



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: AR2005/236-[284V-SA]

Mr J R Major
Secretary
Australian Education Union
South Australia Branch
163 Greenhill Road
PARKSIDE SA 5063

Dear Mr Major

**Re: Australian Education Union-South Australia Branch
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: **AR2005/236**.

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.

AEU South Australian Branch

Australian Education Union

163 Greenhill Road, Parkside, SA 5063 Phone (08) 8272 1399
Fax (08) 8373 1254 e-mail: aeusa@aeusa.asn.au
Branch President: Andrew Gohl
Branch Secretary: Jack Major

4 March 2005

Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

ANNUAL RETURN AR 2005/236

Maintenance of Register of Members

1. I declare that the register of members has, during 2004, been kept and maintained as required by S5230(1)(a) and (2) of the Act.

List of Offices and Officeholders

2. I declare that Attachment 1 is a list of offices in the AEU (SA Branch) and the names, postal addresses and occupations of the persons holding those offices.

List and Address of Branch

3. Please note that this information is included in the AEU (Federal Office) return.

Elections in Branch

4. I declare that Attachment 2 is a record of each election that must, under the rules of the organisation, be held during the year commencing 1 January 2005.

Statement Concerning Number of Members

5. Please note that this information is included in the AEU (Federal Office) return.

Yours sincerely,


JACK MAJOR
Branch Secretary

Attachment 1: AEU Branch Executive 2005

Name	Postal Address	Office	Occupation
Gohl, Andrew	Australian Education Union 163 Greenhill Road PARKSIDE SA 5063	Branch President	Union Official
Waugh, Chris	Australian Education Union 163 Greenhill Road PARKSIDE SA 5063	Branch Vice President	Union Official
Farmer, Dan	Australian Education Union 163 Greenhill Road PARKSIDE SA 5063	Branch Vice President	Union Official
Major, Jack	Australian Education Union 163 Greenhill Road PARKSIDE SA 5063	Branch Branch Secretary	Union Official
Bone-George, Jackie	Open Access College Locked Bag 1, 1-37 Marden Road, MARDEN SA 5070	Branch Executive Member	Teacher
Cava, Nick	Banksia Pk International HS 610 Milne Rd BANKSIA PK SA 5091	Branch Executive Member	Teacher
Cavanagh, Pat	Woodcroft Primary School 1-23 Investigator Drive WOODCROFT SA 5162	Branch Executive Member	Teacher
Ellis, Danny	Ross Smith Secondary School 181-201 Hampstead Road NORTHFIELD SA 5085	Branch Executive Member - ATSI	Aboriginal Education Worker
Goodall, Alice	McDonald Pk Schools 57 North Terrace East MT GAMBIER SA 5290	Branch Executive Member	Teacher
Haythorpe, Correna	North Adelaide PS 60-80 Tynte Street NORTH ADELAIDE SA 5006	Branch Executive Member	Teacher
Hudson, Brenton	Victor Harbor PS The Parkway VICTOR HARBOR SA 5211	Branch Executive Member	Teacher
Nightingale, Fay	Windsor Gdns Vocational College McKay Ave WINDSOR GARDENS SA 5087	Branch Executive Member	School Services Officer
O'Connor, Helen	Salisbury Downs PS 39 Paramount Rd SALISBURY DOWNS SA 5108	Branch Executive Member	Teacher
Shepherdson, Gail	Willunga High School 239 Main Road WILLUNGA SA 5172	Branch Executive Member	Teacher
Smith, David	Kapunda High School PO Box 296 KAPUNDA SA 5373	Branch Executive Member	Teacher
Webber, Jan	Munno Para Primary School Maltarra Road MUNNO PARA SA 5115	Branch Executive Member	Principal
Williss, Mike	School of Languages 71 Rose Street MILE END SA 5031	Branch Executive Member	Teacher
Young, Bronwen	[REDACTED]	Branch Executive Member - Childrens' Services	Kindergarten Director
Zubrinich, Roger	TAFE SA Adelaide Centre for the Arts GPO Box 1872 ADELAIDE SA 5001	Branch Executive Member - TAFE	Lecturer

Attachment 2

ELECTIONS IN AEU (SA BRANCH) FOR TWELVE (12) MONTHS COMMENCING 1 JANUARY 2005

Rule 48

Branch President
Female Branch Vice President
Male Branch Vice President
Branch Executive Officers

Rule 50

General Division Delegates and Alternate Delegates to Branch Council
Sub-branch Delegates to TAFE
Divisional Council

Rule 51

Delegates/Alternate Delegates from TAFE Divisional Council to Branch Council
TAFE Divisional Chairperson
TAFE Divisional Secretary
TAFE Divisional Executive Members



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Mr Jack Major
Branch Secretary
Australian Education Union
South Australian Branch
163 Greenhill Road
PARKSIDE SA 5063

Dear Mr Major,

**Re: Australian Education Union - South Australian Branch
Annual Return of information contained in records kept by branch
(AR 2005/236)**

I have received your declaration dated 4 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 7 March 2005.

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

The documents have been filed.

Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

11 March 2005