



15 April 2019

Peter Anderson
National & Vic Secretary/Treasurer
Australian Road Transport Industrial Organization
Sent via email: reception@vta.com.au

Dear Peter Anderson,

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/82)

I acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization.

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
8 April 2019	Queensland Branch	Office: Alternate Rep to Federal Council. New officer: Julie Russell. Date of change: 3 December 2018.	No. The notice of change declaration has been lodged following a request from the ROC upon the assessment of an annual return lodged on 11 February 2019. The notification of change declaration was lodged on 8 April 2019, 91 days after the prescribed period ended.

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. This is a civil penalty provision.

Late notification

The notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Following consultation, the organisation has acknowledged the ROC's position that identification of a new office holder in an annual return lodgement does not constitute a notice of changes made to the organisation's records. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

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. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Sam Lynch
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, Peter Anderson, being the Secretary/Treasurer of the Australian Road Transport Industrial Organization (ARTIO) 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, the 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/Treasurer



Dated:

8 April 2019

[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.]

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

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
Queensland	3/12/18	Alternate Rep to Federal Council	Vacant	Julie Russell	1/96 Cleveland St Stones Corner, Qld, 4120	Director



29 March 2019

Mr Peter Anderson
National & Vic Secretary/Treasurer
Australian Road Transport Industrial Organization
By email: reception@vta.com.au

Dear Mr Anderson,

Notification of changes made to records [AR2018/82]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization.

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)
11/2/2019	Federal	Office: Vice President. New office holder: Gary Mahon.	Yes
11/2/2019	Federal	Office: Committee of Management Member. Outgoing office holder: Gary Mahon. New office holder: Vacant.	Yes
11/2/2019	NSW	Office: Vice Presidents. Outgoing office holder: Gaylynne Neil. New office holders: Cameron Murphy and Linda Lewis.	Yes
11/2/2019	NSW	Office: Committee of Management Member. Outgoing office holder: Cameron Murphy. New office holder: Norm McCormack.	
11/2/2019	Victoria	Office: Vice President. Outgoing office holder: Paul Freestone. New office holder: Brendan Hopley.	Yes
11/2/2019	Victoria	Office: Committee of Management Member. Outgoing office holder: Brendan Hopley. New office holder: Andrew Eastick.	Yes
11/2/2019	Queensland	Office: President. Outgoing office holder: Ben	Yes

		Almond. New office holder: Julie Russell.	
11/2/2019	Queensland	Vice Presidents. Outgoing office holder: Julie Russell. New office holders: Ben Almond and David Simon.	Yes
11/2/2019	Queensland	Office: Committee of Management Member. Outgoing office holder: David Simon. New office holder: Michael Mahon.	Yes
11/2/2019	Tasmania	Office: Alternate Rep to Federal Council. New office holder: Ann Murray.	Yes

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.

We note in the case of this lodgement your stated intention was that a notification of change be incorporated in your annual return lodgement on 11 February 2019, being within the prescribed time frame. We have taken that date as the date of lodgement on this occasion. We appreciate your further steps to lodge the notification of change on 18 March 2019 at our request.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

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 the notifications.

Yours faithfully,

Sam Lynch
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, Peter Anderson, being the Secretary/Treasurer of the Australian Road Transport Industrial Organization (ARTIO) 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, the postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration. The new officers identified in each Branch of the Organization and the Federal Council have been elected following the elections conducted in E2018/194 – The Branch Officers were declared on 10 January 2019 and the Federal Officers on 7 February 2019, respectively.

Signed:



Secretary/Treasurer

Dated:

18/3/19

[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.]

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

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
Federal	7/02/19	Vice President	Vacant	Gary Mahon	PO Box 5 Sth Melbourne Vic 3205	CEO
		Committee of Management Member	Gary Mahon	Vacant		
NSW	10/01/19	Vice Presidents	Gaylyne Neil Vacant	Cameron Murphy Linda Lewis	Suite 12, 2-4 Cross St Hurstville NSW 2220	CEO Manager
		Committee of Management Member	Cameron Murphy	Norm McCormack	Suite 12, 2-4 Cross St, Hurstville NSW 2220	Manager
Victoria	10/01/19	Vice President	Paul Freestone	Brendan Hopley	PO Box 5 Sth Melbourne, Vic 3205	COO
		Committee of Management Member	Brendan Hopley	Andrew Eastick	PO Box 5 Sth Melbourne, Vic 3205	Manager
Queensland	10/01/19	President	Ben Almond	Julie Russell	1/96 Cleveland St Stones Corner, Qld, 4120	Director
		Vice Presidents	Julie Russell Vacant	Ben Almond David Simon	1/96 Cleveland St Stones Corner, Qld, 4120	Manager CEO
		Committee of Management Member	David Simon Vacant	Michael Mahon	1/96 Cleveland St Stones Corner, Qld, 4120	Director
Tasmania	10/01/19	Alternate Rep to Federal Council	Vacant	Ann Murray	PO Box 2609 Spreyton Tas 7310	Manager



Australian Government
Registered Organisations Commission

4 September 2018

Mr Peter Anderson
National Secretary/Treasurer
Australian Road Transport Industrial Organisation

By email: reception@vta.com.au
cc. Mr Paul Ryan

Dear Mr Anderson

Notification of change to records – s233(2) Fair Work (Registered Organisations) Act 2009 - [AR2018/82]

I acknowledge receipt on 20 August 2018 of your declaration notifying changes to the records of office-holders of the organisation, in accordance with subsection 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The changes notified were in relation to changes arising from the cancellation of the Western Australian Branch on 16 July 2018, including the cessation of all offices in the Western Australian Branch and the vacation of the office of National Vice-President held, until that date, by Mr Dennis Sutton.

The document has been filed.

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett'.

Stephen Kellett
Financial Reporting
Registered Organisations Commission



Australian Road Transport
Industrial Organisation

ABN: 63 734 697 902

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

Respect, Respond and Represent

17 August 2018

Mr Chris Enright
Registered Organisations Commission
GPO Box 2983,
Melbourne VIC 3001

cc. Branch Secretaries NSW, Qld, Tas

By email: regorgs@roc.gov.au

Notification of change of records – Your Ref AR 2018/82

Please find attached my declaration (Attachment A) as to changes of records of the organisation arising from the cancellation of the Western Australian Branch of ARTIO on 16 July 2018.

Any enquiry relating to this matter should be directed to Mr Paul Ryan, National Industrial Relations Adviser, on 0415 331 031.

Yours sincerely

Peter Anderson
National Secretary/Treasurer

ARTIO National

PO Box 5, South Melbourne, Victoria 3205

T 03 9646 8590 | W Artio.org.au | E ARTIO@vta.com.au

State Branches

ARTIO VIC	PO Box 5, South Melbourne, Victoria 3205	T 03 9646 8590	E reception@vta.com.au	
ARTIO QLD	PO Box 325, Stones Corner, Queensland 4120	T 07 3394 4388	F 07 3397 9324	E admin@qta.com.au
ARTIO NSW	PO Box 277, Hurstville, New South Wales 2220	T 0412 880861	F 02 9579 2333	E hughmc@artionsw.com.au
ARTIO TAS	PO Box 2069, Spreyton, Tasmania 7310	T 0427 366 742	E ed@tta.org.au	

Notification of Change of Records

ATTACHMENT A

I, Peter Anderson, being Secretary-Treasurer of the Australian Road Transport Industrial Organization ("ARTIO") 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 - The Western Australian Branch of ARTIO ceased operation on 16 July 2018.

B - On 16 July 2018 the records of the Organisation were changed to indicate that the following offices had ceased and that the respective office holders were no longer officers within the Organisation –

<u>Office</u>	<u>Name of Office holder</u>
WA Branch President	Dennis Sutton
WA Branch Vice President	Wally Gargano
WA Branch Vice President	Ray Ganaway
WA Branch Secretary-Treasurer	Michael Pilkington
WA Branch Committee Member	Kris Turner
WA Branch Committee Member	Peter Beach
WA Branch Representative to Council	Dennis Sutton
WA Branch Alternate Representative to Council	vacant

C – The following changes of records for National Office Holders is as follows –

date record changed	name of office changed	name of outgoing officer	name of incoming officer	postal address and occupation
16 Jul 2018	National Vice President	Dennis Sutton	vacant	n/a



.....
Peter Anderson
17 August 2018



10 April 2018

Mr Peter Anderson
National & Vic Secretary/Treasurer
Australian Road Transport Industrial Organization
By email: reception@vta.com.au

Dear Mr Anderson,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018
[AR2018/82]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 8 March 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank-you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the Australian Road Transport Industrial Organization.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Australian Road Transport Industrial Organization is encouraged to use this template if any changes occur. The ROC will accept notifications of change from the relevant branches or from the national office. If the national office of the Australian Road Transport Industrial Organization does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation to notify changes and the requisite time frames within which that must happen.

If a branch lodges a notification of change with the ROC, 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 of the RO Act.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au

Yours faithfully

A handwritten signature in blue ink, appearing to read 'David Vale', written over a light blue horizontal line.

David Vale
Registered Organisations Commission

svc-adlib5

From: Paul Ryan <paulryan@bigpond.net.au>
Sent: Thursday, 8 March 2018 10:51 AM
To: ROC - Registered Org Commission
Subject: AR2018/82 ARTIO 2018 Annual Return
Attachments: 2018.Return.pdf

<>

Please find attached the 2018 Annual Organisational Return from the Australian Road Transport Industrial Organisation (ARTIO).

Kind Regards

Paul Ryan

National Industrial Advisor

ARTIO

0415331031

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

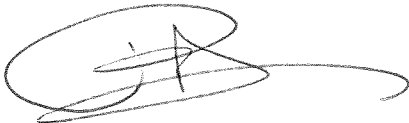
I, **Peter Anderson**, being the Secretary/Treasurer of the Australian Road Transport Industrial Organisation (ARTIO) declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, 2017, 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 **46 Kooringa Way Port Melbourne Vic 3207**
 - The name and address of each branch of the organisation is:
 1. **ARTIO Vic, 46 Kooringa Way, Port Melbourne Vic 3207**
 2. **ARTIO NSW, Suite 12, 2-4 Cross Street Hurstville NSW 2220**
 3. **ARTIO Tasmania, PO Box 728 Riverside, Tasmania 7250**
 4. **ARTIO WA, Unit 10, 16 Dellamarta Road, Wangara WA 6065**
 5. **ARTIO Qld, 1/96 Cleveland St, Stones Corner QLD 4120**
 - On 31 December 2017, the number of members was **379**
 - 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. Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018

1. Organisation elections – **elections are required for all National positions**
2. Branch elections - **elections are required for all Branch positions**

- During the previous 12 months:
 - 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: Secretary/Treasurer

Dated: 7 March 2018

List of Offices and Office Holders of ARTIO National and Branches as at 1 January 2018

	Office	Office Holder	Postal Address	Occupation
National	President	Laurie D'Apice	PO Box 5 South Melbourne Vic 3205	HR Director
	Vice President	Cameron Dunn	as above	Managing Director
	Vice President	Dennis Sutton	as above	Director
	Sec/Treasurer	Peter Anderson	as above	CEO
	Nat Exec Committee	Michelle Harwood	as above	Executive Director
	Nat Exec Committee	Gary Mahon	as above	n/a
NSW	President	Laurie D'Apice	Suite 12, 2-4 Cross Street Hurstville NSW 2220	HR Director
	Vice President	Gaylynne Neill	as above	Manager
	Vice President	vacant	as above	n/a
	Sec/Treasurer	Hugh McMaster	as above	Managing Director
	Br Committee	John West	as above	Managing Director
	Br Committee	Cameron Murphy	as above	CEO
	NSW Rep to Nat Council	Laurie D'Apice	as above	HR Director
	NSW Rep to Nat Council (A)	Hugh McMaster	as above	Managing Director
Vic	President	Cameron Dunn	PO Box 5 South Melbourne Vic 3205	Managing Director
	Vice President	Paul Freestone	as above	Company Director
	Vice President	Bruce Forsyth	as above	General Manager
	Sec/Treasurer	Peter Anderson	as above	CEO
	Br Committee	Brendan Hopley	as above	COO
	Br Committee	Darren Jones	as above	WR Manager
	Vic Rep to Nat Council	Cameron Dunn	as above	Managing Director
	Vic Rep to Nat Council (A)	Peter Anderson	as above	CEO
Qld	President	Ben Almond	1/96 Cleveland St Stones Corner, Qld 4120	General Manager
	Vice President	Julie Russell	as above	Director
	Vice President	vacant	as above	n/a
	Sec/Treasurer	Gary Mahon	as above	CEO

List of Offices and Office Holders of ARTIO National and Branches as at 1 January 2018

	Br Committee	David Simon	as above	CEO
	Br Committee	vacant	as above	n/a
	Qld Rep to Nat Council	Gary Mahon	as above	CEO
	Qld Rep to Nat Council (A)	vacant	as above	n/a
West Aust	President	Dennis Sutton	P O Box 1929 MALAGA WA 6944	Director
	Vice President	Wally Gargano	as above	Manager
	Vice President	Ray Gannaway	as above	Managing Director
	Sec/Treasurer	Michael Pilkington	as above	Accountant
	Br Committee	Kris Turner	as above	Manager
	Br Committee	Peter Beach	as above	Manager
	WA Rep to Nat Council	Dennis Sutton	as above	Director
	WA Rep to Nat Council (A)	Vacant	as above	n/a
TAS	President	Ann Murray	PO Box 2069 Spreyton Tas 7310	Manager
	Vice President	Jan De Bruyn	as above	Director
	Vice President	vacant	as above	n/a
	Sec/Treasurer	Michelle Harwood	as above	Executive Director
	Br Committee	Jim Miller	as above	Managing Director
	Br Committee	Philip Molineux	as above	CEO
	Tas Rep to Nat Council	Michelle Harwood	as above	Executive Director
	Tas Rep to Nat Council (A)	vacant	as above	n/a

(A) Denotes the alternate representative to the National Council



1 February 2018

Mr Peter Anderson
National Secretary/Treasurer
Australian Road Transport Industrial Organization

Sent via email: reception@vta.com.au

Dear Mr Anderson,

**Australian Road Transport Industrial Organization
Annual Return of Information for 2018 [AR2018/82]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian Road Transport Industrial Organization by **31 March 2018**.

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 Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

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 Commission 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 \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

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

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

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

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

Obligation to notify of changes within 35 days

If there are any changes during the year to the 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*].