



7 November 2016

Mr Simon Collins  
National President  
Media, Entertainment and Arts Alliance

sent by email: [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)

Dear Mr Collins

**Notification of changes to records – s233(2) Fair Work (Registered Organisations) Act 2009 – Media, Entertainment and Arts Alliance – AR2016/150**

I acknowledge receipt on 27 October 2016 of your declaration and notification of changes to the records required to be kept under section 230 of the *Fair Work (Registered Organisations) Act 2009*. The document has been filed.

I take this opportunity to remind you that under section 154D(1) of the RO Act the rules of organisations must require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. The relevant rule for the organisation is rule 63A.

All new holders of office should also be advised of their obligations in relation to making any applicable disclosures regarding remuneration, non-cash benefits and material personal interests.

Yours sincerely

Stephen Kellett  
Senior Advisor  
Regulatory Compliance Branch

**From:** KELLETT, Stephen  
**Sent:** Monday, 7 November 2016 2:59 PM  
**To:** 'jennifer.obrien@meaa.org'  
**Cc:** 'matthew.chesher@meaa.org'  
**Subject:** Notification of Changes to records - s233(2) - filing

Dear Jennifer,

Please see attached my letter in relation to the above.

Yours faithfully

**STEPHEN KELLETT**  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(mob.) 0429 462 979  
(email) [stephen.kellett@fwc.gov](mailto:stephen.kellett@fwc.gov)



MEAA AR2016 150  
071116 letter (reply).

**From:** Jennifer O'Brien [<mailto:jennifer.obrien@meaa.org>]  
**Sent:** Thursday, 27 October 2016 9:34 AM  
**To:** Orgs  
**Cc:** [matthew.chesher@meaa.org](mailto:matthew.chesher@meaa.org)  
**Subject:** MEAA notification of changes to office holders

Dear Stephen Kellett

I attach *Notification of changes to office holders* on behalf of the Media, Entertainment & Arts Alliance.

Do let me know if you require any further information from me.

Yours sincerely

Jen

Jennifer O'Brien  
Executive Assistant



245 Chalmers Street Redfern NSW 2016  
T: 02 9333 0949  
F: 1300 730 543  
M: 0411 721 694

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161024  
FWC-Officer-return-2!

**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, Simon Collins, being the National President of the Media, Entertainment and Arts Alliance (MEAA), declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



MEAA President

Dated: 27 October 2016

## ANNEXURE A

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

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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>General</i>	<i>16.9.16</i>	<i>General Section Delegate to Branch Council</i>	<i>Grae Burton (previously advised FC 22.9.16)</i>	<i>Resignation</i>	<i>Fasitua Amosa</i>	<i>245 Chalmers Street, Redfern NSW 2016</i>	<i>Performer</i>



26 September 2016

Mr Simon Collins  
National President  
Media, Entertainment and Arts Alliance

sent by email: [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)

Dear Mr Collins

**Notification of changes to records – s233(2) Fair Work (Registered Organisations) Act 2009 – Media, Entertainment and Arts Alliance – AR2016/150**

I acknowledge receipt on 22 September 2016 of your declaration and notification of changes to the records required to be kept under section 230 of the *Fair Work (Registered Organisations) Act 2009*.

The document has been filed.

Yours sincerely

Stephen Kellett  
Senior Advisor  
Regulatory Compliance Branch

**From:** KELLETT, Stephen  
**Sent:** Monday, 26 September 2016 8:17 AM  
**To:** 'jennifer.obrien@meaa.org'  
**Subject:** Attention Mr Simon Collins National President - Notification of changes to records - filing

Dear Jennifer,

Please see attached my letter, correctly addressed, in relation to the above.

Yours faithfully

**STEPHEN KELLETT**  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(mob.) 0429 462 979  
(email) [stephen.kellett@fwc.gov](mailto:stephen.kellett@fwc.gov)



MEAA AR2016 150  
260916 letter (reply).

**From:** Jennifer O'Brien [<mailto:jennifer.obrien@meaa.org>]  
**Sent:** Thursday, 22 September 2016 3:29 PM  
**To:** Orgs  
**Cc:** [matthew.chesher@meaa.org](mailto:matthew.chesher@meaa.org); [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)  
**Subject:** MEAA notification of changes to office holders

Dear Stephen Kellett

I attach *Notification of changes to office holders* on behalf of the Media, Entertainment & Arts Alliance.

Do let me know if you require any further information from me.

Yours sincerely

Jen

Jennifer O'Brien  
Executive Assistant



245 Chalmers Street Redfern NSW 2016  
T: 02 9333 0949  
F: 1300 730 543  
M: 0411 721 694

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Notification  
20160922.pdf

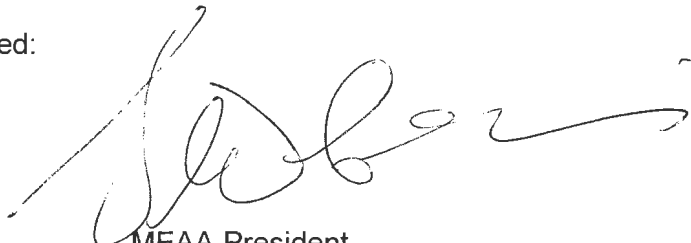


**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Simon Collins, being the National President of the Media, Entertainment and Arts Alliance (MEAA), declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



MEAA President

Dated: 22 September 2016

## ANNEXURE A

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

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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Victoria</i>	<i>12.9.16</i>	<i>Victoria Branch National MEAA Board Member</i>	<i>Genevieve Picot</i>	<i>Resignation</i>	<i>Not advised yet</i>		
<i>General</i>	<i>12.9.16</i>	<i>General Section Delegate to Branch Council</i>	<i>Grae Burton</i>	<i>Resignation</i>	<i>Not advised yet</i>		



26 August 2016

Mr Simon Collins  
Federal Secretary  
Media, Entertainment and Arts Alliance

by email: [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)

Dear Mr Collins

**Notification of changes to records – s233(2) Fair Work (Registered Organisations) Act 2009 – Media, Entertainment and Arts Alliance – AR2016/150**

I acknowledge receipt today of your declaration and notification of changes to the records required to be kept under section 230 of the *Fair Work (Registered Organisations) Act 2009*.

The documents have been filed.

Yours sincerely

Stephen Kellett  
Senior Advisor  
Regulatory Compliance Branch

**From:** KELLETT, Stephen  
**Sent:** Friday, 26 August 2016 3:11 PM  
**To:** 'jennifer.obrien@meaa.org'  
**Subject:** FW: MEAA notification of changes

Dear Jennifer,

Thank you for your email. Please see attached my letter in relation to the above.  
Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
FAIR WORK COMMISSION

80 William Street  
EAST SYDNEY NSW 2011

(02) 6746 3283  
(mob.) 0429 462 979  
Email: [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



MEAA AR2016 150  
260816 letter (final).pdf

**From:** Jennifer O'Brien [<mailto:jennifer.obrien@meaa.org>]  
**Sent:** Friday, 26 August 2016 2:08 PM  
**To:** Orgs  
**Cc:** [matthew.chesher@meaa.org](mailto:matthew.chesher@meaa.org); [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)  
**Subject:** MEAA notification of changes

Dear Stephen Kellett

I attach *Notification of changes to office holders* on behalf of the Media, Entertainment & Arts Alliance.

Do let me know if you require any further information from me.

Yours sincerely

Jen

**Jennifer O'Brien**  
Executive Assistant

**P:** 02 9333 0949 **M:** 0411 721 694 **E:** [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)



**MEAA MEMBER CENTRAL 1300 65 65 13**  
**A: PO Box 723 Strawberry Hills NSW 2012**



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Notification FWC  
26Aug2016.pdf

**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, Simon Collins, being the National President of the Media, Entertainment and Arts Alliance (MEAA), declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



MEAA President

Dated: 26 August 2016

## ANNEXURE A

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

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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Victoria</i>	<i>11.7.16</i>	<i>Victoria Branch Vice-President ECS</i>	<i>Andrew Larkin (previously advised FW 3.5.16)</i>	<i>Resignation</i>	<i>Alexandra Talamo</i>	<i>Level 3, 365 Queen Street, Melbourne VIC 3000</i>	<i>Live theatre crew</i>



31 May 2016

Mr Simon Collins  
Federal President  
Media, Entertainment and Arts Alliance  
federal@alliance.org.au

CC: Queensland and Victorian Branches

Dear Mr Collins,

**Notification of changes made to records [AR2016/150 and AR2016/150]**

I acknowledge receipt of a Notification of Change to the office holders of the Media, Entertainment and Arts Alliance.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
3 May 2016	National	Federal Council Delegate - ECS
3 May 2016	National	Federal Council Delegate - Media
3 May 2016	Queensland Branch	Branch President - Equity
3 May 2016	Victoria Branch	Branch Vice-President - ECS

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification indicates that some of the changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

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

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

Thank you for the notification.

Yours sincerely,  
Carolyn Moloney  
Regulatory Compliance Branch

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

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



**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, Simon Collins, being the National President of the Media, Entertainment and Arts Alliance (MEAA), declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed:

MEAA President

Dated: 3 May 2016

## ANNEXURE A

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

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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>19.11.2015</i>	<i>Federal Council ECS delegate</i>	<i>Juliet John</i>	<i>Member resigned from MEAA</i>	<i>Position remains vacant</i>		<i>n/a</i>
<i>National</i>	<i>18.12.2015</i>	<i>Federal Council Media Delegate</i>	<i>Amy Corderoy</i>	<i>Member resigned from MEAA</i>	<i>Position remains vacant</i>		<i>n/a</i>
<i>Queensland</i>	<i>22.12.15 (member deceased) 24.3.16 (new office holder appointed)</i>	<i>Queensland Branch President Equity</i>	<i>Carol Burns</i>	<i>Member deceased</i>	<i>Michael Balk</i>	<i>Level 4, 16 Peel Street South Brisbane QLD 4101</i>	<i>Performer</i>
<i>Victoria</i>	<i>7.4.2016</i>	<i>Victoria Branch Vice-President ECS</i>	<i>Andrew Larkin</i>	<i>Resigned</i>	<i>Not filled yet</i>		



FAIR WORK  
COMMISSION

2 April 2016

Mr Simon Collins  
National President  
Media, Entertainment and Arts Alliance  
PO Box 723  
STRAWBERRY HILLS NSW 2012

Dear Mr Collins,

**Re: Lodgement of Annual Return of Information – Media, Entertainment and Arts Alliance - s233 Fair Work (Registered Organisations) Act 2009 - (AR2016/150)**

I acknowledge receipt on 23 March 2016 of your declaration and accompanying information pursuant to sub-section 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2016 Annual return of information for the organisation, and the documents have been filed.

Notifications of Change

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

The Commission accepts notifications of changes from the relevant branches as well as from the national office. Where a national office does not intend to file notifications of changes, it must ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of changes with the Commission, the branch should also provide the information to the national office in order to ensure that the organisation is able to comply with its obligations under section 233(1) of the RO Act.

Yours sincerely

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

**From:** KELLETT, Stephen  
**Sent:** Saturday, 2 April 2016 3:59 PM  
**To:** 'jennifer.obrien@meaa.org'  
**Subject:** Attention Mr Simon Collins - Annual return AR2016/150 - filing

Dear Jennifer,

Please see attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



MEAA AR2016 150  
(final).pdf

**From:** Jennifer O'Brien [<mailto:jennifer.obrien@meaa.org>]  
**Sent:** Wednesday, 23 March 2016 10:18 AM  
**To:** Orgs  
**Cc:** [matthew.chesher@meaa.org](mailto:matthew.chesher@meaa.org); [andrew.crowley@meaa.org](mailto:andrew.crowley@meaa.org)  
**Subject:** SK - ON CMS - AR2016/150 - Media, Entertainment & Arts Alliance Annual Return of Information

Dear Stephen Kellett

Please find attached the Media, Entertainment & Arts Alliance annual return declaration.

Kind regards,

Jen

**Jennifer O'Brien**  
Executive Assistant

**P:** 02 9333 0949 **M:** 0411 721 694 **E:** [jennifer.obrien@meaa.org](mailto:jennifer.obrien@meaa.org)



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2015 MEAA AR.pdf

**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, Simon Collins, being the National President of the Media, Entertainment and Arts Alliance, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 245 Chalmers Street, Redfern NSW 2016.<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>
    1. NSW Branch  
245 Chalmers Street,  
Redfern NSW 2016
    2. Victoria Branch  
Level 3, 365 Queen Street  
Melbourne VIC, 3000
    3. Queensland Branch  
Level 4, 16 Peel Street  
Brisbane QLD 4101
    4. South Australia Branch  
241 Pirie Street  
Adelaide SA 5000
    5. Western Australia Branch  
Suite 1, 12-14 Thelma Street

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

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

West Perth WA 6005

6. ACT Branch  
245 Chalmers Street  
Redfern NSW 2016
7. Tasmania Branch  
Level 3, 365 Queen Street  
Melbourne VIC 3000
8. General Branch  
245 Chalmers Street  
Redfern NSW 2016

- On 31 December in the previous year the number of members was 15,208.<sup>3</sup>
- A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2016:<sup>4</sup>

1. Organisation elections

**(1) FEDERAL OFFICERS\***

Federal President	1 position
Federal Presidents [Equity]	1 position
Federal Presidents [Media]	1 position
Federal Presidents [ECS]	1 position
Federal Presidents [Musicians]	1 position
Federal Vice Presidents [Media]	2 positions
Federal Vice President [Equity]	2 positions

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

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

Federal Vice President [ECS/Musicians] 1 position

\*[where two Vice-Presidents are elected from each section or group of sections, at least one shall be a woman, unless the President from the relevant section is a woman]

**(2) FEDERAL COUNCIL (50 positions)**

Media Section Delegates	(22) [at least seven to be women and come from at least four states]
Equity Section Delegates	(18) [at least six to be women and come from at least four states]
ECS/Musicians Section Delegates	(7) [at least two to be women and come from at least three states]
Musician Section Delegates	(2) [which must be from at least two states]
General Branch Delegate	(1)

**(3) NATIONAL STUNTS COMMITTEE**

[Equity Section members graded as stunt performers, stunt co-ordinators and safety supervisors]

- (i) Four members who are graded as safety supervisors from a minimum of three states;
- (ii) Four members who are graded as stunt co-ordinators from a minimum of three states; and
- (iii) Four members who are graded as stunt performers from a minimum of three states

2. Branch elections

**(4) NSW BRANCH**

Branch President [Media Section]	1 position
Branch President [Equity Section]	1 position
Branch President [ECS Section]	1 position
Branch President [Musicians Section]	1 position
Branch Vice-President [Media Section]	1 position
Branch Vice-President [Equity Section]	1 position
Branch Vice-President [ECS Section]	1 position

**(5) VICTORIA BRANCH**



Branch President [Media Section]	1 position
Branch President [Equity Section]	1 position
Branch President [ECS Section]	1 position
Branch President [Musicians Section]	1 position
Branch Vice-President [Media Section]	1 position
Branch Vice-President [Equity Section]	1 position
Branch Vice-President [ECS Section]	1 position

**(6) QUEENSLAND BRANCH**

Branch President [Media Section]	1 position
Branch President [Equity Section]	1 position
Branch President [ECS Section]	1 position
Branch Vice-President [Media Section]	1 position

**Queensland Section Delegates to Branch Council**

Media Section Delegates	14 positions (of which at least four must be women)
Equity Section Delegates	9 positions (of which at least three must be women)
ECS Section Delegates	2 positions
Musicians Section Delegates	1 position

**(7) SOUTH AUSTRALIA BRANCH**

Branch President [Media Section]	1 position
Branch President [Equity Section]	1 position
Branch President [ECS Section]	1 position

**South Australia Section Delegates to Branch Council**

Media Section Delegates	12 positions (of which at least four must be women)
Equity Section Delegates	6 positions (of which at least one must be a woman)
ECS Section Delegates	4 positions (of which at least one must be a woman)

Musicians Section Delegates 3 positions

**(8) WESTERN AUSTRALIA BRANCH**

Branch President [Media Section] 1 position

Branch President [Equity Section] 1 position

Branch President [Musicians Section] 1 position

Branch Vice-President [Media Section] 1 position

**(9) TASMANIA BRANCH**

Branch President 1 position

Branch Vice-President 3 positions (of which at least one must be a woman)

**(10) ACT BRANCH**

Branch President 1 position

Branch Vice-President 3 positions (of which at least one must be a woman)

**ACT Section Delegates to Branch Council**

Media Section Delegates 6 positions (of which at least two must be women)

Equity Section Delegates 1 position

ECS Section Delegates 1 position

**(11) GENERAL BRANCH**

Branch President 1 position

Branch Vice-President 3 positions (of which at least one must be a woman)

**General Section Delegates to Branch Council**

General Section Delegates 7 positions (of which at least two must be women)

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

Signed:

A handwritten signature in black ink, appearing to read 'John', written over a horizontal line.

Dated: 22nd. March 2016

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

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

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

## ANNEXURE A

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

### FEDERAL OFFICES

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>National</i>	<i>President</i>	Simon Collins	<i>245 Chalmers Street REDFERN NSW 2016</i>	<i>Musician</i>
...	<i>President (Media)</i>	Stuart Washington	<i>As above</i>	<i>Journalist</i>
...	<i>President (Equity)</i>	Chloe Dallimore	<i>As above</i>	<i>Performer</i>
...	<i>President (ECS)</i>	David Turnbull	<i>As above</i>	<i>Technician</i>
...	<i>President (Musicians)</i>	Cameron Brook	<i>As above</i>	<i>Musician</i>
...	<i>Vice-President (Media)</i>	Michael Janda	<i>As above</i>	<i>Journalist</i>
...	Vice-President (Media)	Gina McColl	<i>As above</i>	<i>Journalist</i>
...	Vice-President (Equity)	Nadine Garner	<i>As above</i>	<i>Performer</i>
...	Vice-President (Equity)	Lorna Lesley	<i>As above</i>	<i>Performer</i>
...	Vice-President (ECS)	Sue Marriott	<i>As above</i>	<i>Technician</i>
...	NSW Board member	Marcus Strom	<i>As above</i>	<i>Journalist</i>
...	Victoria Board member	Genevieve Picot	<i>As above</i>	<i>Performer</i>

...	Queensland Board member	Jason Klarwein	<i>As above</i>	<i>Performer</i>
...	Western Australia Board member	Martin Saxon	<i>As above</i>	<i>Journalist</i>
...	Board members (Other branches)	Shauna Black	<i>As above</i>	<i>Journalist</i>
...	NSW President (Media)	Greg Miskelly	<i>As above</i>	<i>Journalist</i>
...	NSW President (Equity)	Tina Bursill	<i>As above</i>	<i>Performer</i>
...	NSW President (ECS)	Will Gregory	<i>As above</i>	<i>Technician</i>
...	NSW President (Musicians)	Leon Gaer	<i>As above</i>	<i>Musician</i>
...	NSW Vice-President (Media)	Vacant	<i>As above</i>	
...	NSW Vice-President (Equity)	Jonathan Mill	<i>As above</i>	<i>Performer</i>
...	NSW Vice-President (ECS)	Scott Smith	<i>As above</i>	<i>Technician</i>
...	Victoria President (Media)	Ben Butler	<i>As above</i>	<i>Journalist</i>
...	Victoria President (Equity)	Abbe Holmes	<i>As above</i>	<i>Performer</i>
...	Victoria President (ECS)	David Haidon	<i>As above</i>	<i>Technician</i>
...	Victoria Vice-President (Media)	Van Badham	<i>As above</i>	<i>Journalist</i>
...	Victoria Vice-President (Equity)	Francis Greenslade	<i>As above</i>	<i>Performer</i>
...	Victoria Vice-President (ECS)	Andrew Larkin	<i>As above</i>	<i>Technician</i>
...	Queensland President (Media)	Terry O'Connor	<i>As above</i>	<i>Journalist</i>
...	Queensland President	Vacant *	<i>As above</i>	

	(Equity)			
...	Queensland President (ECS)	Andrew Conder	<i>As above</i>	<i>Technician</i>
...	Queensland Vice-President (Media)	Leo Bowman	<i>As above</i>	<i>Journalist</i>
...	SA/NT President (Media)	Samela Harris	<i>As above</i>	<i>Journalist</i>
...	SA/NT President (Equity)	Patrick Frost	<i>As above</i>	<i>Performer</i>
...	SA/NT President (ECS)	Ashley Knight	<i>As above</i>	<i>Technician</i>
...	Western Australia President (Media)	Martin Turner	<i>As above</i>	<i>Journalist</i>
...	Western Australia President (Equity)	Stuart Halusz	<i>As above</i>	<i>Performer</i>
...	Western Australia President (Musicians)	Francesco Lo Surdo	<i>As above</i>	<i>Musician</i>
...	Western Australia Vice-President (Media)	Victoria Laurie	<i>As above</i>	<i>Journalist</i>
...	Tasmania President	A. Mark Thomas	<i>As above</i>	<i>Journalist</i>
...	ACT President	Don Cumming	<i>As above</i>	<i>Journalist</i>
...	General Branch President	Jennifer Ward-Lealand	<i>As above</i>	<i>Performer</i>

\*Previous office holder deceased

**SECTION DELEGATES TO FEDERAL COUNCIL**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>National</i>	Federal Council Media Delegate	Jane Canaway	245 Chalmers Street REDFERN NSW 2016	<i>Journalist</i>
...	Federal Council Media Delegate	Michael Coggan	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Vacant	<i>As above</i>	
...	Federal Council Media Delegate	Paul Farrell	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Wayne Flower	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Lindsay Foyle	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Gus Goswell	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Ean Higgins	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Trevor Hockins	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Tim Lloyd	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Emily MacDonald	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Peter McCutcheon	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Kathy McLeish	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Neale Prior	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Peter Ryan	<i>As above</i>	<i>Journalist</i>

...	Federal Council Media Delegate	Alana Schetzer	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Paul Syvret	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Steve Tanner	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Jenny Tarran	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Leigh Tonkin	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Jeff Waters	<i>As above</i>	<i>Journalist</i>
...	Federal Council Media Delegate	Emma Wynne	<i>As above</i>	<i>Journalist</i>
...	Federal Council Equity Delegate	Robyn Arthur	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Kerith Atkinson	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Michala Banas	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Amanda Bishop	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Mitchell Butel	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Helen Dallimore	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Marta Dusseldorp	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Alan Fletcher	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Samuel Gaskin	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Elizabeth Hay	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity	Glenn Hazeldine	<i>As above</i>	<i>Performer</i>



	Delegate			
...	Federal Council Equity Delegate	Robert Jago	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Monica Main	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Liam McIlwain	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Geoff Morrell	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Bali Padda	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Fiona Press	<i>As above</i>	<i>Performer</i>
...	Federal Council Equity Delegate	Pearl Tan	<i>As above</i>	<i>Performer</i>
...	Federal Council ECS Delegate	Fiona Donovan	<i>As above</i>	<i>Technician</i>
...	Federal Council ECS Delegate	Beverley Freeman	<i>As above</i>	<i>Technician</i>
...	Federal Council ECS Delegate	Vacant	<i>As above</i>	
...	Federal Council ECS Delegate	Matthew Nankivell	<i>As above</i>	<i>Technician</i>
...	Federal Council ECS Delegate	Pat Shaw	<i>As above</i>	<i>Technician</i>
...	Federal Council ECS Delegate	Arthur Spink	<i>As above</i>	<i>Technician</i>
...	Federal Council ECS Delegate	Luke Stone	<i>As above</i>	<i>Technician</i>
...	Federal Council Musicians Delegate	Tania Hardy-Smith	<i>As above</i>	<i>Musician</i>
...	Federal Council Musicians Delegate	Darren Heinrich	<i>As above</i>	<i>Musician</i>
...	Federal Council General Branch	Cameron Rhodes	<i>As above</i>	<i>Performer</i>

## NSW BRANCH

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW	NSW President (Media)	Greg Miskelly	245 Chalmers Street REDFERN NSW 2016	Journalist
...	NSW President (Equity)	Tina Bursill	As above	Performer
...	NSW President (ECS)	Will Gregory	As above	Technician
...	NSW President (Musicians)	Leon Gaer	As above	Musician
...	NSW Vice-President (Media)	Vacant	As above	
...	NSW Vice-President (Equity)	Jonathan Mill	As above	Performer
...	NSW Vice-President (ECS)	Scott Smith	As above	Technician

**VICTORIA BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
VIC	Victoria President (Media)	Ben Butler	<i>Level 3, 365 Queen Street, Melbourne VIC 3000</i>	<i>Journalist</i>
...	Victoria President (Equity)	Abbe Holmes	<i>As above</i>	<i>Performer</i>
...	Victoria President (ECS)	David Haidon	<i>As above</i>	<i>Technician</i>
...	Victoria Vice-President (Media)	Van Badham	<i>As above</i>	<i>Journalist</i>
...	Victoria Vice-President (Equity)	Francis Greenslade	<i>As above</i>	<i>Performer</i>
...	Victoria Vice-President (ECS)	Andrew Larkin	<i>As above</i>	<i>Technician</i>

**QUEENSLAND BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
QLD	Queensland President (Media)	Terry O'Connor	<i>Level 4, 11 Peel Street, Brisbane QLD 4101</i>	<i>Journalist</i>
...	Queensland President (Equity)	Vacant *	<i>As above</i>	
...	Queensland President (ECS)	Andrew Conder	<i>As above</i>	<i>Technician</i>
...	Queensland Vice- President (Media)	Leo Bowman	<i>As above</i>	<i>Journalist</i>
...	Media Section Delegate to Qld Branch Council	Stefan Armbruster	<i>As above</i>	<i>Journalist</i>
...	...	Cameron Atfield	<i>As above</i>	<i>Journalist</i>
...	...	Brian Cassey	<i>As above</i>	<i>Journalist</i>
...	...	Janine Hill	<i>As above</i>	<i>Journalist</i>
...	...	Trevor Hockins	<i>As above</i>	<i>Journalist</i>
...	...	Emily MacDonald	<i>As above</i>	<i>Journalist</i>
...	...	Sharon Marshall	<i>As above</i>	<i>Journalist</i>
...	...	Peter McCutcheon	<i>As above</i>	<i>Journalist</i>
...	...	Kathy McLeish	<i>As above</i>	<i>Journalist</i>
...	...	Andrew McMillen	<i>As above</i>	<i>Journalist</i>

...	...	Kirsty Nancarrow	<i>As above</i>	<i>Journalist</i>
...	...	Joshua Robertson	<i>As above</i>	<i>Journalist</i>
...	...	Paul Syvret	<i>As above</i>	<i>Journalist</i>
...	...	Brett Young	<i>As above</i>	<i>Journalist</i>
...	Equity Section Delegates to Qld Branch Council	Kerith Atkinson	<i>As above</i>	<i>Performer</i>
...	...	Michael Balk	<i>As above</i>	<i>Performer</i>
...	...	Clint Bolster	<i>As above</i>	<i>Performer</i>
...	...	Peter Cossar	<i>As above</i>	<i>Performer</i>
...	...	Penny Farrow	<i>As above</i>	<i>Performer</i>
...	...	Jason Klarwein	<i>As above</i>	<i>Performer</i>
...	...	Belinda Raisin	<i>As above</i>	<i>Performer</i>
...	...	Vanessa Reddan	<i>As above</i>	<i>Performer</i>
...	Musicians Section Delegate to Qld Branch Council	Vacant		
...	ECS Section Delegate to Qld Branch Council	John Campiao	<i>As above</i>	<i>Technician</i>
...	...	Vacant		

\* Previous office holder deceased

**SOUTH AUSTRALIA / NORTHERN TERRITORY BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
SA/NT	SA/NT President (Media)	Samela Harris	241 Pirie Street ADELAIDE SA 5000	Journalist
...	SA/NT President (Equity)	Patrick Frost	As above	Performer
...	SA/NT President (ECS)	Ashley Knight	As above	Technician
...	Media Section Delegate to SA Branch Council	Matt Coleman	As above	Journalist
...	...	Nick Hopton	As above	Journalist
...	...	Anthony Love	As above	Journalist
...	...	Will McDonald	As above	Journalist
...	...	Shane McNally	As above	Journalist
...	...	Grant Nowell	As above	Journalist
...	...	Tory Shepherd	As above	Journalist
...	...	Jayne Stinson	As above	Journalist
...	...	Vacant		
...	...	Vacant		
...	...	Vacant		
...	Equity Section	Elena Carapetis	As above	Performer

	Delegate to SA Branch Council			
...	...	Alan Holy	<i>As above</i>	<i>Performer</i>
...	...	Tim Overton	<i>As above</i>	<i>Performer</i>
...	...	Christina Page	<i>As above</i>	<i>Performer</i>
...	...	Rory Walker	<i>As above</i>	<i>Performer</i>
...	...	Vacant		
...	ECS Section Delegate to SA Branch Council	Diana Sage	<i>As above</i>	<i>Technician</i>
...	...	Vacant		
...	...	Vacant		
...	...	Vacant		

**WESTERN AUSTRALIA BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
WA	Western Australia President (Media)	Martin Turner	<i>Suite 1, 12-14 Thelma Street West Perth WA 6005</i>	<i>Journalist</i>
...	Western Australia President (Equity)	Stuart Halusz	<i>As above</i>	<i>Performer</i>
...	Western Australia President (Musicians)	Francesco Lo Surdo	<i>As above</i>	<i>Musician</i>
...	Western Australia Vice-President (Media)	Victoria Laurie	<i>As above</i>	<i>Journalist</i>



**ACT BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
ACT	ACT President	Don Cumming	245 Chalmers Street REDFERN NSW 2016	Journalist
...	ACT Branch Vice- President	Stephen Barker	As above	Journalist
...	ACT Branch Vice- President	Barb Barnett	As above	Journalist
...	ACT Branch Vice- President	Fiona Rothchilds	As above	Journalist
...	Media Section Delegate to ACT Branch Council	Frank Guerts	As above	Journalist
...	...	Tony Miller	As above	Journalist
...	...	Sally Pryor	As above	Journalist
...	...	Vacant		
...	...	Vacant		
...	...	Vacant		
...	Equity Section Delegate to ACT Branch Council	PJ Williams	As above	Performer
...	ECS Section Delegate to ACT Branch Council	Timothy Levy	As above	Technician

**TASMANIA BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
TAS	Tasmania President	A. Mark Thomas	245 Chalmers Street REDFERN NSW 2016	Journalist
...	Tasmania Branch Vice- President	Sara Cooper	As above	Performer
...	...	Vacant		
...	...	Vacant		

**GENERAL BRANCH**

<b>Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
General	Branch President	Jennifer Ward-Lealand	245 Chalmers Street REDFERN NSW 2016	Performer
...	General Branch Vice- President	Cameron Rhodes	As above	Performer
...	General Branch Vice- President	Todd Rippon	As above	Performer
...	General Branch Vice- President	Tandi Wright	As above	Performer
...	General Section Delegate to Branch Council	Natalie Beran	As above	Performer
...	...	Alistair Browning	As above	Performer
...	...	Grae Burton	As above	Performer
...	...	Peter Elliott	As above	Performer
...	...	Raymond Hopkins	As above	Performer
...	...	Alison Quigan	As above	Performer
...	...	Borni Te Rongopai Tukiwaho	As above	Performer



11 March 2016

Mr Simon Collins  
Federal President  
Media, Entertainment and Arts Alliance  
By email: [federal@alliance.org.au](mailto:federal@alliance.org.au)

Dear Mr Collins,

**Media, Entertainment and Arts Alliance  
Annual Return of Information for 2016 [AR2016/150]**

I refer to our letter dated 10 February 2016 reminding you of the obligation to lodge an Annual Return of Information for 2016 by **31 March 2016**. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return in the last few days.

A signed and dated declaration certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged with the Fair Work Commission (the Commission) 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. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

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

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

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

Yours sincerely,

Anastasia Kyriakidis  
Regulatory Compliance Branch

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

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

### Obligation to lodge Annual Return of Information by 31 March

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

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

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

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

### Obligation to notify of changes within 35 days

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