



24 February 2017

Mr Michael Kerschbaum
Executive Director
Master Builders' Association of Tasmania Inc.
michael@mbatas.org.au

Dear Mr Kerschbaum,

Notification of changes made to records [AR2016/95]

I acknowledge receipt of a Notification of Change to the office holders of the Master Builders' Association of Tasmania Inc..

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
11 November 2016	National	Southern Region Management Committee (4), Northern Region Management Committee (6), North West Region Management Committee (6), Investment Committee (5), State Council (14).

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,

Debbie Ball
Regulatory Compliance Branch

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

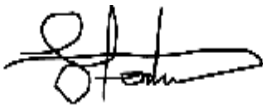
Telephone: (03) 8661 7777
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Facsimile: (03) 9655 0410
Internet: www.fwc.gov.au

**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, Lyndon Fenton being the President of Master Builders' Association of Tasmania Inc.,
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: Lyndon Fenton, President – Master Builders Tasmania

A handwritten signature in black ink, appearing to read 'L Fenton', with a long horizontal stroke extending to the right.

Dated: 1st November, 2016

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation (Master Builders Tasmania) and its Branches

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>Southern Region Management Committee</i>	<i>26.07.2016</i>	<i>Committee Member – Chairman</i>	<i>Russell Oakes</i>	<i>Rod Betts</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Managing Director</i>
	<i>26.07.2016</i>	<i>Committee Member- Vice Chairman</i>	<i>Gabe Horsley</i>	<i>Russell Oakes</i>	<i>As Above</i>	<i>Building Consultant</i>
	<i>26.07.2016</i>	<i>Committee Member – Regional Representative</i>	<i>Denis Reid</i>	<i>Denis Reid</i>	<i>As Above</i>	<i>Director</i>
	<i>26.07.2016</i>	<i>Committee Member – Regional Representative</i>	<i>Lyndon Fenton</i>	<i>Lyndon Fenton</i>	<i>As Above</i>	<i>Director</i>
<i>Northern Region Management Committee</i>	<i>28.07.2016</i>	<i>Committee Member – Chairman</i>	<i>Tony Streefland</i>	<i>Tony Streefland</i>	<i>As Above</i>	<i>Director</i>
	<i>28.07.2016</i>	<i>Committee Member – Vice Chairman and Regional Representative</i>	<i>Andrew Kilpatrick</i>	<i>John Faulkner</i>	<i>As Above</i>	<i>Partnership - Director</i>

	28.07.2016	Committee Member – Regional Representative	Craig Edmunds	Andrew Kilpatrick	As Above	Director
	28.07.2016	Committee Member – Executive Member	John Faulkner	Craig Burleigh	As Above	Director
	28.07.2016	Committee Member – Executive Member	Barry Verhulst	Barry Verhulst	As Above	Sole Trader - Manager
	28.07.2016	Committee Member – Executive Member	Derrick Brown	Derrick Brown	As Above	Director
North West Region Management Committee	27.07.2016	Committee Member – Chairman	David Gates	Grant Barnes	As Above	Director
	27.07.2016	Committee Member – Vice Chairman	Grant Barnes	Timothy Mead	As Above	Director
	27.07.2016	Committee Member – Regional Representative	Shane Davidson	David Gates	As Above	Director
	27.07.2016	Committee Member – Regional Representative	Wayne Licht	Wayne Licht	As Above	Managing Director
	27.07.2016	Committee Member – Executive Member	Grant Barnes	Shane Davidson	As Above	Director

	27.07.2016	Committee Member – Executive Member	Ronald Treloar	Ronald Treloar	As Above	Director
Investment Committee	14.07.2016	Committee Member – Chairman	Wayne Licht	Wayne Licht	As Above	Managing Director
	14.07.2016	Committee Member – Executive Member	Phillip Matthews	John Faulkner	As Above	Director
	14.07.2016	Committee Member – Executive Member	Andrew Bennett	Andrew Bennett	As Above	Director
	14.07.2016	Committee Member – Executive Member	David Moody	David Moody	As Above	Director
	14.07.2016	Committee Member – Executive Member	Denis Reid	Denis Reid	As Above	Director
State Council	23.09.2016	Committee of Management – President	Craig Edmunds	Lyndon Fenton	As Above	Director
	23.09.2016	Committee of Management – Vice President	Lyndon Fenton	David Gates	As Above	Director

	23.09.2016	Extra Ordinary Board Member (No. 1) – appointed Treasurer (no voting rights)	David Moody	David Moody	As Above	Director
	23.09.2016	Committee of Management (TBA Representative)	Barry Verhulst	N/A - Constitutional	No Position	No Position
	23.09.2016	Committee of Management (TBA Representative)	Derrick Brown	N/A - Constitutional	No Position	No Position
	23.09.2016	Committee of Management Member	Shane Davidson	Grant Banes	As Above	Vacant
	23.09.2016	Committee of Management Member	Russell Oakes	Rod Betts	As Above	Managing Director
	23.09.2016	Committee of Management Member	Wayne Licht	Wayne Licht	As Above	Managing Director
	23.09.2016	Committee of Management Member	Andrew Kilpatrick	Andrew Kilpatrick	As Above	Director
	23.09.2016	Committee of Management Member	Denis Reid	Denis Reid	As Above	Director

	23.09.2016	Committee of Management Member	Tony Streefland	Tony Streefland	As Above	Director
	23.09.2016	Committee of Management Member	John Faulkner	John Faulkner	As Above	Partnership - Director
	23.09.2016	Immediate Past President – No Voting Rights	Tim Mead	Craig Edmunds	As Above	Managing Director
	14.10.2016	Committee of Management – Extra Ordinary Board Member (No. 2) – No Voting Rights	Vacant	Vonette Mead	As Above	Director



4 April 2016

Mr Michael Kerschbaum
Executive Director
Master Builders' Association of Tasmania Inc.

Email: michael@mbatas.org.au

Dear Mr Kerschbaum

Annual Return of Information for 2016 [AR2016/95]

I acknowledge receipt on 16 March 2016 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of Master Builders' Association of Tasmania Inc.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of Master Builders' Association of Tasmania Inc. does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite timeframes regarding notifications of change.

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

Yours sincerely

Margaret Williams
Regulatory Compliance Branch

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, Craig Edmunds, being the President of Master Builders' Association of Tasmania Inc., 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 Level 5, 116 Bathurst Street, HOBART, Tasmania. 7000.
 - The name and address of each branch of the organisation is:
 1. Southern Region of Master Builders' Association of Tasmania Inc.
Level 5,116 Bathurst Street, HOBART, Tasmania. 7000.
 2. Northern Region of Master Builders' Association of Tasmania Inc.
30 Gleadow Street, INVERMAY, Tasmania. 7248.
 3. North West Region of Master Builders' Association of Tasmania Inc.
41 Steele Street, DEVONPORT, Tasmania. 7310.
 - On 31 December in the previous year (2015) the number of members was Southern Region: 185; Northern Region: 221; North West Region: 140. **Total: 546**
 - 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.

1. Organisation elections

State Council:

President (1)

Vice President (1)

Treasurer (1)

Executive Members (x 9) from the Regional Management Committees will form State Council.

Investment Committee:

Committee of Management Members (5)

Chairman (1)

2. Branch elections

Southern Region Management Committee Members (6 maximum, 3 minimum)

Southern Region Chairman (1)

Southern Region Vice Chairman (1)

Southern Region – *Regional Representatives (2)

Northern Region Management Committee Members (6 maximum, 3 minimum)

Northern Region Chairman (1)

Northern Region Vice Chairman (1)

Northern – *Regional Representatives (2)

North West Region Management Committee Members (6 maximum, 3 minimum)

North West Region Chairman (1)

North West Region Vice Chairman (1)

North West Region – *Regional Representatives (2)

*Regional Representatives: At least one of the two Regional Representatives from each region must come from either the General Contractor/Commercial or Housing Contractor membership category

Executive Members (x 9) from the Regional Management Committees will form State Council.

- During the previous 12 months:
 - 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: Craig Edmunds, President – Master Builders' Association of Tasmania Inc.



Dated: 15th 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. 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.¹]

¹ s.233(2); reg. 151

ANNEXURE A

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>State Council</i>	<i>President</i>	<i>Craig Edmunds</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Managing Director</i>
	<i>Vice President</i>	<i>Lyndon Fenton</i>	<i>As above</i>	<i>Director</i>
	<i>Treasurer (extra ordinary Board Member – No voting rights)</i>	<i>David Moody</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Denis Reid</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Shane Davidson</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Andrew Kilpatrick</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Tony Streefland</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Wayne Licht</i>	<i>As above</i>	<i>Managing Director</i>
	<i>Committee of Management Member</i>	<i>David Gates</i>	<i>As above</i>	<i>Director</i>
	<i>Committee of Management Member</i>	<i>Russell Oakes</i>	<i>As above</i>	<i>Building Consultant</i>
	<i>Committee of Management Member (TBA Representative)</i>	<i>Barry Verhulst</i>	<i>As above</i>	<i>Sole Trader - Manager</i>
	<i>Committee of Management Member (TBA Representative)</i>	<i>Derrick Brown</i>	<i>As above</i>	<i>Director</i>

	<i>Committee of Management Member (TBA Representative)</i>	<i>John Faulkner</i>	<i>As above</i>	<i>Partnership - Director</i>
	<i>Immediate Past President – No voting rights</i>	<i>Timothy Mead</i>	<i>As above</i>	<i>Director</i>
<i>Investment Committee</i>	<i>Chairman</i>	<i>Wayne Licht</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Director</i>
	<i>Committee member</i>	<i>Andrew Bennett</i>	<i>As above</i>	<i>Director</i>
	<i>Committee member</i>	<i>Denis Reid</i>	<i>As above</i>	<i>Director</i>
	<i>Committee member</i>	<i>Phillip Matthews</i>	<i>As above</i>	<i>General Manager</i>
	<i>Committee member</i>	<i>David Moody</i>	<i>As above</i>	<i>Director</i>
<i>Southern Region Management Committee</i>	<i>Regional Chairman</i>	<i>Russell Oakes</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Building Consultant</i>
	<i>Vice Chairman</i>	<i>Gabe Horsley</i>	<i>As above</i>	<i>Director</i>
	<i>Regional Representative</i>	<i>Lyndon Fenton</i>	<i>As above</i>	<i>Director</i>
	<i>Regional Representative</i>	<i>Denis Reid</i>	<i>As above</i>	<i>Director</i>
<i>Northern Region Management Committee</i>	<i>Regional Chairman</i>	<i>Tony Streefland</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Director</i>
	<i>Vice Chairman and Regional Representative</i>	<i>Andrew Kilpatrick</i>	<i>As above</i>	<i>Director</i>
	<i>Regional Representative</i>	<i>Craig Edmunds</i>	<i>As above</i>	<i>Managing Director</i>
	<i>Committee Member – Executive Member</i>	<i>Barry Verhulst</i>	<i>As above</i>	<i>Sole Trader - Manager</i>

	<i>Committee Member – Executive Member</i>	<i>Derrick Brown</i>	<i>As above</i>	<i>Director</i>
	<i>Committee Member – Executive Member</i>	<i>John Faulkner</i>	<i>As above</i>	<i>Partnership - Director</i>
<i>North West Region Management Committee</i>	<i>Regional Chairman</i>	<i>David Gates</i>	<i>C/- Master Builders Tasmania, Level 5, 116 Bathurst Street, Hobart, Tasmania. 7000.</i>	<i>Director</i>
	<i>Vice Chairman</i>	<i>Grant Barnes</i>	<i>As above</i>	<i>Director</i>
	<i>Regional Representative</i>	<i>Shane Davidson</i>	<i>As above</i>	<i>Director</i>
	<i>Regional Representative</i>	<i>Wayne Licht</i>	<i>As above</i>	<i>Director</i>
	<i>Committee Member – Executive Member</i>	<i>Timothy Mead</i>	<i>As above</i>	<i>Director</i>
	<i>Committee Member – Executive Member</i>	<i>Ron Treloar</i>	<i>As above</i>	<i>Director</i>



11 March 2016

Mr Michael Kerschbaum
Executive Director
Master Builders' Association of Tasmania Inc.
By email: michael@mbatas.org.au

Dear Mr Kerschbaum,

**Master Builders' Association of Tasmania Inc.
Annual Return of Information for 2016 [AR2016/95]**

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. 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 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
Internet : 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)] 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 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].



10 February 2016

Mr Michael Kerschbaum
Executive Director
Master Builders' Association of Tasmania Inc.

By email: headoffice@mbatas.org.au

Dear Mr Kerschbaum,

**Master Builders' Association of Tasmania Inc.
Annual Return of Information for 2016 [AR2016/95]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Master Builders' Association of Tasmania Inc. by **31 March 2016**.

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.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

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. 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 if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis
Assistant 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 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].