



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: AR2003/240-[276V]

Mr G Symington
General Manager
Australian Petroleum Agents and Distributors
Association
78 Trenerry Crescent
ABBOTSFORD VIC 3067

Dear Mr G Symington

**Re: Australian Petroleum Agents and Distributors Association
Annual Return of Information for Year 2003**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2003 in respect of the body specified above.

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) and regulation 102 of the Workplace Relations Regulations. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

A summary of the information required to be lodged annually is set out in the accompanying document. Notifications of changes to the annual information required to be lodged under subsection 268(4) are also summarised in the accompanying document.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely

Lyn Markovski
E-mail: lynette.markovski@air.gov.au

13 February, 2003

Annual Return of Information required under the Workplace Relations Act 1996 and Regulations

<p>Statement concerning number of members [reg 43(1)] <i>(federal offices of employee organisations only)</i></p>	<p>A statement, signed by an officer of the organisation who is authorised to sign it, that shows: -</p> <p>(a) the number of persons who were, on 1 January in that year; both:</p> <p style="padding-left: 40px;">(i) members of the organisation; and</p> <p style="padding-left: 40px;">(ii) employees or independent contractors; and</p> <p>(b) if the organisation has entered into an agreement under ss202(1) of the Act - the number of members of the organisation who were, on 1 January in that year, ineligible State members in relation to the organisation, within the meaning of s202 of the Act</p>	<p>Once in each year, not later than 1 March [reg 43(1)]</p>
<p>Maintenance of Register of Members [s268(3)(a)]</p>	<p>A statutory declaration by the secretary or other prescribed officer [reg 104] certifying that the register of members has, during the immediately preceding calendar year; been kept and maintained as required by s268(1) and (2)</p>	<p>Once in each year, at any time during the period of 3 months commencing on 1 January [reg 103]</p>
<p>List of Offices [s268(3)(b)]</p>	<p>A copy of the list of the offices in the organisation and each branch [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record [note definition of "office" in s4(1)]</p>	<p>As above</p>
<p>List of Office-holders [s268(3)(b)]</p>	<p>A copy of the list of the names, postal addresses and occupations of the persons holding offices in the organisation and each branch [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>
<p>List of Branches [s268(3)(b)] <i>(federal offices of organisations only)</i></p>	<p>A copy of the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>

Addresses of Offices of Organisation and Branches [s268(3)(b)]	A copy of the record of the address of the organisation and the office of each branch [s268(1)(d) and sub-reg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record	As above
Record of each Election that must be held during year [s268(3)(b)]	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 April for office positions in organisations and its branches [s268(1)(d) & sub-reg 102(c)] certified by statutory declaration by the secretary or other prescribed officer to be a correct statement of the information contained in that record	As above

Notification of Changes made to records - subsection 268(4) of the Act

Changes in List of Offices [s268(4)]	Notification of any change to the list of offices [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made [note definition of "office" in s4(1)]	Within 35 days after the change [reg 105]
Changes in List of Office-holders [s268(4)]	Notification of any change to the list of the names, postal addresses and occupations of the persons holding offices [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in List of Branches [s268(4)] <i>(federal offices of organisations only)</i>	Notification of any change to the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in the Addresses of Offices of Organisation and Branches [s268(4)]	Notification of any change to the record of the address of the office of the organisation and the office of each branch [s268(1)(d) and subreg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above

AR2003/~~240~~²⁴⁰



Australian Petroleum Agents
and Distributors Association

78 Trenergy Crescent,
Abbotsford, Victoria, 3067
Telephone: (03) 9473 6464
Facsimile: (03) 9473 6463
Email: admin@apada.com.au

24 March 2003

Industrial Registrar
Australian Industrial Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir

Annual Return of Information for Year 2003

in accordance with the requirements under Section 268 and Regulation 102 of the *Workplace Relations Act 1996*, we enclose necessary documentation for lodgment.

At the same time, we thank you for your timely reminder of 13 February (AR2003/240-[276V]).

Yours sincerely

A handwritten signature in black ink, appearing to read "G. Symington", written over a horizontal line.

Garth C Symington
General Manager

Enc :

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration.

I, (1) Jeffery Griffiths, National Vice President of the Australian Petroleum Agents and Distributors Association, 78 Trenerry Crescent, Abbotsford, Victoria 3067 of

do solemnly and sincerely declare

(2) Here insert matter declared to. Where the matter is long, add the words "as follows:—" and then set the matter out in numbered paragraphs.

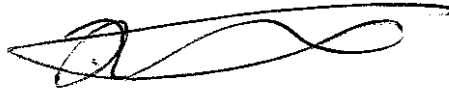
(2)

1. THAT the register of members has, during the immediately preceding year, been kept and maintained in accordance with s268(1) and (2) of the Act.
2. THAT the attached document correctly records the national office-holders of this organization for the year 2002/2003.
3. THAT the occupation of each of the national office-holders is that of fuel distributor/marketer.
4. THAT the attached Prescribed Information relates to elections scheduled for year 2003.
5. THAT the registered office of the organization is 78 Trenerry Crescent, Abbotsford, Victoria 3067.

And I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person making the declaration.

(3)

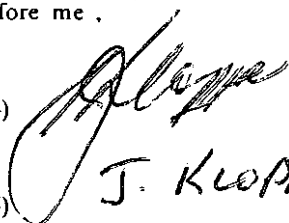


Declared at Seaford. the 31st
day of March 2003

Before me,

(4) Signature of person before whom the declaration is made.

(4)



(5) Here insert title of person before whom the declaration is made.

(5)

J. KLOPPER
COMMISSIONER FOR DECLARATIONS.

NATIONAL BOARD OF MANAGEMENT OF APADA – 2002/2003

National President

Robert Perry
L H Perry & Sons Pty Ltd
PO Box 23
CRYSTAL BROOK SA 5523

National Vice President

Jeffery Griffiths
Endeavour Stores Pty Ltd
PO Box 2443
CARRUM DOWNS VIC 3201

Treasurer

Roy Little
R & JK Petroleum
PO Box 35
ALBANY WA 6330

Board Members

Graeme Gough
Northern Marketing Management Pty Ltd
PO Box 374
CASINO NSW 2470

James Kirk
Neumann Petroleum Group
PO Box 8
CURRUMBIN QLD 4223

Philip Molineux
Caltas Pty Ltd
PO Box 127
QUOIBA TAS 7310

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

PRESCRIBED INFORMATION RELATING TO ELECTIONS TO BE HELD DURING THE YEAR 2003 IN ACCORDANCE WITH THE RULES OF THE ORGANISATION

1. Elections are necessary for representatives from the following regions:

Queensland
Victoria
Western Australia

for a two-year term in office.

These elections are conducted under the direct voting system.
2. Under the Rules, nominations for regional representatives, as defined in (1) above, must be called for not less than 50 days in advance of the date fixed for the Annual General Meeting of the Association, and close not less than 30 days from the date of the AGM.
3. The reason for these elections is that the terms of office will expire on the date of the AGM.
4. The date for the AGM is still to be scheduled but will not be prior to September 2003.



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Garth C Symington
General Manager
Australian Petroleum Agents
and Distributors Association
78 Trenerry Crescent
ABBOTSFORD VIC 3067

Dear Mr Symington,

**Re: Australian Petroleum Agents and Distributors Association
Annual Return of information contained in records kept by organisation
(AR 2003/240)**

I have received your letter dated 24 March 2003 and statutory declaration declared by Mr Jeffery Griffiths on 31 March 2003 providing information in accordance with subsection 268(3) of the Workplace Relations Act 1996. The documents were lodged in the Industrial Registry on 1 April 2003.

The documents lodged cover the following information for the 2003 Annual Return of the organisation: -

- certification in respect of the register of members of the organisation.
- list of offices in the organisation and the names and postal addresses of the persons holding those offices.
- address of the organisation.
- information in respect of elections in the organisation.

The documents have been filed.

Yours sincerely,

Lynette Markovski
Statutory Services Branch

11 April 2003