



FAIR WORK
AUSTRALIA

4 April 2011

Mr Pdraig Crumlin
National Secretary
The Maritime Union of Australia
Level 2, 365 - 375 Sussex Street
SYDNEY NSW 2000

Dear Mr Crumlin

Annual Return of Information Contained In Records Kept By Organisation – AR2012/200

Fair Work Australia has received your declaration dated 30 March 2012 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 2 April 2012.

The documents lodged cover the following information:

- Number of members as at 31 December 2011.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the branches of the organisation.
- A record of the names of each branch and the branches that commenced and ceased operation in the 12 months previous to the date of the declaration.
- A statement that elections are not due to be held during 2012.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

James Hall
Fair Work Australia

Maritime Union of Australia

Declaration



I, PADRAIG CRUMLIN of 365 Sussex Street, Sydney, in the State of New South Wales, Trade Union Official, do solemnly and sincerely declare as follows:

1. I am the National Secretary of the Maritime Union of Australia ("MUA") which is an organisation registered under the Fair Work (Registered Organisations) Act 2009 ("the Act").
2. I certify that a register of members ("the register") has been maintained and kept as required under Section 230(1)(a) of the Fair Work (Registered Organisations) Act 2009 for the **2011** calendar year.
3. I certify that the register is true and correct to my best knowledge and belief.
4. A copy of the records that are required to be maintained under section 230(1)(b) and (c) of the Act are annexed and marked "A" and "B".
5. A copy of the records that are required to be maintained under Section 230(1)(d) of the Act and Regulation 147(d) of the Fair Work (Registered Organisations) Regulations 2009 ("the Regulations") are annexed and Marked "C".
6. I confirm that the Queensland Branch of the Union commenced operations in the previous 12 months.
7. I confirm that the Northern Queensland Branch and the Southern Queensland Branch ceased operations in the previous 12 months.
8. I certify that the information contained in the records is true and correct to my best knowledge and belief.

9. In accordance with s.230(1)(d) of the Act and Regulation 147(e) of the Regulations, I certify that, according to the Union's Rules, no elections are required to be held for offices during the year commencing 1 January 2012.

10. In accordance with s.230(1)(d) of the Act and Regulation 147 (f), I certify that there were 14,109 members of the organisation on 31 December 2011.



Padraig Crumlin
National Secretary

Declared this 30th day of March 2012.

ANNEXURE "A"

THE MARITIME UNION OF AUSTRALIA

LIST OF OFFICES AS AT 31 DECEMBER 2011

1. NATIONAL COUNCIL

- National Secretary
- Deputy National Secretary
- ❖ National Presiding Officer
- ❖ Deputy National Presiding Officer
- ❖ National Vice Presiding Officers (2)
- Assistant National Secretary
- Assistant National Secretary
- Queensland Branch - Branch Secretary
- Queensland Branch - Deputy Branch Secretary
- Northern New South Wales Branch - Branch Secretary
- Northern New South Wales Branch - Deputy Branch Secretary - Honorary
- Sydney Branch - Branch Secretary
- Sydney Branch - Deputy Branch Secretary
- Southern New South Wales Branch - Branch Secretary
- Southern New South Wales Branch - Deputy Branch Secretary - Honorary
- Victorian Branch - Branch Secretary
- Victorian Branch - Deputy Branch Secretary
- Tasmanian Branch - Branch Secretary
- Tasmanian Branch - Deputy Branch Secretary - Honorary
- South Australian Branch - Branch Secretary
- South Australian Branch - Deputy Branch Secretary - Honorary
- Western Australian Branch - Branch Secretary
- Western Australian Branch - Deputy Branch Secretary
- Northern Territory Branch - Branch Secretary - Honorary

- ❖ The National Presiding Officer, Deputy National Presiding Officer, and National Vice Presiding Officers (2) are elected by and from the National Council.

2. NATIONAL OFFICES IN THE UNION

National Secretary
Deputy National Secretary
Assistant National Secretary
Assistant National Secretary

3. QUEENSLAND BRANCH OFFICES IN THE UNION

Queensland Branch - Branch Secretary
Queensland Branch - Deputy Branch Secretary
Queensland Branch - Assistant Branch Secretary

4. NORTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

Northern New South Wales Branch - Branch Secretary
Northern New South Wales Branch - Deputy Branch Secretary - Honorary

5. SYDNEY BRANCH OFFICES IN THE UNION

Sydney Branch - Branch Secretary
Sydney Branch - Deputy Branch Secretary
Sydney Branch - Assistant Branch Secretary
Sydney Branch - Assistant Branch Secretary

6. SOUTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

Southern New South Wales Branch - Branch Secretary
Southern New South Wales Branch - Deputy Branch Secretary - Honorary

7. VICTORIAN BRANCH OFFICES IN THE UNION

Victorian Branch - Branch Secretary
Victorian Branch - Deputy Branch Secretary
Victorian Branch - Assistant Branch Secretary
Victorian Branch - Assistant Branch Secretary

8. TASMANIAN BRANCH OFFICES IN THE UNION

Tasmanian Branch - Branch Secretary
Tasmanian Branch - Deputy Branch Secretary - Honorary

9. SOUTH AUSTRALIAN BRANCH OFFICES IN THE UNION

South Australian Branch - Branch Secretary
South Australian Branch - Deputy Branch Secretary - Honorary

10. WESTERN AUSTRALIAN BRANCH OFFICES IN THE UNION

Western Australian Branch - Branch Secretary
Western Australian Branch - Deputy Branch Secretary
Western Australian Branch - Assistant Branch Secretary

11. NORTHERN TERRITORY BRANCH OFFICES IN THE UNION

Northern Territory Branch - Branch Secretary - Honorary

ANNEXURE "B"

MARITIME UNION OF AUSTRALIA

LIST OF OFFICE HOLDERS AS AT 31 DECEMBER 2011

1. NATIONAL COUNCIL

National Secretary

Padraig Crumlin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Deputy National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

National Presiding Officer

Michael Carr
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

Deputy National Presiding Officer

Chris Cain
Trade Union Official
Level 2, 2-4 Kwong Alley
NORTH FREMANTLE WA 6159

National Vice Presiding Officer

Kevin Bracken
Trade Union Official
46-54 Ireland St
WEST MELBOURNE VIC 3003

National Vice Presiding Officer

Garry Keane
Trade Union Official



Assistant National Secretary

Warren Smith
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Ian Bray
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Queensland Branch - Branch Secretary

Michael Carr
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

Queensland Branch – Deputy Branch Secretary

Trevor Munday
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

Northern New South Wales Branch - Branch Secretary

Glen Williams
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
NEWCASTLE WEST NSW 2302

**Northern New South Wales Branch - Deputy Branch Secretary -
Honorary**

Dennis Outram
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
NEWCASTLE WEST NSW 2302

Sydney Branch - Branch Secretary

Paul McAleer
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Deputy Branch Secretary

Paul Keating
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Southern New South Wales Branch - Branch Secretary

Garry Keane
Trade Union Official



**Southern New South Wales Branch - Deputy Branch Secretary -
Honorary**

Scott Carter
Trade Union Official



Victorian Branch - Branch Secretary

Kevin Bracken
Trade Union Official
46-54 Ireland Street
WEST MELBOURNE VIC 3003

Victorian Branch - Deputy Branch Secretary

David Schleibs
Trade Union Official
46-54 Ireland Street
WEST MELBOURNE VIC 3003

Tasmanian Branch - Branch Secretary

Jason Campbell
Trade Union Official
Shop 3/59 Wright Street
EAST DEVONPORT TAS 7310

Tasmanian Branch - Deputy Branch Secretary - Honorary

Ian Hill
Trade Union Official
Shop 3 / 59 Wright Street
EAST DEVONPORT TAS 7310

Northern Territory Branch - Branch Secretary - Honorary

Andrew Burford
Trade Union Official
PO Box 1174
DARWIN NT 0801

South Australian Branch - Branch Secretary

Jamie Newlyn
Trade Union Official
65 St Vincent Street
PORT ADELAIDE SA 5015

South Australian Branch - Deputy Branch Secretary - Honorary

Clem Clothier
Trade Union Official
65 St Vincent Street
PORT ADELAIDE SA 5015

Western Australian Branch - Branch Secretary

Christopher Cain
Trade Union Official
Level 2/2-4 Kwong Alley
NORTH FREMANTLE WA 6159

Western Australian Branch - Deputy Branch Secretary

Adrian Evans
Trade Union Official
Level 2/2-4 Kwong Alley
NORTH FREMANTLE WA 6159

2. NATIONAL OFFICE HOLDERS

National Secretary

Padraig Crumlin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Deputy National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Warren Smith
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Ian Bray
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

3. QUEENSLAND BRANCH OFFICE-HOLDERS IN THE UNION

Queensland Branch - Branch Secretary

Michael Carr
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

Queensland Branch - Deputy Branch Secretary

Trevor Munday
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

Queensland Branch – Assistant Branch Secretary

Paul Sheehan
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

4. NORTHERN NEW SOUTH WALES BRANCH OFFICE-HOLDERS IN THE UNION

Northern New South Wales Branch - Branch Secretary

Glen Williams
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
NEWCASTLE WEST NSW 2302

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

Dennis Outram
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
NEWCASTLE WEST NSW 2302

5. SYDNEY BRANCH OFFICE-HOLDERS IN THE UNION

Sydney Branch - Branch Secretary

Paul McAleer
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Deputy Branch Secretary

Paul Keating
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Assistant Branch Secretary

Paul Garrett
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch – Assistant Branch Secretary

Joseph Deakin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

6. SOUTHERN NEW SOUTH WALES BRANCH OFFICE-HOLDERS IN THE UNION

Southern New South Wales Branch - Branch Secretary

Garry Keane
Trade Union Official

[REDACTED]

Southern New South Wales Branch - Deputy Branch Secretary - Honorary

Scott Carter
Trade Union Official

[REDACTED]

7. VICTORIAN BRANCH OFFICE-HOLDERS IN THE UNION

Victorian Branch - Branch Secretary

Kevin Bracken
Trade Union Official
46-54 Ireland Street
WEST MELBOURNE VIC 3003

Victorian Branch - Deputy Branch Secretary

David Schliebs
Trade Union Official
46-54 Ireland Street
WEST MELBOURNE VIC 3003

Victorian Branch - Assistant Branch Secretary

Robert Patchett
Trade Union Official
46-54 Ireland St
WEST MELBOURNE Vic 3003

Victorian Branch - Assistant Branch Secretary

David Cushion
Trade Union Official
46-54 Ireland St
WEST MELBOURNE VIC 3003

8. TASMANIAN BRANCH OFFICE-HOLDERS IN THE UNION

Tasmanian Branch - Branch Secretary

Jason Campbell
Trade Union Official
Shop 3/59 Wright Street
EAST DEVONPORT TAS 7310

Tasmanian Branch - Deputy Branch Secretary - Honorary

Ian Hill
Trade Union Official
Shop 3/59 Wright Street
EAST DEVONPORT TAS 7310

9. NORTHERN TERRITORY BRANCH OFFICE-HOLDERS IN THE UNION

Northern Territory Branch - Branch Secretary - Honorary

Andrew Burford
Trade Union Official
PO Box 1174
DARWIN NT 0801

10. SOUTH AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

South Australian Branch - Branch Secretary

Jamie Newlyn
Trade Union Official
65 St Vincent Street
PORT ADELAIDE SA 5015

South Australian Branch - Deputy Branch Secretary - Honorary

Clem Clothier
Trade Union Official
65 St Vincent Street
PORT ADELAIDE SA 5015

11. WESTERN AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

Western Australian Branch - Branch Secretary

Christopher Cain
Trade Union Official
Level 2/2-4 Kwong Alley
NORTH FREMANTLE WA 6159

Western Australian Branch - Deputy Branch Secretary

Adrian Evans
Trade Union Official
Level 2/2-4 Kwong Alley
NORTH FREMANTLE WA 6159

Western Australian Branch - Assistant Branch Secretary

Will Tracey
Trade Union Official
Level 2/2-4 Kwong Alley
NORTH FREMANTLE WA 6159

ANNEXURE "C"

THE MARITIME UNION OF AUSTRALIA

LIST OF REGISTERED OFFICES AND BRANCH OFFICES
AS AT 31 DECEMBER 2011

- 1. Maritime Union of Australia - National Office**
Level 2, 365 Sussex Street, SYDNEY NSW 2000
Phone: 02 9267 9134 Fax: 02 9261 3481
email: paddy.crumlin@mua.org.au
- 2. Maritime Union of Australia - Sydney Branch**
Level 2, 365 Sussex Street, SYDNEY NSW 2000
Phone: 02 9264 5024 Fax: 02 9261 4548
email: paul.mcaleer@mua.org.au
- 3. Maritime Union of Australia - Northern New South Wales Branch**
406-408 King Street, NEWCASTLE WEST NSW 2302
Phone: 02 4929 2149 Fax: 02 4929 6618
email: glen.williams@mua.org.au
- 4. Maritime Union of Australia - Southern New South Wales Branch**
[REDACTED]
[REDACTED]
(PO Box 51 Port Kembla NSW 2500)
Phone: 02 4274 4166 Fax: 02 42744577
email: garry.keane@mua.org.au
- 5. Maritime Union of Australia - Queensland Branch**
73 Southgate Avenue, Southgate Park, CANNON HILL QLD 4170
Phone: 07 3395 7215 Fax: 07 3395 7688
email: mick.carr@mua.org.au

- 6. Maritime Union of Australia - Victorian Branch**
46-54 Ireland Street, WEST MELBOURNE VIC 3003
Phone: 03 9329 5477 Fax: 03 9328 1682
email: kevin.bracken@mua.org.au
- 7. Maritime Union of Australia - Tasmanian Branch**
Shop 3/59 Wright Street
EAST DEVONPORT TAS 7310
(PO Box 741 East Devonport TAS 7310)
Phone: 03 6427 8144 Fax: 03 6427 8433
email: jason.campbell@mua.org.au
- 8. Maritime Union of Australia - South Australian Branch**
65 St Vincent Street, PORT ADELAIDE SA 5015
Phone: 08 8447 1779 Fax: 08 8447 5811
email: jamie.newlyn@mua.org.au
- 9. Maritime Union of Australia - Western Australian Branch**
Level 2, 2-4 Kwong Alley, NORTH FREMANTLE WA 6159
Phone: 08 9335 0500 Fax: 08 9335 0510
email: chris.cain@mua.org.au
- 10. Maritime Union of Australia - Northern Territory Branch**
Shop 5 and 6 Stokes Hill Wharf, Kitchener Drive, DARWIN NT 0801
GPO Box 1174, DARWIN NT 0801
Phone: 08 8941 9010 Fax: 08 8941 8407
email: andy.burford@mua.org.au



FAIR WORK
AUSTRALIA

15 March 2012

Mr Padraig Crumlin
National Secretary
Maritime Union of Australia, The
(02) 9261 3481

Dear Mr Crumlin

Maritime Union of Australia, The

Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders, etc) for 2012 [AR2012/200]

This is a further courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2012 in respect of the above by **31 March 2012**.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the “**RO Act**”] must be lodged with Fair Work Australia [FWA] 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 (the “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 FWA 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 FWA website at www.fwa.gov.au – under *Registered organisations - List of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990 .

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Although it is not strictly a requirement under the RO Act, I would like to ask, where possible, if you could include a primary email point of contact for each branch office.

Please do not hesitate to contact me on (02) 8374 6649 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Teece', written in a cursive style.

Steve Teece
Organisations, Research & Advice
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged with Fair Work Australia [FWA] 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 (the "other prescribed officer" see RO Regulation 150).

For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the "RO Act"], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the "RO Regulations"].

Failure to comply with these obligations is subject to a civil penalty provision – see s305 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 ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) <i>[s230(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 ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 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>[s230(1)(d) and reg. 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>[s230(1)(d) and reg. 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 s189 of the RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • 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 s151(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 s150 of the RO Act. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with FWA, 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 s233(2) and RO reg. 151 refer].



FAIR WORK
AUSTRALIA

30 January 2012

Mr Pdraig Crumlin
National Secretary
Maritime Union of Australia, The
(02) 9261 3481

Dear Mr Crumlin

**Maritime Union of Australia, The
Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders,
etc). for 2012 [AR2012/200]**

This is a courtesy letter to remind you of the obligation to lodge the Statutory Return of Information required each year by section 233 of the Fair Work (*Registered Organisations*) Act 2009 [the "RO Act"] by **31 March 2012**.

The Statutory Return must include a signed and dated declaration certifying the facts referred to in sub-section 233(1)(a) and must include a certified copy of the records and information prescribed by sub-section 230(1). For your convenient reference, the facts and details to be covered by 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 (the "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 FWA within 35 days of any subsequent changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

Once the Statutory Return or a notification of any subsequent change of records has been lodged, a copy will be posted on the FWA website at www.fwa.gov.au - under Registered organisations - List of registered organisations. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990 .

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Yours sincerely

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Steve Teece
Organisations, Research & Advice
Fair Work Australia

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For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the “RO Act”], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the “RO Regulations”].

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Requirement	Details of requirement
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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 ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
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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 FWA, 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 s233(2)* and *RO reg. 151* refer].