

# BRANCH INFORMATION SHEET

**Branch:** .....

**SEC(s):** .....

**FEC(s):** .....

**Council:** .....

**Ward/Riding:** .....

(Include all details where Branch is composite. Please see enclosed listing for membership numbers)

**SECRETARY** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**TREASURER** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**VICE PRESIDENT** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**ASSISTANT SECRETARY** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**RETURNING OFFICER** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**PRESIDENT** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**SENIOR VICE PRESIDENT** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**VICE PRESIDENT** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**FUNDRAISER** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**DEPUTY RETURNING OFFICER** .....

Membership No: .....

Mailing address: .....

..... Postcode: .....

Phone [H]: .....

[W]: ..... [M]: .....

Email: .....

**Meeting Dates:** .....

**Venue:** .....

**Signature:** ..... **Date:**     /     /

**Please return this form immediately after your Branch has held its annual election to:  
General Secretary, Australian Labor Party (NSW Branch), PO Box K408, Haymarket, NSW 1240.  
Please turn over and complete the section on where the Branch banks its funds.**

# BRANCH FUNDS

Please return to Party Office with your Branch Information Sheet by 1 April. This form does not replace Branch Financial Returns. These will be posted to all Party Units in June for completion and return in July.

Funds banked with: .....

Bank Branch: .....

Account No: .....

BSB No: .....

(6 figure number to the left of the account number on a cheque)

## OFFICERS AUTHORISED TO WITHDRAW FUNDS:

Name: .....

Position: .....

Name: .....

Position: .....

Name: .....

Position: .....

## BRANCH AFFILIATIONS:

Party Unit

Total Registered Branch Members

SEC	
SEC	
FEC	
FEC	
LGC	
LGC	

(Including all composite electorate councils and committees)

# BRANCH ANNUAL RETURN TO FEC

**IMPORTANT:** Complete this form and return it to the FEC Secretary by 1 April after your Branch Annual Election, along with a copy of the list of branch members.

Branch: ..... Date: ..... / ..... / .....

This return should reach the FEC Secretary no later than 1 April.

## OFFICERS ELECTED:

President: ..... Phone: .....

Senior Vice President: ..... Phone: .....

1. Vice President: ..... Phone: .....

2. Vice President: ..... Phone: .....

Secretary: ..... Phone: .....

Assistant Secretary: ..... Phone: .....

Treasurer: ..... Phone: .....

Returning Officer: ..... Phone: .....

Times and dates set for meetings .....

Venue for meetings .....

## REGISTERED BRANCH MEMBERS:

Total branch membership as at 30 November .....

- Attached are: 1. List of branch members as at 30 November
- 2. List of Delegates to FEC

Honorary Secretary: .....

Address: .....

..... Postcode: ..... Date: ..... / ..... / .....

**Note:** Where branch is composite separate returns and lists of members are to be sent to each FEC.



# BRANCH ANNUAL RETURN TO SEC

**IMPORTANT:** Complete this form and return it to the SEC Secretary by 1 April after your Branch Annual Election, along with a copy of the list of branch members.

Branch: ..... Date: ..... / ..... / .....

This return should reach the SEC Secretary no later than 1 April.

## OFFICERS ELECTED:

President: ..... Phone: .....

Senior Vice President: ..... Phone: .....

1. Vice President: ..... Phone: .....

2. Vice President: ..... Phone: .....

Secretary: ..... Phone: .....

Assistant Secretary: ..... Phone: .....

Treasurer: ..... Phone: .....

Returning Officer: ..... Phone: .....

Times and dates set for meetings .....

Venue for meetings .....

## REGISTERED BRANCH MEMBERS:

Total branch membership as at 30 November .....

- Attached are: 1. List of branch members as at 30 November  
2. List of Delegates to SEC

Honorary Secretary: .....

Address: .....

..... Postcode: ..... Date: ..... / ..... / .....

**Note:** Where branch is composite separate returns and lists of members are to be sent to each SEC.



# BRANCH ANNUAL RETURN TO LGC

**IMPORTANT:** Complete this form and return it to the LGC Secretary by 1 April after your Branch Annual Election, along with a copy of the list of branch members.

Branch: ..... Date: ..... / ..... / .....

**This return should reach the Local Government Secretary no later than 1 April.**

To the Secretary: ..... LGC: .....

**OFFICERS ELECTED:**

President: ..... Phone: .....

Senior Vice President: ..... Phone: .....

1. Vice President: ..... Phone: .....

2. Vice President: ..... Phone: .....

Secretary: ..... Phone: .....

Assistant Secretary: ..... Phone: .....

Treasurer: ..... Phone: .....

Returning Officer: ..... Phone: .....

Times and dates set for meetings .....

Venue for meetings .....

**REGISTERED BRANCH MEMBERS:**

Total branch membership as at 30 November .....

- Attached are: 1. List of branch members as at 30 November  
2. List of Delegates to SEC

Honorary Secretary: .....

Address: .....

..... Postcode: ..... Date: ..... / ..... / .....

