



FAIR WORK
AUSTRALIA

6 April 2010

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

Dear Mr Crumlin

Annual Return of Information Contained In Records Kept By Organisation – AR2010/2500

Fair Work Australia has received your declaration dated 31 March 2010 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 31 March 2010.

The documents lodged cover the following information:

- Number of members as at 31 December 2009.
- 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 regarding the elections which are not due to be held during 2010.

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

Yours sincerely

David Vale
Fair Work Australia



The Maritime Union Of Australia

National Office

P. Crumlin
National Secretary

J. Tannock
Deputy National Secretary

M. Doleman
R. Newlyn
Assistant National Secretaries

Trim ref: 10/3/31/1184

31 March 2010

Mr Barry Jenkins
State Services Manager
Fair Work Australia
Terrace Towers
Level 8
80 William Street
EAST SYDNEY NSW 2011

Facsimile No: (02) 9380 6990

Attn: Mr David Vaile – Assistant Manager Registered Organisations

Dear Mr Valle

Re: Sec 230 of the Fair Work Act 2009 and Regulation 147 of the Fair Work Regulations 2009
- Return for AR2010/2500 -

In conformity with the abovementioned section of the Fair Work Act and the relevant Regulations, I enclose a Declaration and Annexures in compliance with the requirements of the Fair Work Act 2009 and the Fair Work Regulations 2009.

The Return enclosed is for the 2009 calendar year.

Yours sincerely

William Gliddins
National Industrial Officer

(Encl. – 2009 Return [15 pages])



Maritime Union of Australia
Declaration

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

1. I am the National Secretary of The Maritime Union of Australia ("MUA") which is an organisation registered under the Fair Work (Registered Organisations) Act 2009 ("the Act").
2. I certify that a register of members ("the register") has been maintained and kept as required under Section 230 (1)(a) of the Fair Work (Registered Organisations) Act 2009 for the **2009** calendar year.
3. I certify that the register is true and correct to my best knowledge and belief.
4. A copy of the records that are required to be maintained under section 230 (1) (b) and (c) of the Act are annexed and marked "A" and "B".
5. A copy of the records that are required to be maintained under Section 230(1)(d) of the Act and Regulation 147(d) of the Fair Work (Registered Organisations) Regulations 2009 ("the Regulations") are annexed and Marked "C".
6. I confirm that no Branch has commenced operations in the previous 12 months.
7. I confirm that no Branch has ceased operations in the previous 12 months.
8. I certify that the information contained in the records is true and correct to my best knowledge and belief.

9. In accordance with s.230(1)(d) of the Act and Regulation 147(e) of the Regulations, I certify that, according to the Union's Rules, no elections are required to be held for offices during the year commencing 1 January 2010.
10. In accordance with s230 (1)(d) of the Act and Regulation 147 (f), I certify that there were 12,304 members of the organisation on 31 December 2009.



Padraig Crumlin
National Secretary

Declared this 31st day of March 2010.

ANNEXURE "A"**THE MARITIME UNION OF AUSTRALIA
LIST OF OFFICES AS AT 31 DECEMBER 2009****1. NATIONAL COUNCIL**

National Secretary

Deputy National Secretary

❖ National Presiding Officer

❖ Deputy National Presiding Officer

❖ National Vice Presiding Officers (2)

Assistant National Secretary

Assistant National Secretary

Northern Queensland Branch - Branch Secretary - Honorary

Southern Queensland Branch - Branch Secretary

Southern Queensland Branch - Deputy Branch Secretary

Northern New South Wales Branch - Branch Secretary

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

Sydney Branch - Branch Secretary

Sydney Branch - Deputy Branch Secretary

Southern New South Wales Branch - Branch Secretary

Southern New South Wales Branch - Deputy Branch Secretary - Honorary

Victorian Branch - Branch Secretary

Victorian Branch - Deputy Branch Secretary

Tasmanian Branch - Branch Secretary

Tasmanian Branch - Deputy Branch Secretary - Honorary

South Australian Branch - Branch Secretary

South Australian Branch - Deputy Branch Secretary - Honorary

Western Australian Branch - Branch Secretary

Western Australian Branch - Deputy Branch Secretary

Northern Territory Branch - Branch Secretary - Honorary

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

2. NATIONAL OFFICES IN THE UNION

National Secretary
 Deputy National Secretary
 Assistant National Secretary
 Assistant National Secretary

3. NORTHERN QUEENSLAND BRANCH OFFICES IN THE UNION

Northern Queensland Branch - Branch Secretary - Honorary

4. SOUTHERN QUEENSLAND BRANCH OFFICES IN THE UNION

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

5. NORTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

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

6. SYDNEY BRANCH OFFICES IN THE UNION

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

7. SOUTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

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

8. VICTORIAN BRANCH OFFICES IN THE UNION

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

9. TASMANIAN BRANCH OFFICES IN THE UNION

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

10. SOUTH AUSTRALIAN BRANCH OFFICES IN THE UNION

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

11. WESTERN AUSTRALIAN BRANCH OFFICES IN THE UNION

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

12. NORTHERN TERRITORY BRANCH OFFICES IN THE UNION

Northern Territory Branch - Branch Secretary - Honorary

ANNEXURE "B"**MARITIME UNION OF AUSTRALIA****LIST OF OFFICE HOLDERS AS AT 31 DECEMBER 2009****1: NATIONAL COUNCIL****National Secretary**

Padraig Crumlin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Deputy National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

National Presiding Officer

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

Deputy National Presiding Officer

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

National Vice Presiding Officer

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

National Vice Presiding Officer

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

Assistant National Secretary

Warren Smith

Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Ian Bray
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Northern Queensland Branch - Branch Secretary - Honorary

Laurence Horgan
Trade Union Official



Southern Queensland Branch - Branch Secretary

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

Southern Queensland Branch - Deputy Branch Secretary

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

Northern New South Wales Branch - Branch Secretary

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

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

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

Sydney Branch - Branch Secretary

Paul McAleer
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Deputy Branch Secretary

Glenton Wood
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Southern New South Wales Branch - Branch Secretary

Garry Keane
Trade Union Official

[REDACTED]

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

Glen Williams
Trade Union Official

[REDACTED]

Victorian Branch - Branch Secretary

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

Victorian Branch - Deputy Branch Secretary

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

Tasmanian Branch - Branch Secretary

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

Tasmanian Branch - Deputy Branch Secretary - Honorary

Peder Bull
Trade Union Official
Shop 3 / 59 Wright Street
EAST DEVONPORT TAS 7310

Northern Territory Branch - Branch Secretary - Honorary

Andrew Burford
Trade Union Official
PO Box 1174
DARWIN NT 0801

South Australian Branch - Branch Secretary

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

South Australian Branch - Deputy Branch Secretary - Honorary

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

Western Australian Branch - Branch Secretary

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

Western Australian Branch - Deputy Branch Secretary

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

2. NATIONAL OFFICE HOLDERS**National Secretary**

Padraig Crumlin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Deputy National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Warren Smith
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Assistant National Secretary

Ian Bray
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

3. NORTHERN QUEENSLAND BRANCH OFFICE-HOLDERS IN THE UNION

Northern Queensland Branch - Branch Secretary - Honorary

Laurence Horgan
Trade Union Official



4. SOUTHERN QUEENSLAND BRANCH OFFICE-HOLDERS IN THE UNION

Southern Queensland Branch - Branch Secretary

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

Southern Queensland Branch - Deputy Branch Secretary

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

Southern Queensland Branch - Assistant Branch Secretary

Tony Austin
Trade Union Official
73 Southgate Avenue
Southgate Park
CANNON HILL QLD 4170

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

Northern New South Wales Branch - Branch Secretary

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

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

Leonard Covell
Trade Union Official

Suite 1, Devonshire House
406-408 King Street
NEWCASTLE WEST NSW 2302

6. SYDNEY BRANCH OFFICE-HOLDERS IN THE UNION

Sydney Branch - Branch Secretary

Paul McAleer
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Deputy Branch Secretary

Glenton Wood
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Assistant Branch Secretary

Paul Garrett
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

Sydney Branch - Assistant Branch Secretary

Joseph Deakin
Trade Union Official
365 Sussex Street
SYDNEY NSW 2000

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

Southern New South Wales Branch - Branch Secretary

Garry Keane
Trade Union Official
[REDACTED]

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

Glen Williams
Trade Union Official
[REDACTED]

8. VICTORIAN BRANCH OFFICE-HOLDERS IN THE UNION

Victorian Branch - Branch Secretary

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

Victorian Branch - Deputy Branch Secretary

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

Victorian Branch - Assistant Branch Secretary

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

Victorian Branch - Assistant Branch Secretary

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

9. TASMANIAN BRANCH OFFICE-HOLDERS IN THE UNION**Tasmanian Branch - Branch Secretary**

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

Tasmanian Branch - Deputy Branch Secretary - Honorary

Peder Bull
Trade Union Official
Shop 3 / 59 Wright Street
EAST DEVONPORT TAS 7310

10. NORTHERN TERRITORY BRANCH OFFICE-HOLDERS IN THE UNION**Northern Territory Branch - Branch Secretary - Honorary**

Andrew Burford
Trade Union Official
PO Box 1174
DARWIN NT 0801

11. SOUTH AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

South Australian Branch - Branch Secretary

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

South Australian Branch - Deputy Branch Secretary - Honorary

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

12. WESTERN AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

Western Australian Branch - Branch Secretary

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

Western Australian Branch - Deputy Branch Secretary

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

Western Australian Branch - Assistant Branch Secretary

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

ANNEXURE "C"

THE MARITIME UNION OF AUSTRALIA

LIST OF REGISTERED OFFICES AND BRANCH OFFICES
AS AT 31 DECEMBER 2009

1. **Maritime Union of Australia - National Office**
Level 2, 365 Sussex Street, SYDNEY NSW 2000
Phone: 02 9267 9134 Fax: 02 9261 3481

2. **Maritime Union of Australia - Sydney Branch**
Level 2, 365 Sussex Street, SYDNEY NSW 2000
Phone: 02 9264 5024 Fax: 02 9261 4548

3. **Maritime Union of Australia - Northern New South Wales Branch**
406-408 King Street, NEWCASTLE WEST NSW 2302
Phone: 02 4929 2149 Fax: 02 4929 6618

4. **Maritime Union of Australia - Southern New South Wales Branch**
[REDACTED]
[REDACTED]
(PO Box 51 Port Kembla NSW 2500)
Phone: 02 4274 4166 Fax: 02 42744577

5. **Maritime Union of Australia - Northern Queensland Branch**
[REDACTED]
(PO Box 277 Townsville QLD 4810)
Phone: 07 4771 4311 Fax: 07 4721 2459

6. **Maritime Union of Australia - Southern Queensland Branch**
73 Southgate Avenue, Southgate Park, CANNON HILL QLD 4170
Phone: 07 3395 7215 Fax: 07 3395 7688

7. **Maritime Union of Australia - Victorian Branch**
46-54 Ireland Street, WEST MELBOURNE VIC 3003
Phone: 03 9329 5477 Fax: 03 9328 1682

8. **Maritime Union of Australia - Tasmanian Branch**
Shop 3/59 Wright Street
EAST DEVONPORT TAS 7310
(PO Box 741 East Devonport TAS 7310)
Phone: 03 6427 8144 Fax: 03 6427 8433

9. **Maritime Union of Australia - South Australian Branch**
65 St Vincent Street, PORT ADELAIDE SA 5015
Phone: 08 8447 1779 Fax: 08 8447 5811

10. **Maritime Union of Australia - Western Australian Branch**
Level 2, 2-4 Kwong Alley, NORTH FREMANTLE WA 6159
Phone: 08 9335 0500 Fax: 08 9335 0510

11. **Maritime Union of Australia - Northern Territory Branch**
Forthill Wharf/GPO Box 1174, DARWIN NT 0801
Phone: 08 8981 6830 Fax: 08 8941 1492



FAIR WORK
AUSTRALIA

16 March 2010

Mr Padraig Crumlin
National Secretary
Maritime Union of Australia, The
muano@mua.org.au

Dear Mr Crumlin

**Maritime Union of Australia, The
Annual Return of Information for 2010 [AR2010/2500]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2010 in respect of the above by **31 March 2010**.

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.

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

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

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

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

Please do not hesitate to contact me on (02) 8374 6620 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Registered Organisations - New South Wales
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

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

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

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

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer, certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) <i>[s230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of "office" and "officer" in ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s230(1)(d) and reg. 147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. <i>[s230(1)(d) and reg. 147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s189 of the RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • A record of the number of members on 31 December in the previous year, and: • if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RO Act - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RO Act. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with FWA, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s233(2) and RO reg. 151* refer].



FAIR WORK
AUSTRALIA

22 January 2010

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

Dear Mr Crumlin

**Maritime Union of Australia, The
Annual Return of Information for 2010 [AR2010/2500]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2010 in respect of the above by **31 March 2010**.

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.

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

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

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

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

Please do not hesitate to contact me on (02) 8374 6620 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Registered Organisations, NSW
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

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

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

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

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) [s233(1)(a)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(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 ss6 and 9) [s230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 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 [s230(1)(d) and reg. 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. [s230(1)(d) and reg. 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 s189 of the RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • A record of the number of members on 31 December in the previous year, and: • if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RO Act - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RO Act. [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].