



Australian Government
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: AR2005/229-[276V]

Mr Garth Symington
General Manager
Australian Petroleum Agents
and Distributors Association
369 High Street
KEW VIC 3101

Dear Mr Symington

**Re: Australian Petroleum Agents and Distributors Association
Annual Return of Information for Year 2005**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2005 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 2003. Such information must, in respect of the year 2005, be lodged (preferably by email via the AIRC eFiling site at www.airc.gov.au or by facsimile on (03) 9654 6672) in the Industrial Registry before **31 March 2005**.

Summary of Requirements - see attached table

The table attached to this letter summarises the requirements and refers to relevant legislation. You may wish to use the table as a checklist in preparing your return. You can find the legislation on our website www.airc.gov.au under the heading "Procedures and Legislation".

Format of Declarations Accompanying Return

You no longer need to lodge witnessed "statutory" declarations. However you must still lodge:

- a declaration certifying the matters referred to in s233(1) (a) and (b) of the RAO Schedule.

A declaration must be signed by the secretary or other prescribed officer. It need not be witnessed.

Ongoing Reporting Obligations

You must also notify this office of any changes made to such records within 35 days of the changes made, which include changes to:

- List of Offices
- List of Office-holders
- List of Branches
- Addresses of Organisation and Branches

The secretary or other prescribed officer must sign a declaration certifying the notification is a correct statement of the changes made refer [s233(2) and reg. 151].

Private Addresses of Office-holders

Annual Returns lodged in the Industrial Registry will be available on the AIRC website for viewing by your members and the public. You may wish to ensure the privacy of your office-holders by providing their work postal addresses only in your return.

Information about Registered Organisations on AIRC website

Information about registered organisations is available on our website at: www.airc.gov.au, under the heading Organisations, click on the link 'Electronic Organisations Files'.

Your organisation, its members and the public will now be able to view on-line copies of documents filed in the Industrial Registry, including annual returns. Copies of any documents on line can be downloaded and printed.

Electronic lodgment of Registered Organisation information

It is possible for all registered organisations to electronically lodge any documents which are required or permitted by the AIRC Rules to be lodged with the Australian Industrial Registry (refer rule 70A).

I strongly encourage your organisation to take advantage of the electronic lodgment service. It offers greater convenience to you and will help us quickly finalise your matter.

If you decide to lodge electronically you have these choices:

- register as a user and then lodge your documents via the eFiling page on the AIRC website.
- send an email with the documents you wish to lodge attached to: melbourne@air.gov.au
- send your documents by fax to: 03 9654 6672.

Please note that any of your email attachments which include documents requiring signatures should include those signatures. You may find that scanning the documents into a TIF or PDF format and attaching them to the email is the easiest option.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2005/229**.

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

24 January, 2005

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 - see Note 2	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 - see Note 2	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 - see Note 2	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 - see Note 2	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]*.

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3. The above requirements apply to documents required to be lodged from 1 January 2004.



Australian Petroleum Agents
and Distributors Association

30 March 2005

369 High Street,
Kew, VIC, 3101
Telephone: (03) 9855 5490
Facsimile: (03) 9855 5494
Email: admin@apada.com.au
www.apada.com.au

Ms Lyn Markovski
Australian Industrial Registry
Level 35
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Ms Markovski

**Australian Petroleum Agents and Distributors Association – Annual Return of
Information for Year 2005 (Ref: AR2005/229-[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.

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".

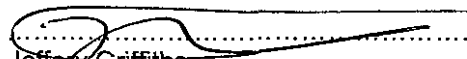
Garth C Symington
General Manager

Enc:

30 March 2005

I, Jeffery Griffiths, National Vice President of the Australian Petroleum Agents and Distributors Association, 369 High Street, Kew, Victoria 3101, 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 officeholders of this organisation for the year 2004/2005; (s230(1)(c))
- That the registered address of the organisation is 369 High Street, Kew, Victoria 3101; (s230(1)(d) and reg 147(d))
- That the attached information relates to elections scheduled for year 2005; (s230(1)(d) and reg 147(e))
- That the number of members on 31 December 2004 was 107. (s230(1)(d) and reg 147(f) and (g)).


Jeffery Griffiths
National Vice President

NATIONAL OFFICEHOLDERS 2004/2005 – AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

National President

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

Occupation

Fuel Marketer

National Vice President

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

Fuel Marketer

Treasurer

Philip Molineux
Caltas Pty Ltd
PO Box 127
QUOIBA TAS 7310

Fuel Marketer

Board Members

John Clark
Reliance Petroleum
PO Box 5167 SCMC
NAMBOUR QLD 4560

Fuel Marketer

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

Fuel Marketer

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

Fuel Marketer

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

Prescribed information relating to elections to be held during the year 2005 in accordance with the Rules of the organisation

Elections are required for representatives from the following regions:

Queensland
Victoria
Western Australia

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 31 August 2005.

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 Government
Australian Industrial Registry

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Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Garth Symington
General Manager
Australian Petroleum Agents
and Distributors Association
369 High Street
KEW VIC 3101

Dear Mr Symington,

**Re: Australian Petroleum Agents and Distributors Association
Annual Return of information contained in records kept by organisation
(AR 2005/229)**

I have received the declaration made by Mr Jeffery Griffiths dated 30 March 2005 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 1 April 2005.

The documents lodged cover the required information for the **2005** Annual Return of the organisation.

The documents have been filed.

Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

7 April 2005