Fair Work Commission

Annual returns

31 MARCH

All annual returns must be lodged with the Fair Work Commission by 31 March.

Section 233(1) and regulation 149

THE LAST 12 MONTHS

The names of any branches, and their street addresses, that commenced or ceased during the past 12 months must be included in the annual return.

Regulation 147(b) + (c)

The annual return must include all the elections that are due in 2024 – including any that have already started or finished and any that will start but may not get finished during 2024.

Regulation 147(e)

ALL OF 2024

LAST YEAR (2023)

THIS YEAR (2024)

The member numbers contained in the annual return are the number of members on 31 December in the year before the annual return. This applies to both organisation members and section 151 state members (if applicable).

Regulation 147(f) + (g)

31 DECEMBER

THE DATE YOU SIGN

Certain pieces of information in the annual return are current on the date that the officer signs the annual return. This includes:

- the two declarations (section 233(1))
- the address of the organisation (regulation 147(d))
- the branches and their addresses (regulation 147(a) + (d))
- the list of offices, the people who hold them, their occupations and addresses (Annexure A of the template). (Section 230(1)(b) + (c))

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This infographic is not intended to be comprehensive. It is designed to assist in gaining an understanding of annual return timelines, the Fair Work Commission and its work. The Fair Work Commission does not provide legal advice.