



FAIR WORK
COMMISSION

12 April 2014

Mr Terry Noone
Federal Secretary
Musicians' Union of Australia
10 Black Street
MONT ALBERT VIC 3127

Sent by email: musiciansua@gmail.com; musiciansua@aol.com

Dear Mr Noone,

Re: Annual Return of Information Contained in Records of Organisation - s233 Fair Work (Registered Organisations) Act 2009 - Musicians' Union of Australia (AR2014/156)

I refer to the declaration and records providing information in accordance with sub-section 233(1) of the *Fair Work (Registered Organisations) Act 2009* ('the Act') which was lodged with the Fair Work Commission on 7 April 2014.

The document lodged covers the following information:

- The number of members as at 31 December 2013;
- A list of offices of the organisation and branches and the persons holding those offices;
- The addresses of the offices of the organisation and branches;
- A statement in relation to elections due to be held in 2014;
- A statement that the register of members has been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2) of the Act;
- A statement that the documents 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 Act.

The documents have been filed. Please note for future years Regulation 149 that provides that the prescribed time to lodge information under section 233(1) is "any time during the period of 3 months beginning on 1 January".

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["musiciansua@aol.com"](mailto:musiciansua@aol.com); ["Musicians" Union of Aust."](#)
Subject: Attention Mr Terry Noone - Annual return of information - s233(1) - filing
Date: Saturday, 12 April 2014 9:25:00 AM
Attachments: [AR2014_156 MUS \(final\).pdf](#)

Dear Mr Noone,

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) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: [KELLETT, Stephen](#)
To: [KELLETT, Stephen](#)
Subject: FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number AR2014/11
Date: Saturday, 12 April 2014 8:47:57 AM
Attachments: [MUA 2014 Annual Return.pdf](#)

-----Original Message-----

From: sydney@fwc.gov.au
Sent: Tuesday, 8 April 2014 9:05 AM
To: Orgs
Subject: FW: Dispatch advice of electronic filing - Registered Organisations - Matter Number AR2014/11

CHRISHANTHA RATNASINGH
Senior Tribunal Services Officer
Sydney Tribunal Services

Fair Work Commission
Tel: 02 8374 6506
Fax: 02 9380 6990
chrishantha.ratnasingh@fwc.gov.au

Level 10, Terrace Tower
80 William Street
East Sydney NSW 2011

www.fwc.gov.au

-----Original Message-----

From: efiling@fwc.gov.au [<mailto:efiling@fwc.gov.au>]
Sent: Monday, 7 April 2014 7:22 PM
To: sydney@fwc.gov.au
Subject: Dispatch advice of electronic filing - Registered Organisations - Matter Number AR2014/11

This message, with the electronic document(s) attached has been dispatched to the email address(es) specified above. For the purposes of subrules 20.5 & 20.6, this is NOT an acknowledgement that your document is taken to have been filed with Fair Work Commission. You will be subsequently advised whether your document is taken to have been filed.

Please review the details below and inform the office by email at the address specified below if they are incorrect and/or incomplete.

The documents will be manually checked against the Rules of Fair Work Australia as soon as possible and you will be advised by email of any anomaly.

Please note that each FWC office is open on ordinary working days between the hours of 9.00 am and 5.00 pm, local time.

NSW
Email: sydney@fwc.gov.au
07/04/2014 19:08

Type of Application: annual returns
Matter Number (IF your eFiling is accepted): AR2014/11 Registry in which to be filed: NSW

Contact Details
Title: Mr
Given name(s): Terry
Surname: Noone

Position: Federal Secretary
Organisation: Musicians Union of Australia
Address: 10 Black St.
Mont Albert
VIC
Postcode: 3127
Phone No: 0398998915
Mobile Phone No: 0409405657
Fax No: 0390087823

Email Address: musiciansua@aol.com

Comments:

Attachments:

Annual return: MUA 2014 Annual Return.pdf



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

7/4/14

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 2014 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 2013;
- 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: 7 April 2014

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

Musicians' Union of Australia

Names of branches that commenced operation in the twelve 12 months ended 31/12/13:

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 31/12/13:

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

Adelaide Branch

Musicians' Union of Australia

Reporting period: star

end

Address:

4/23A King William Rd.
Unley
SA 5061

1/01/2013

31/12/2013

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: 167

Number of Salaried officers, Employees and Independent 0.5

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	Brow	Donald	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Callisto	John	4/23A King William Rd.	Unley	SA	5061	Musician
Vice President	Fiddian	Ian	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Lang	Frank	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Levendis	Evniki	4/23A King William Rd.	Unley	SA	5061	Musician
Committee Member	Pearse	Dave	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
Trustee	Spilsbury	Brett	4/23A King William Rd.	Unley	SA	5061	Musician

Brisbane Branch

Musicians' Union of Australia

Reporting period:

star	end
star	end
1/01/2013	31/12/2013

Address:

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

Number of members at end of report period: 96

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

Federal Office

Musicians' Union of Australia

Reporting period: star

end

Address:

10 Black St.
Mont Albert
VIC 3127

1/01/2013

31/12/2013

Officers due for election in current year

<i>Federal President</i>	<i>Federal</i>	<i>Federal Treasurer</i>	<i>Federal Trustees(3)</i>	<i>Federal Secretary</i>
Yes	Yes	Yes	Yes	Yes

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

Number of Salaried officers, Employees and Independent 0.35

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>
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

Hobart Branch

Musicians' Union of Australia

Reporting period: star

end

Address:

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

1/01/2013

31/12/2013

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
Secretary/Treasurer	Davidson	Peter	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
Committee Member	Shelverton	Denis	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 1/01/2013 end 31/12/2013

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: 40

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	Badcock	Andrea	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Vice President	Baines	Ron	PO Box 320 Kings Meadows	Launceston	TAS	7249	Musician
Secretary/Treasurer	Price	Glenn	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
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 1/01/2013 end 31/12/2013

Address:
10 Black St.
Mont Albert
VIC 3127

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: 252

Number of Salaried officers, Employees and Independent 0.2

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
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

end

Address:

1/01/2013

31/12/2013

C/- 10 Black St.
Mont Albert
VIC 3127

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: 216

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>
Secretary	Laing	Ken	10 Black St.	Mont Albert	VIC	3127	Musician



17 March 2014

Mr Terence Noone
Federal Secretary
Musicians' Union of Australia
Sent by email: musiciansua@aol.com

Dear Mr Noone

**Musicians' Union of Australia
Annual Return of Information for 2014 [AR2014/156]**

I refer to our letter dated 17 February 2014 reminding you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**. While the 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 for 2014 in the last few days.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the FWC') by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website at www.fwc.gov.au— under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically e.g. as pdf files at orgs@fwc.gov.au . Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) - see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

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

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

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

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

Obligation to notify of changes within 35 days

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



17 February 2014

Mr Terence Noone
Federal Secretary
Musicians' Union of Australia

Sent by email: musiciansua@aol.com

Dear Mr Noone

**Musicians' Union of Australia
Annual Return of Information for 2014 [AR2014/156]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the Commission') by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.fwc.gov.au— under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in the declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf or tif files at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Should you seek any clarification in relation to the above, please contact Mr Robert Pfeiffer on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely

Ingrid Fraser
Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

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

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

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

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [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 office and officer 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)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

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