

Fair Work Australia  
Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

30/10/12



**THE MUSICIANS' UNION  
OF AUSTRALIA**  
FEDERAL OFFICE

### CHANGE OF ADDRESS

Dear Sir/Madam

I give notice under s233(2) of the Fair Work (Registered Organisations) Act 2009 of a change made to the records required to be kept by the Musicians' Union of Australia. The change is to the address of the Federal Office of the Union which is now:

**10 Black Street, Mont Albert, VIC 3127**

Pursuant to the rules of the Musicians' Union of Australia the change of address has been endorsed by a vote of the Federal Executive.

I declare that the above is a correct statement of the changes made.

**Terry Noone**  
Federal Secretary  
Musicians' Union of Australia

**10 Black St, Mont Albert, VIC 3127**

t: (03) 9899 8915      f: (03) 9008 7823      e: [musiciansua@gmail.com](mailto:musiciansua@gmail.com)

Fair Work Australia  
Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

30/10/12



THE MUSICIANS' UNION  
OF AUSTRALIA  
MELBOURNE BRANCH

**CHANGE OF ADDRESS**

Dear Sir/Madam

I give notice under s233(2) of the Fair Work (Registered Organisations) Act 2009 of a change made to the records required to be kept by the Musicians' Union of Australia. The change is to the address of the Melbourne Branch of the Union which is now:

**10 Black Street, Mont Albert, VIC 3127**

I declare that the above is a correct statement of the changes made.

A handwritten signature in black ink, appearing to read "Terry Noone".

**Terry Noone**  
Secretary  
Musicians' Union of Australia  
(Melbourne Branch)



FAIR WORK  
AUSTRALIA

20 March 2012

Mr Terry Noone  
Federal Secretary  
Musicians' Union of Australia  
150 Bell St  
Coburg VIC 3058

Dear Mr Noone

**Annual Return of Information Contained In Records Kept By Organisation – Musicians'  
Union of Australia - AR2012/332**

Fair Work Australia has received your declaration dated 15 March 2012 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 15 March 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 offices of the organisation.
- A statement that elections are 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

Michael Moutevelis  
Fair Work Australia

Fair Work Australia  
Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011



15/3/12

THE MUSICIANS' UNION  
OF AUSTRALIA  
FEDERAL OFFICE

### ANNUAL RETURN OF INFORMATION

Dear Sir/Madam,

Please find attached documents providing:

- a record of the name of each branch of the organisation;
- a record of the name of each branch that commenced operation in the previous 12 months;
- a record of the name of each branch that ceased operation in the previous 12 months;
- a record of the address of the office of the organisation and the address of the office of each branch of the organisation
- a record of each election that must, under the rules of the organisation, be held during the year commencing 1 January 2011 for an office in the organisation and for an office in a branch of the organisation;
- a record of the number of members on 31 December 2011;
- other information as required by Section 233(1) of Fair Work (Registered Organisations) Act 2009.

Yours sincerely,

**Terry Noone**  
Federal Secretary  
Musicians' Union of Australia

#### DECLARATION BY FEDERAL SECRETARY

To the best of my knowledge and after careful enquiry within our organisation I hereby declare that:

1. A register of members has, during the immediately preceding calendar year, been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2) of the Fair Work (Registered Organisations) Act 2009.
2. The attached documents (8 pages) comprise a correct statement of the information contained in the records required to be kept under paragraphs 230(1)(b), (c) and (d) of the Fair Work (Registered Organisations) Act 2009.

Dated: 15 March 2012

**Terry Noone**  
Federal Secretary  
Musicians' Union of Australia

150 Bell St, Coburg, VIC 3058

t: (03) 9355 7620

f: (03) 9355 7621

e: musiciansua@aol.com

## **Musicians' Union of Australia**

### **Names of branches that commenced operation in the twelve 12 months ended 31/12/11:**

No new branches of the Musicians' Union of Australia commenced operations in the above twelve months

### **Names of branches that ceased operation in the twelve 12 months ended 31/12/11:**

No branches of the Musicians' Union of Australia ceased operations in the above twelve months

# ***Federal Office***

***Musicians' Union of Australia***

***Reporting period:*** star                      end  
1/01/2011                                      31/12/2011

**Address:**

10 Black St.  
Mont Albert  
VIC 3157

**Officers due for election in current year**

<b><i>Federal President</i></b>	<b><i>Federal</i></b>	<b><i>Federal Treasurer</i></b>	<b><i>Federal Trustees(3)</i></b>	<b><i>Federal Secretary</i></b>
yes	yes	yes	yes	no

**Number of members at end of report period:**      N/A

**Number of Salaried officers, Employees and Independent**                      2

**Details of office Bearers for reporting period:**

<b><i>Position</i></b>	<b><i>Surname</i></b>	<b><i>Given Name</i></b>	<b><i>Address</i></b>	<b><i>Suburb</i></b>	<b><i>State</i></b>	<b><i>P'code</i></b>	<b><i>Occupation</i></b>
Federal President	Anderson	Gavan	10 Black St.	Mont Albert	VIC	3127	Musician
Federal Vice President	Clarke	Douglas G.	4/23A King William Rd.	Unley	SA	5061	Musician
Federal Vice President	Davidson	Peter	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Federal Treasurer	Shelverton	Denis	Shop 11, 113-115 Main Rd.St.	Moonah	TAS	7009	Musician
Federal Secretary	Noone	Terry	10 Black St.	Mont Albert	VIC	3127	Musician
Federal Trustee	Althuizen	Franciscus H.	4/23A King William Rd.	Unley	SA	5061	Musician
Federal Trustee	Price	Glenn	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Federal Trustee	Richards	Alan	10 Black St.	Mont Albert	VIC	3127	Musician

# **Adelaide Branch**

**Musicians' Union of Australia**

**Reporting period:** star

end

**Address:**

4/23A King William Rd.  
Unley  
SA 5061

1/01/2011

31/12/2011

**Officers due for election in current year**

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	no
<b><u>Number of members at end of report period:</u></b>			159		

**Number of Salaried officers, Employees and Independent**

1

**Details of office Bearers for reporting period:**

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
President	Clarke	Douglas G.	4/23A King William Rd.	Unley	SA	5061	Musician
Vice President	Lyle	John G	4/23A King William Rd.	Unley	SA	5061	Musician
Secretary/Treasurer	Moody	Samuel J.	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Bevan	Michael	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Brow	Donald	4/23A King William Rd.	Unley	SA	5061	Musician
Vice President	Fiddian	Ian	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Kostoglou	Letho	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Newton	Ian	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Turner	Alan	4/23A King William Rd.	Unley	SA	5061	Musician
Trustee	Clarke	Douglas G.	4/23A King William Rd.	Unley	SA	5061	Musician
Trustee	Guy	Robert W.	4/23A King William Rd.	Unley	SA	5061	Musician

**Brisbane Branch****Musicians' Union of Australia****Reporting period:** star

end

Address:

1/01/2011

31/12/2011

C/- Federal Office

Officers due for election in current year

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	yes
<u>Number of members at end of report period:</u>			103		

Number of Salaried officers, Employees and Independent

0

No office bearers due to resignations

Details of office Bearers for reporting period:

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
Acting Secretary	Clarke	Bernice Claire	10 Black St.	Mont Albert	VIC	3127	Musician



# Hobart Branch

Musicians' Union of Australia

Reporting period: star 1/01/2011 end 31/12/2011

**Address:**

Shop 11, 113-115 Main Rd.  
Moonah  
TAS 7009

**Officers due for election in current year**

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	no

**Number of members at end of report period:** 54

**Number of Salaried officers, Employees and Independent** 0

**Details of office Bearers for reporting period:**

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
President	Kinsella	Mike	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Vice President	Fletcher	Douglas	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Vice President	Norris	Chris	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Treasurer	Davidson	Peter	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Secretary	Shelverton	Denis	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Committee Member	Andrews	Gerald	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Committee Member	Burgess	David	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Committee Member	Fortescue	Michael	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Committee Member	Gregs	Tony	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Committee Member	Lawler	Phil	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Trustee	Gregs	Tony	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Trustee	McCann	Geoff	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician
Trustee	Young	John	Shop 11, 113-115 Main Rd.	Moonah	TAS	7009	Musician

**Launceston Branch Musicians' Union of Australia****Reporting period:** star 1/01/2011 end 31/12/2011**Address:**PO Box 320 Kings Meadows  
Launceston  
TAS 7249**Officers due for election in current year**

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	yes

**Number of members at end of report period:** 57**Number of Salaried officers, Employees and Independent** 0**Details of office Bearers for reporting period:**

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
President	Bullock	June	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Vice President	Gadd	Don	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Secretary/Treasurer	Price	Glenn	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Committee Member	Baines	Ron	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Committee Member	Corrick	Stewart	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Committee Member	Crawford	Alan	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Committee Member	James	Alan	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Committee Member	Matthews	Geoff	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Trustee	Baines	Ron	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Trustee	Bullock	June	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Trustee	Price	Glenn	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician

# Melbourne Branch Musicians' Union of Australia

Reporting period: star 1/01/2011 end 31/12/2011

**Address:**

10 Black St.  
Mont Albert  
VIC 3157

**Officers due for election in current year**

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	yes
<b>Number of members at end of report period:</b>			250		

**Number of Salaried officers, Employees and Independent**

1

**Details of office Bearers for reporting period:**

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
President	Anderson	Gavan	10 Black St.	Mont Albert	VIC	3127	Musician
Vice President	Ed	Bates	10 Black St.	Mont Albert	VIC	3127	Musician
Vice President	Zakharov	Martin	10 Black St.	Mont Albert	VIC	3127	Musician
Treasurer	Richards	Alan	10 Black St.	Mont Albert	VIC	3127	Musician
Secretary	Noone	Terry	10 Black St.	Mont Albert	VIC	3127	Musician
Committee Member	James	David	10 Black St.	Mont Albert	VIC	3127	Musician
Committee Member	Whitford	Peter	10 Black St.	Mont Albert	VIC	3127	Musician
Committee Member	Williams	Steve	10 Black St.	Mont Albert	VIC	3127	Musician
Committee Member	Young	Alanna	10 Black St.	Mont Albert	VIC	3127	Musician
Trustee	Anderson	Gavan	10 Black St.	Mont Albert	VIC	3127	Musician
Trustee	Noone	Terry	10 Black St.	Mont Albert	VIC	3127	Musician
Trustee	Richards	Alan	10 Black St.	Mont Albert	VIC	3127	Musician

# Sydney Branch

Musicians' Union of Australia

Reporting period: star 1/01/2011 end 31/12/2011

Address:

C/- 10 Black St.  
Mont Albert  
VIC 3157

Officers due for election in current year .

<i>President</i>	<i>Vice-Presidents(2)</i>	<i>Treasurer</i>	<i>Committee</i>	<i>Trustees(3)</i>	<i>Secretary</i>
yes	yes	yes	yes	yes	no

Number of members at end of report period: 142

Number of Salaried officers, Employees and Independent 0

Details of office Bearers for reporting period:

<i>Position</i>	<i>Surname</i>	<i>Given Name</i>	<i>Address</i>	<i>Suburb</i>	<i>State</i>	<i>P'code</i>	<i>Occupation</i>
Vice President	Buckley	Tony	C/- 10 Black St.	Mont Albert	VIC	3127	Musician
Secretary	Laing	Ken	10 Black St.	Mont Albert	VIC	3127	Musician



FAIR WORK  
AUSTRALIA

15 March 2012

Mr Terence Joseph Noone  
Federal Secretary  
Musicians' Union of Australia  
musiciansua@aol.com

Dear Mr Noone

**Musicians' Union of Australia**

**Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders, etc) for 2012 [AR2012/332]**

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](http://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](mailto: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](mailto: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". The signature is written in a cursive style with a large initial 'S'.

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
<b>Maintenance of Register of Members</b>	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>
<b>List of Offices</b>	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>
<b>List of Office holders</b>	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>
<b>List of Branches</b>	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	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>
<b>Old Branches</b>	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>
<b>Addresses of Organisation and Branches</b>	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>
<b>Elections in Organisation and Branches</b>	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> <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 s189 of the RO Act
<b>Statement concerning number of members</b>	<ul style="list-style-type: none"> <li>• A record of the number of members on 31 December in the previous year, and:</li> <li>• 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.</li> </ul> <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 Terence Joseph Noone  
Federal Secretary  
Musicians' Union of Australia  
musiciansua@aol.com

Dear Mr Noone

**Musicians' Union of Australia  
Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders,  
etc.) for 2012 [AR2012/332]**

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](http://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](mailto: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 6620 or by e-mail at [RIASydney@fwa.gov.au](mailto: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
<b>Maintenance of Register of Members</b>	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) [s233(1)(a)]
<b>List of Offices</b>	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(b)]
<b>List of Office holders</b>	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) [s230(1)(c)]
<b>List of Branches</b>	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
<b>Addresses of Organisation and Branches</b>	A record of the address of the office of the organisation and the address of the office of each branch [s230(1)(d) and reg. 147(d)]
<b>Elections in Organisation and Branches</b>	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 . [s230(1)(d) and reg. 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 s189 of the RO Act
<b>Statement concerning number of members</b>	<ul style="list-style-type: none"> <li>• A record of the number of members on 31 December in the previous year, and:</li> <li>• 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.</li> </ul> [s230(1)(d) and reg. 147(f) and (g)]

### Obligation to notify of changes within 35 days

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