:** Ltr to FWC - 15 April 2014.pdf

Please see attached letter regarding the above matter.

Please contact me if you have any questions.

Kind regards,

**Merren Dickins**

Personal Assistant to Beth Mohle, Secretary

**Queensland Nurses' Union**

Phone: 07 3840 1444

Direct: 07 3840 1442

Fax: 07 3844 9387

Web: [www.qnu.org.au](http://www.qnu.org.au)



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THE UNION FOR



NURSES AND  
MIDWIVES

**QUEENSLAND  
NURSES'  
UNION**

In association with the  
Australian Nursing Federation  
Queensland Branch

A.B.N. 84 382 908 052

[www.qnu.org.au](http://www.qnu.org.au)

All correspondence must be  
sent to [secretary@qnu.org.au](mailto:secretary@qnu.org.au)

15 April 2014

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 – 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 QNU Branch, enclosed are the following documents in support of this change:-

1. A full and true list of the officers of the above-named employee organisation from 21 March 2014. I confirm all such officers are over the age of 18 years. (“Attachment A”)
2. A copy of a resolution from the Australian Nursing and Midwifery Federation QNU Branch (“Attachment B”).

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

Yours sincerely,

**BETH MOHLE**

Secretary – Australian Nursing and Midwifery Federation QNU Branch

For more information please contact the QNU office indicated:

**BRISBANE**  
GPO Box 1289  
Brisbane Q 4001  
P: (07) 3840 1444  
F: (07) 3844 9387  
E: [qnu@qnu.org.au](mailto:qnu@qnu.org.au)

**BUNDABERG**  
PO Box 2949  
Bundaberg Q 4670  
P: (07) 4199 6101  
F: (07) 4151 6066  
E: [qnuuberg@qnu.org.au](mailto:qnuuberg@qnu.org.au)

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F: (07) 4051 6222  
E: [qnu Cairns@qnu.org.au](mailto:qnu Cairns@qnu.org.au)

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Rockhampton Q 4700  
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F: (07) 4922 3406  
E: [qnu rocky@qnu.org.au](mailto:qnu rocky@qnu.org.au)

**TOOWOOMBA**  
PO Box 3598  
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F: (07) 4639 5052  
E: [qnutwmba@qnu.org.au](mailto:qnutwmba@qnu.org.au)

**TOWNSVILLE**  
PO Box 3389  
Hermit Park Q 4812  
P: (07) 4772 5411  
F: (07) 4721 1820  
E: [qnutsvle@qnu.org.au](mailto:qnutsvle@qnu.org.au)

# ATTACHMENT A

## AUSTRALIAN NURSING & MIDWIFERY FEDERATION QNU BRANCH

**Address:** 106 Victoria Street, West End, Qld, 4101  
 Ph: (07) 3840 1444  
 Fax: (07) 3844 9387

As at 21 March 2014

Name of officer (in full)	Title of office	Occupation	Last date of election declaration or appointment	Postal address
Elizabeth Mohle	Secretary	Branch Secretary	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Desmond Elder	Assistant Secretary	Assistant Branch Secretary	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Sally-Anne Jones	President	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Stephen Bone	Vice President	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Damien Lawson	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
David Lewis	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Kym Volp	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Simon Mitchell	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Barbara Hastie (formerly Cook)	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001

Name of officer (in full)	Title of office	Occupation	Last date of election declaration or appointment	Postal address
Charmaine Wicking	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Christine Cocks	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Deborah Watt	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Dianne Corbett	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Fiona C.A. Monk	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Grant Burton	Councillor	Enrolled Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Jean Crabb	Councillor	Assistant-in-Nursing	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Julie Gard	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Karen Cooke	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Karen Shepherd	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Katy Taggart	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Lucynda Maskell	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001

Name of officer (in full)	Title of office	Occupation	Last date of election declaration or appointment	Postal address
Marilyn Dianne "Di" Webb	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Phillip Jackson	Councillor	Assistant-in- Nursing	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Sandra Eales	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Sue Pitman	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Daniel Prentice	Councillor	Registered Nurse	March 2014	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001

# ATTACHMENT B

Casual Vacancy

20 March 2014

## Resolution

That in accordance with the Rules the Australian Nursing and Midwifery Federation QNU Branch determines to appoint Daniel Prentice to fill the casual vacancy on Council that resulted from the resignation of Carol Lewis. This appointment will be effective from 21 March 2014.

## **Endorsed By:**

Chris Cocks  
Karen Shepherd  
Barbara Hastie  
Katy Taggart  
Steve Bone  
Kym Volp  
Jean Crabb

Debbie Watt  
Simon Mitchell  
Grant Burton  
Damien Lawson  
Dianne Corbett  
Sally-Anne Jones  
Fiona Monk

Des Elder  
Beth Mohle  
Charmaine Wicking  
Karen Cooke  
Julie Gard  
Sandra Eales

Endorsed

## **MOULEVELIS, Michael**

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**From:** Merren Dickins [mdickins@qnu.org.au]  
**Sent:** Friday, 21 March 2014 3:30 PM  
**To:** Orgs  
**Subject:** Annual Return of Information 2014 - ANMF QNU Branch

Please find attached the Australian Nursing and Midwifery Federation QNU Branch annual return of information for 2014.

If you have any questions regarding the attached document, please contact me on the below number or via return email.

Kind regards,

**Merren Dickins**

Personal Assistant to Beth Mohle, Secretary

**Queensland Nurses' Union**

Phone: 07 3840 1444

Direct: 07 3840 1442

Fax: 07 3844 9387

Web: [www.qnu.org.au](http://www.qnu.org.au)



ANMF QNU  
Annual Return

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**Annual Return of Information for 2014**

**Australian Nursing and Midwifery Federation QNU Branch**

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I, Elizabeth Ruth Mohle, Branch Secretary of the Australian Nursing and Midwifery Federation QNU Branch state that:

**1. Maintenance of Register of Members**

The register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2).

**2. List of Offices and Office Holders**

Attachment 1 to this statement is a list of the current Australian Nursing and Midwifery Federation QNU Branch Offices and Office Holders.

**3. List of Branches**

Not applicable.

**4. List of New Branches**

Not applicable.

**5. List of Old Branches**

Not applicable.

**6. Addresses of Organisation and Branches**

The Australian Nursing and Midwifery Federation QNU Branch is located at 106 Victoria Street, West End, Queensland, 4101.

**7. Elections in Organisation and Branches**

Under its Rules the Australian Nursing and Midwifery Federation QNU Branch will be required to hold an election to fill the casual vacancy that has arisen due to the resignation of Councillor Carol Lewis.

**8. Statement concerning number of members**

A record of the number of members as at 31 December 2013 is:-

Financial members:	48,275
Total members:	51,132

AND I declare that the particulars set out in this Annual Return of Information are true and correct to the best of my knowledge and belief.



**Elizabeth Ruth Mohle**  
**Branch Secretary**  
**Australian Nursing and Midwifery Federation QNU Branch**

Signed at Brisbane on 20 March 2014

# ATTACHMENT 1

## AUSTRALIAN NURSING & MIDWIFERY FEDERATION QNU BRANCH

**Address:** 106 Victoria Street, West End, Qld, 4101  
 Ph: (07) 3840 1444  
 Fax: (07) 3844 9387

As at 20 March 2014

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Sandra Eales	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001
Sue Pitman	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001



18 March 2014

Ms Elizabeth Mohle  
Secretary  
Australian Nursing and Midwifery Federation-QNU Branch  
Sent by email: [qnu@qnu.org.au](mailto:qnu@qnu.org.au)

Dear Ms Mohle

**Australian Nursing and Midwifery Federation-QNU Branch  
Annual Return of Information for 2014 [AR2014/240]**

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](http://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](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 \$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](mailto: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)] <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 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].

## **MOUTEVELIS, Michael**

---

**From:** Merren Dickins [mdickins@qnu.org.au]  
**Sent:** Tuesday, 4 March 2014 5:48 PM  
**To:** Orgs  
**Subject:** Notification of Change to Office Holders - ANMF (QNU Branch)

Please see attached letter regarding the above matter.

Please contact me if you have any questions.

Kind regards,

**Merren Dickins**

Personal Assistant to Beth Mohle, Secretary

**Queensland Nurses' Union**

Phone: 07 3840 1444

Direct: 07 3840 1442

Fax: 07 3844 9387

Web: [www.qnu.org.au](http://www.qnu.org.au)



Ltr to FWC -  
Change in Office ...

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THE UNION FOR



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**QUEENSLAND  
NURSES'  
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In association with the  
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[www.qnu.org.au](http://www.qnu.org.au)

All correspondence must be  
sent to [secretary@qnu.org.au](mailto:secretary@qnu.org.au)

28 February 2014

Fair Work Commission  
PO Box 5713  
Central Plaza  
Brisbane Qld 4001

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

Dear Sirs,

**Re: Notification of Change 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 (QNU Branch). Please find enclosed a full and true list of the officers of the above-named employee organisation (“Attachment A”). I confirm all such officers are over the age of 18 years.

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

Yours sincerely,

**BETH MOHLE**

Secretary – Australian Nursing and Midwifery Federation (QNU Branch)

For more information please contact the QNU office indicated:

**BRISBANE**  
GPO Box 1289  
Brisbane Q 4001  
P: (07) 3840 1444  
F: (07) 3844 9387  
E: [qnu@qnu.org.au](mailto:qnu@qnu.org.au)

**BUNDABERG**  
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Bundaberg Q 4670  
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F: (07) 4151 6066  
E: [qnu@qnu.org.au](mailto:qnu@qnu.org.au)

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Cairns North Q 4870  
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F: (07) 4721 1820  
E: [qnu@qnu.org.au](mailto:qnu@qnu.org.au)



# ATTACHMENT A

## AUSTRALIAN NURSING & MIDWIFERY FEDERATION (QNU) BRANCH

**Address:** 106 Victoria Street, West End, Qld, 4101  
 Ph: (07) 3840 1444  
 Fax: (07) 3844 9387

As at 28 February 2014

Name of officer (in full)	Title of office	Occupation	Last date of election declaration or appointment	Postal address	Date person ceased to be an officer
Elizabeth Mohle	Secretary	Branch Secretary	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Desmond Elder	Assistant Secretary	Assistant Branch Secretary	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Sally-Anne Jones	President	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Stephen Bone	Vice President	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Damien Lawson	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
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Simon Mitchell	Executive Member	Registered Nurse	December 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Barbara Cook	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A

Name of officer (m/j/y)	Title of office	Occupation	Last date of election/declaration or appointment	Postal address	Date person ceased to be an officer
Carol Ann Lewis	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	28 January 2014
Charmaine Wicking	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Christine Cocks	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Deborah Watt	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Dianne Corbett	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Fiona C.A. Monk	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Grant Burton	Councillor	Enrolled Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Jean Crabb	Councillor	Assistant-in-Nursing	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Julie Gard	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Karen Cooke	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Karen Shepherd	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Katy Taggart	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A

Name of officer (in full)	Title of office	Occupation	Last date of election declaration or appointment	Postal address	Date person ceased to be an officer
Lucynda Maskell	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Marilyn Dianne "Di" Webb	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Phillip Jackson	Councillor	Assistant-in- Nursing	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Sandra Eales	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A
Sue Pitman	Councillor	Registered Nurse	November 2012	c/- Qld Nurses' Union GPO Box 1289 Brisbane Qld 4001	N/A



24 February 2014

Ms Elizabeth Mohle  
Secretary  
QNU Branch  
Australian Nursing and Midwifery Federation

Sent by fax: (07) 3844 9387

Dear Ms Mohle

**Australian Nursing and Midwifery Federation - QNU Branch  
Annual Return of Information for 2014 [AR2014/240]**

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](http://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](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 \$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](mailto: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)] <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 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].