



Test your knowledge answer – The annual return of information

Every year, registered organisations are required to lodge an annual return of information with the Fair Work Commission (the Commission).

Below is information about KLM union. Consider how the facts provided are relevant to their annual return in 2021. Have a go at filling in the template on pages 3 and 4 of this document.

Information about KLM union

- The union does not have branches (it has never had branches!).
- The union has not entered into an agreement with a state union under section 151(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act)
- The street and postal address of the union is: 2/161 Collins St, Melbourne, VIC 3000.
- In 2020 KLM union worked hard to grow its membership. On 1 January it had 590 members, on 30 June it had 712 members and on 31 December 2020 it had 896 members.
- Under KLM union rules, the scheduled elections are as follows:
 - 2020: Secretary (1), President (1), Vice President (1), Committee of Management (4).
 - 2021: Convention Delegates (5).
- The union's Secretary signs the annual return on 15 March 2021 and it is lodged with the Commission on 20 March 2021.





Here is information about some people connected with KLM union:

<p>Ursula Sullivan</p> 	<p>Position: Secretary</p> <p>Occupation: Paid official</p> <p>Ursula was elected to KLM union’s Committee of Management. She was subsequently elected by the Committee as the Secretary.</p>
<p>Sophia Ricci</p> 	<p>Position: President</p> <p>Occupation: Paid official</p> <p>Sophia’s partner is an itinerant worker. Sophia and her family regularly relocate to different regions around Australia.</p> <p>Her most recent move was on 12 December 2020. She currently lives at 30 Purple Avenue, Coldstream.</p>
<p>Richie Robins</p> 	<p>Position: Vice President</p> <p>Richie was the Vice President in 2020 but he resigned from office on 20 January 2021. The office has not yet been filled.</p>
<p>Sam Reddy</p> 	<p>Position: Chief Information Officer</p> <p>Sam is an employee of KLM union and she is responsible for the organisation’s IT Department.</p>



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 <p>Felicity Charles</p> <p>Greg Jones</p> <p>Ursula Sullivan</p>	<p>Positions: Committee of Management</p> <p>Occupations: Felicity and Greg are retail workers. Ursula is a paid official.</p> <p><i>Rule 52 of KLM rules: The Committee of Management</i></p> <p>Four officers shall be on the committee of management</p> <p>Oscar Lang resigned from the Committee of Management on 31 December 2020. No one has been appointed to the role.</p>
 <p>Nino Garcia</p> <p>Viv Lu</p> <p>Prue Wise</p> <p>Eric Love</p>	<p>Positions: Convention Delegate</p> <p>Occupations: All current Convention Delegates are retail workers</p> <p>Other:</p> <p><i>Rule 68 of KLM rules: Convention Delegates</i></p> <ul style="list-style-type: none">a. There shall be five Convention Delegates ...b. The Convention shall determine the strategic goals of the Union and has the power to determine other policy ... <p>Informally, the Convention Delegates are also known as the “annual conference delegates”</p> <p>Shelly Lee resigned as a Convention Delegate on 20 March 2021.</p>



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ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, **Ursula Sullivan**, being the **Secretary** of the **KLM union**, 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is **2/161 Collins St, Melbourne 3000**.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was **896**.³
 - 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 THIS YEAR:⁴

Convention Delegate (5)

- The organisation:
 - Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed: **U. Sullivan**

Dated: **15/03/2021**

¹ section 230(1)(d); reg.147(d)

² section 230(1)(d); reg.147(a), (b), (c) & (d)

³ section 230(1)(d); reg.147(f)

⁴ section 230(1)(d); reg.147(e)



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ANNEXURE A

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

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Secretary	Ursula Sullivan	c/o KLM union 2/161 Collins St, Melbourne, VIC 3000	Paid official
President	Sophia Ricci	As above	Paid official
Vice President	Vacant		
Committee of Management member	Felicity Charles	As above	Retail worker
Committee of Management member	Greg Jones	As above	Retail worker
Committee of Management member	Ursula Sullivan	As above	Paid official
Committee of Management member	Vacant		
Convention Delegate	Nino Garcia	As above	Retail worker
Convention Delegate	Viv Lu	As above	Retail worker
Convention Delegate	Prue Wise	As above	Retail worker
Convention Delegate	Eric Love	As above	Retail worker
Convention Delegate	Shelly Lee	As above	Retail worker