



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: AR2004/296-[276V]

Mr Garth 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 for Year 2004**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2004 in respect of the body specified above.

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations. Such information must, in respect of the year 2004 be lodged before 31 March 2004.

Please note that as a result of changes made to the Act on 12 May 2003, an organisation must also keep and lodge:

- ◆ a record of the name of each branch that commenced operation in the previous 12 months;
- ◆ a record of the name of each branch that ceased operation in the previous 12 months;
- ◆ a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and for an office in a branch of the organisation; and
- ◆ a record of the number of members on 31 December in the previous year;

Note: ► Previously, the requirement to lodge a record of each election that must be held applied to each year commencing 1 April.

Note: ► Previously, the requirement to lodge the number of members only applied to an organisation of employees and was related to the number of persons who were, on 1 January, both members and employees or independent contractors. The new

requirement will apply to an organisation of employers as well as an organisation of employees.

The obligation to lodge a “statutory declaration” signed by the secretary or other prescribed officer to accompany documents required to be lodged annually has been replaced with an obligation to lodge a “declaration” [s233(1)].

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 233(2) and regulation 151 are also summarised in the accompanying document.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2004/296**.

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

A handwritten signature in cursive script that reads "L. Markovski".

Lyn Markovski

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

13 January, 2004

Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations

Information	Key Contents
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 <i>- see Note 2</i>	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 <i>- see Note 2</i>	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches <i>- see Note 2</i>	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 <i>- see Note 2</i>	A record of the address of the office of the organisation and 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 each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
Statement concerning number of members	A record of the number of members on 31 December in the previous year. If the organisation has entered into an agreement under ss151(1) of the Schedule - 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 Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

Please note:

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151]*.
3. The above requirements apply to documents required to be lodged from 1 January 2004.



Australian Petroleum Agents
and Distributors Association

23 March 2004

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

Industrial Registrar
Australian Industrial Registry
Level 35
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Attention : Ms Lyn Markovski

Dear Ms Markovski

**Australian Petroleum Agents and Distributors Association - Annual Return of
Information for Year 2004 - Ref AR2004/296-(276V)**

We enclose documentation for lodgement as required under Schedule 1B of the *Workplace Relations Act 1996* and trust that this information is in accordance with the relevant section of the Act.

At the same time, we appreciate your timely reminder letter of 13 January 2004.

Should you have any questions regarding the enclosures, please do not hesitate to contact either myself or Margaret Taylor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Symington'.

Garth C Symington
General Manager

Enc:



Australian Petroleum Agents
and Distributors Association

23 March 2004

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

I, Jeffery Griffiths, National Vice President of the Australian Petroleum Agents and Distributors Association, 78 Trenerry Crescent, Abbotsford, Victoria 3067, hereby declare the following:

- That the register of members has, during the immediately preceding calendar year, been kept and maintained in accordance with ss230(1)(a) and (2) of the Act;
- That the attached document correctly records details of the national office-holders of this organisation for the year 2003/2004; (s230(1)(c))
- That the registered address of the organisation is 78 Trenerry Crescent, Abbotsford, Victoria 3067; (s230(1)(d) and reg 147(d))
- That the attached information relates to elections scheduled for year 2004; (s230(1)(d) and reg 147(e))
- That the number of members on 31 December 2003 was 106. (s230(1)(d) and reg 147(f) and (g)).

A handwritten signature in black ink, appearing to read 'Jeffery Griffiths', written over a horizontal dotted line.

Jeffery Griffiths
National Vice President

NATIONAL OFFICE-HOLDERS 2003/2004 – AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

National President

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

Occupation

Fuel Distributor

National Vice President

Jeffery Griffiths
Endeavour Petroleum
PO Box 2443
CARRUM DOWNS VIC 3201

Fuel Distributor

Treasurer

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

Fuel Distributor

Board Members

Graeme Gough
Northern Marketing
PO Box 374
CASINO NSW 2470

Fuel Distributor

Phillip Molineux
Caltas Pty Ltd
PO Box 127
QUOIBA TAS 7310

Fuel Distributor

John Clark
Reliance Petroleum
PO Box 5167 SCMC
NAMBOUR QLD 4560

Fuel Distributor

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

Prescribed information relating to elections to be held during the year 2004 in accordance with the Rules of the organisation.

Elections are required for representatives from the following regions:

**New South Wales
South Australia
Tasmania**

for a two-year term.

These elections are conducted under the direct voting system.

Elections for the offices of National President, National Vice President and Treasurer will also be required for a two-year term and are conducted under the collegiate voting system.

Under the Rules, nominations for regional representatives, as defined above, must be called for not less than 50 days in advance of the date fixed for the Annual General Meeting (AGM) of the Association, and close not later than 30 days from the date of the AGM.

The date scheduled for the AGM is 8 September 2004.

Under the rules, nominations for the respective offices of National President, National Vice President and Treasurer are to be called for within seven (7) days of the declaration of election of the three regional representatives by the returning officer forwarding a letter to all board members. Closing date for nominations shall be not less than 14 days after the date of the notice calling for such nominations.



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 2004/296)**

I have received your letter dated 23 March 2004 and the declaration by Mr Jeffery Griffiths dated 23 March 2004 providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 29 March 2004.

The documents lodged cover the required information for the **2004** Annual Return of the organisation.

The documents have been filed.

Yours sincerely,

Lynette Markovski
Statutory Services Branch

30 March 2004

Commonwealth of Australia

STATUTORY DECLARATION

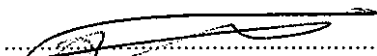
I, Jeffery Griffiths, National Vice President of the Australian Petroleum Agents and Distributors Association, 368 High Street, Kew, Victoria 3101

do solemnly and sincerely declare:

THAT effective 26th July 2004, the registered address of the Association is 369 High Street, Kew 3101 in the State of Victoria.

And I make this solemn declaration by virtue of the *Statutory Declaration 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.

Signature of person making the declaration.



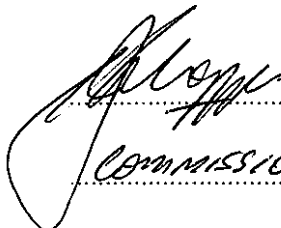
.....

Declared at ... Seaford the ... 30th

day of ... July 2004.

Before me,

Signature of person before whom the declaration is made.



.....

Title of person before whom the declaration is made.

COMMISSIONER FOR DECLARATIONS



Australian Government
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 Jeffery Griffiths
National Vice President
Australian Petroleum Agents and
Distributors Association
369 High Street
KEW VIC 3101

Dear Mr Griffiths,

**Re: Australian Petroleum Agents and Distributors Association
Notification of changes made to records of organisation - (AR2004/296)**

I have received your statutory declaration dated 30 July 2004 providing notification of changes made to records in accordance with s233 of Schedule 1B of the *Workplace Relations Act 1996*. The document was lodged in the Industrial Registry on 3 August 2004.

The document lodged cover changes made to the registered address of the above named organisation.

The document has been filed.

Please note that from the commencement on 12 May 2003 of Schedule 1B of the *Workplace Relations Act 1996*, the obligation to lodge a "statutory declaration" signed by the secretary or other prescribed officer to accompany documents required to be lodged annually has been replaced with an obligation to lodge a "declaration" [s233(1)].

Yours sincerely,

A handwritten signature in cursive script that reads 'L. Markovski'.

Lynette Markovski
Statutory Services Branch

10 August 2004