



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: AR2005/199-[002T]

Mr Keith Rice
Chief Executive
TFGA Industrial Association
PO Box 3014
LAUNCESTON TAS 7250

Dear Mr Rice

**Re: TFGA Industrial 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: **AR2005/199**.

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.

Primary Employer Tasmania

28 Garfield Street, South Launceston, PO Box 3014, Launceston Tasmania 7250
Ph: 03 6343 2244 • Fax: 03 6343 2822 • e-mail: industrialservice@bigpond.com • ABN 95 330 573 650

31st January 2005

Your Ref: AR2005/199

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

Dear Sir

In accordance with the reporting requirements of Section 233 (1) of the RAO Schedule and Regulation 147 of the RAO Regulation of the Workplace Relations Act 1996, please find attached a duly signed Declaration in respect of the following:

- (a) Register of members for 2004 which has been kept and maintained as prescribed;
- (b) Address of the office of the TFGA Industrial Association;
- (c) A list of officers in the organisation together with details of all office bearers as required by the Act;
- (d) Such other records as are prescribed as per Regulation 147;

We will forward details of the annual financial returns of the Association following our Annual General Meeting which is to be held in June 2005.

Yours sincerely


Keith Rice
Chief Executive

*Incorporating TFGA Industrial Association (Federal) and Tasmanian Farmers and Graziers Employer's Association (State)
Registered under the Workplace Relations Act 1996 (Cth) and the Industrial Relations Act 1984 (Tas)
Partner of the Office of the Employment Advocate*

Representing the Workplace Relations interests of the Members of:



Proudly sponsored by:



OEA
INDUSTRY
PARTNER

DECLARATION

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

I,

Keith James Rice of PO Box 3014 Launceston, Tasmania 7250

Being the Executive Officer of the TFGA Industrial Association certify in accordance with Section 233 (1) (a) and (b) of the RAO Schedule of the Workplace Relations Act 1996 that:

1 (a) The Register of Members of the TFGA Industrial Association has for the calendar year 2004 been kept and maintained as required by paragraph 230 (1) (a) and subsection 230 (2) of the RAO Schedule of the Workplace Relations Act 1996; and

1 (b) A copy of the records required to be kept under Sections 230 (1) (b), (c) and (d) and Regulation 147 of the RAO Schedule of the Workplace Relations Act is a correct statement of the information contained in those records.

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

(2) The principal and only office of the TFGA Industrial Association is situated at 28 Garfield Street, South Launceston, Tasmania.

(3) The list of offices and details of persons holding office of the TFGA Industrial Association are as follows:

President: Warwick O'Connor
(Farmer)
PO Box 3014, Launceston, Tas 7250

Vice President: Keeton Miles
(Farmer)
PO Box 3014, Launceston, Tas 7250

Treasurer/Trustee: Lionel Isaiah Harrison
(Farmer)
PO Box 3014, Launceston, Tas 7250

Executive Officer: Keith James Rice
(Executive Officer)
PO Box 3014, Launceston, Tas 7250

Executive Committee: Gerald Archer
(Farmer)
PO Box 3014, Launceston, Tas 7250

Eustace Allan Cameron
(Farmer)
PO Box 3014, Launceston, Tas 7250

William Fergusson
(Farmer)
PO Box 3014, Launceston, Tas 7250

Colin Dobson
(Farmer)
PO Box 3014, Launceston, Tas 7250

Denise Swan
(Farmer)
PO Box 3014, Launceston, Tas 7250

Roderick Thirkell-Johnston
(Farmer)
PO Box 3014, Launceston, Tas 7250

Michael Legge
(Farmer)
PO Box 3014, Launceston, Tas 7250

Andrew Smith
(Farmer)
PO Box 3014, Launceston, Tas 7250

- (4) TFGA Industrial Association is required by its rules to call for nominations for the offices of ten members of the Executive Committee in each year and for the office of Trustee and Executive Officer in each fourth year.

The four-year term for the office of Trustee and Executive Officer will expire in June 2008.

The Offices of President, Vice President and Treasurer shall be elected annually by and from the members of the Executive Committee.

- (5) In accordance with Section 231(1)(d) Regulation 147(f) of the RAO Schedule of the Workplace Relations Act 1996, the number of members of the TFGA Industrial Association as at the 31st December was 679.

(3) Signature of person making the declaration.

Declared at LAUNCESTON on the 31st day of January 2005 by.


KEITH JAMES RICE
Executive Officer



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 Keith Rice
Chief Executive
TFGA Industrial Association
PO Box 3014
LAUNCESTON TAS 7250

Dear Mr Rice,

Re: TFGA Industrial Association
Annual Return of information contained in records kept by organisation
(AR 2005/199)

I have received letter and declaration dated 31 January 2005 providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged by email in the Industrial Registry on 1 February 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

9 February 2005