



## 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: AR2004/286-[179V-NSW]**

Mr Anthony Sheldon  
State Secretary/Treasurer  
Transport Workers' Union of Australia  
New South Wales Branch  
PO Box 649  
PARRAMATTA NSW 2124

Dear Mr Sheldon

**Re: Transport Workers' Union of Australia-New South Wales Branch  
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: **AR2004/286**.

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](mailto: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**

<b>Information</b>	<b>Key Contents</b>
<b>Maintenance of Register of Members</b>	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>
<b>List of Offices</b> <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>
<b>List of Office-holders</b> <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>
<b>List of Branches</b> <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>
<b>New Branches</b>	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>
<b>Old Branches</b>	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>
<b>Addresses of Organisation and Branches</b> <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>
<b>Elections in Organisation and Branches</b>	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>
<b>Statement concerning number of members</b>	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.

HR2004/1200



# Putting TWU Members First

State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

24<sup>th</sup> March, 2004

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

Dear Sir,

**RE: Office Holders of the Organisation**

Please find enclosed the completed declaration and Annexure "A" of the Office Holders of the Organisation as required under section 278 of the Industrial Relations Act 1996.

If you require any further information please do not hesitate to contact me.

Yours faithfully  
*D Tollett*

Dianne Tollett  
Administration Manager

<b>PARRAMATTA</b> 31 Cowper Street, Parramatta, NSW 2150 PO Box 649, Parramatta, NSW 2124	<b>CAMPSIE</b> Level 1, 28 Anglo Road Campsie, NSW 2194 Phone: (02) 9789 5915 Fax: (02) 9789 4925	<b>NEWCASTLE</b> 96 Tudor Street, Hamilton, NSW 2303 Phone: (02) 4969 3900 Fax: (02) 4962 2614	<b>CANBERRA</b> Unit 3/289 Canberra Avenue, Fyshwick ACT 2609 Phone: (02) 6280 9353 Fax: (02) 6280 9373	<b>WOLLONGONG</b> 1 Rawson Street, Wollongong NSW 2500 Phone: (02) 4229 1753 Fax: (02) 4228 5129
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**ABN: 777 105 88 395**

**STATUTORY DECLARATION BY THE SECRETARY OF A STATE  
ORGANISATION CERTIFYING CERTAIN PARTICULARS RELATING TO  
OFFICE HOLDERS OF THE ORGANISATION AND THE PROPER KEEPING OF  
THE REGISTER OF MEMBERS OF THE ORGANISATION**

[*Industrial Relations Act 1996 - subsection 278(3)*]

I, ANTHONY SHELDON  
(insert full name of secretary of organisation)

of 28 ANGLO ROAD, CAMPSIE  
(insert address)

do hereby solemnly declare and affirm that:

1. I am the secretary of TRANSPORT WORKERS UNION  
OF NSW  
(insert name of organisation)

and, **lodged herewith** as attachment marked "A" is a copy of the list of offices of the said organisation showing the full names, postal addresses and occupations of the persons holding those offices as at


24TH MARCH 2004; and  
[insert date - should be no more than 28 days prior to date of declaration -278(4)]

2. the register of members of the organisation required to be kept by it pursuant to subsections (1) and (2) of section 278 of the *Industrial Relations Act 1996* has, during the calendar year immediately preceding this notification, been kept and maintained in accordance with the said subsections; and
3. the particulars contained in the documents lodged herewith are a correct statement of the information contained in the records of the organisation, and the documents lodged herewith purporting to be copies of documents are true copies of the documents; and

I make this solemn declaration as to the matters aforesaid, according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

declared at 31 Cowper Street Penrith

this 24 day of March 2004

  
(signature of declarant)

Before me David Lupton JP  
(signature of Justice of the Peace)

DAVID ARTHUR LUPTON

**David Lupton**  
*Justice of the Peace*  
Reg. No: 200300735

PLEASE ENSURE THAT THE DOCUMENTS ATTACHED TO THIS STATUTORY DECLARATION ARE ALSO SIGNED BY THE DECLARANT AND WITNESSED BY A JUSTICE OF THE PEACE.

## ATTACHMENT "A"

### Branch Committee of Management (BCOM)

President – George Clarke	28 Anglo Road CAMPSIE 2194	Owner Driver
Vice President – Charles McKay	28 Anglo Road CAMPSIE 2194	Armoured Car Driver.
Secretary – Anthony Sheldon	28 Anglo Road CAMPSIE 2194	TWU Official
Assistant Secretary – Wayne Forno	28 Anglo Road CAMPSIE 2194	TWU Official
BCOM Representative – Darcy Waller	28 Anglo Road CAMPSIE 2194	Bus Driver
BCOM Representative – Paul Eid	28 Anglo Road CAMPSIE 2194	Road/Rail IT Operator
BCOM Representative – Dennis Willcox	28 Anglo Road CAMPSIE 2194	Owner Driver
BCOM Representative – Colin Neal	28 Anglo Road CAMPSIE 2194	Owner Driver
<del>BCOM Representative – Darcy Waller</del>	<del>28 Anglo Road CAMPSIE 2194</del>	<del>Bus Driver</del>
BCOM Representative – Mark Crosdale	28 Anglo Road CAMPSIE 2194	TWU Official
BCOM Representative – Vic Maloney	28 Anglo Road CAMPSIE 2194	Driver
BCOM Representative – Ray Threadgate	28 Anglo Road CAMPSIE 2194	Owner Driver
BCOM Representative – Brian Beckworth	28 Anglo Road CAMPSIE 2194	Driver
BCOM Representative – Richard Olsen	28 Anglo Road CAMPSIE 2194	TWU Official
BCOM Representative – Colin Berwick	28 Anglo Road CAMPSIE 2194	Bus Driver
BCOM Representative – Wayne Kook	28 Anglo Road CAMPSIE 2194	Driver
BCOM Representative – Andrew Whale	28 Anglo Road CAMPSIE 2194	TWU Official
BCOM Representative – Klaus Pinkass	28 Anglo Road CAMPSIE 2194	Garbo/Driver
BCOM Representative – Ken Hurst	28 Anglo Road CAMPSIE 2194	Driver

### Sydney and Central Sub Branch

Exec. Committee Secretary – Wayne Forno	28 Anglo Road CAMPSIE 2194	TWU Official
Chairperson – Keith McGuckin	28 Anglo Road CAMPSIE 2194	TWU Officer
Vice-Chairperson – Raymond Driscoll	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Ian Black	28 Anglo Road CAMPSIE 2194	Courier
Executive Committee – Warren McLean	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Robert Robinson	28 Anglo Road CAMPSIE 2194	Attendant
Executive Committee – Dave Etchells	28 Anglo Road CAMPSIE 2194	Owner Driver
Executive Committee – John McDougall	28 Anglo Road CAMPSIE 2194	Driver Liaison Person
Executive Committee – Paul Said	28 Anglo Road CAMPSIE 2194	Owner Driver
Executive Committee – Les Stephens	28 Anglo Road CAMPSIE 2194	Union Official
Executive Committee – Steve Novak	28 Anglo Road CAMPSIE 2194	Union Official

### Newcastle and Northern Sub-Branch

Exec. Committee Secretary – Mark Crosdale	28 Anglo Road CAMPSIE 2194	TWU Official
Chairperson – Geoff Jones	28 Anglo Road CAMPSIE 2194	Driver
Vice-Chairperson – Michael Walliker	28 Anglo Road CAMPSIE 2194	Security Driver/Escort
Executive Committee – Kevin Peter	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Ray Threadgate	28 Anglo Road CAMPSIE 2194	Owner/Driver
Executive Committee – Bruce Lythe	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Adrian Brown	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Darcy Waller	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Phil Martin	28 Anglo Road CAMPSIE 2194	Owner/Driver
Executive Committee – Terrie Wheeler	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Trevor Binskin	28 Anglo Road CAMPSIE 2194	Driver/Trainer



Secretary



Justice of the Peace

**David Lupton**  
Justice of the Peace  
Reg. No: 200300735

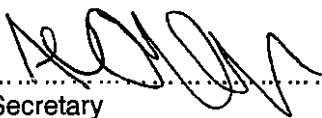
**ATTACHMENT "A"**

South Coast and Southern Sub Branch

Executive Committee Secretary – Richard Olsen	28 Anglo Road CAMPSIE 2194	TWU Official
Chairperson – Gary Jorgenson	28 Anglo Road CAMPSIE 2194	Driver
Vice-Chairperson – Rod McEvoy	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Colin Berwick	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Garry Blackmore	28 Anglo Road CAMPSIE 2194	Owner Driver
Executive Committee – Peter Simpson	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Trevor Munn	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Russell Stanford	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Brian Beckworth	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Stephen Boyd	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – David Cole	28 Anglo Road CAMPSIE 2194	Bus Driver

Canberra Branch – Executive Committee

Secretary – Andrew Whale	28 Anglo Road CAMPSIE 2194	TWU Official
Chairperson – Klaus Pinkass	28 Anglo Road CAMPSIE 2194	Garbo/Driver
Vice Chairperson – Brendan Wright	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Ted Cook	28 Anglo Road CAMPSIE 2194	Supervisor
Executive Committee – Lisa Farrelly	28 Anglo Road CAMPSIE 2194	Paramedic
Executive Committee – Wayne Hickey	28 Anglo Road CAMPSIE 2194	Driver
Executive Committee – Mark Hogan	28 Anglo Road CAMPSIE 2194	Security Officer
Executive Committee – Dave Longin Driver	28 Anglo Road CAMPSIE 2194	Armoured Car
Executive Committee – Peter Maggs	28 Anglo Road CAMPSIE 2194	Bus Driver
Executive Committee – Alan Maher	28 Anglo Road CAMPSIE 2194	Bread Carter
Executive Committee – Mike McColl	28 Anglo Road CAMPSIE 2194	Baggage Handler

  
.....  
Secretary

  
.....  
Justice of the Peace

**David Lupton**  
*Justice of the Peace*  
Reg. No: 200300735





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

Ms Dianne Tollett  
Administration Manager  
Transport Workers' Union of Australia  
New South Wales Branch  
Level 1, 28 Anglo Road  
CAMPSIE NSW 2194

Dear Ms Tollett,

**Re: Transport Workers' Union of Australia - NSW Branch  
Annual Return of information contained in records kept by branch  
(AR 2004/286)**

I have received your 2004 annual return information signed by Mr Anthony Sheldon. The documents were lodged in the Industrial Registry on 29 March 2004.

As a result of changes made to the Workplace Relations Act 1996 on 12 May 2003 you are required to lodge annual return information in accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*). You are 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. I note that the above mentioned documents refer, on several occasions, to s278 of the Industrial 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)].

You have also omitted to include in you annual return election information and the registered branch address. Please note that as a result of changes made to the Act on 12 May 2003, you must also keep and lodge 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. Previously, the requirement to lodge a record of each election that must be held applied to each year commencing 1 April.

Could your branch please lodge annual return of information in accordance with new requirements within 14 days of receiving this letter.

I have enclosed an attachment that lists recurring obligations to keep and lodge information under Schedule 1B to the Act.

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

Yours sincerely

Lynette Markovski

5 April 2004

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

<b>Information</b>	<b>Key Contents</b>
<b>Maintenance of Register of Members</b>	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>
<b>List of Offices</b> - 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>
<b>List of Office-holders</b> - 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>
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	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>
<b>Old Branches</b>	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>
<b>Addresses of Organisation and Branches</b> - 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>
<b>Elections in Organisation and Branches</b>	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>
<b>Statement concerning number of members</b>	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.



# Putting TWU Members First

State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

25<sup>th</sup> June, 2004

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

**ATTENTION: Lynette Markovski**

Dear Madam

**RE: Annual Return information AR2004/286**

I refer to your letter dated 5<sup>th</sup> April 2004 and my deepest apologies for the delay in writing.

I was not familiar with what was required so after contacting your office I have attached the information as explained to me.

If you require any further information please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'Dianne Tollett'.

Dianne Tollett  
Financial Controller

**PARRAMATTA**  
31 Cowper Street,  
Parramatta, NSW 2150  
PO Box 649,  
Parramatta, NSW 2124

**CAMPSIE**  
Level 1, 28 Anglo Road  
Campsie, NSW 2194  
Phone: (02) 9789 5915  
Fax: (02) 9789 4925

**NEWCASTLE**  
96 Tudor Street,  
Hamilton, NSW 2303  
Phone: (02) 4969 3900  
Fax: (02) 4962 2614

**CANBERRA**  
Unit 3/289 Canberra  
Avenue, Fyshwick  
ACT 2609  
Phone: (02) 6280 9353  
Fax: (02) 6280 9373

**WOLLONGONG**  
1 Rawson Street,  
Wollongong NSW 2500  
Phone: (02) 4229 1753  
Fax: (02) 4228 5129

**ABN: 777 105 88 395**



# Putting TWU Members First

State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

25<sup>th</sup> June, 2004

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

I declare that the registered address of the Branch is:

Transport Workers Union of Australia – NSW Branch  
28 Anglo Road  
CAMPSIE NSW 2194

And

There are no scheduled elections, under the rules of the Organisation, from  
January 04 – December 04.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Anthony Sheldon'.

Anthony Sheldon  
State Secretary

**PARRAMATTA**  
31 Cowper Street,  
Parramatta, NSW 2150  
PO Box 649,  
Parramatta, NSW 2124

**CAMPSIE**  
Level 1, 28 Anglo Road  
Campsie, NSW 2194  
Phone: (02) 9789 5915  
Fax: (02) 9789 4925

**NEWCASTLE**  
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Hamilton, NSW 2303  
Phone: (02) 4969 3900  
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**CANBERRA**  
Unit 3/289 Canberra  
Avenue, Fyshwick  
ACT 2609  
Phone: (02) 6280 9353  
Fax: (02) 6280 9373

**WOLLONGONG**  
1 Rawson Street,  
Wollongong NSW 2500  
Phone: (02) 4229 1753  
Fax: (02) 4228 5129

**ABN: 777 105 88 395**



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

Ms Dianne Tollett  
Financial Controller  
Transport Workers' Union of Australia  
New South Wales Branch  
28 Anglo Road  
CAMPSIE NSW2194

Dear Ms Tollett,

**Re: Transport Workers' Union of Australia - New South Wales Branch  
Annual Return of information contained in records kept by branch  
(AR 2004/286)**

I have the received you letter dated 25 June 2004 and the declaration of Anthony Sheldon letter dated 25 June 2004. The document lodged covers additional information (election details and the branches registered address) for the 2004 Annual Return. The document was lodged in the Industrial Registry on 5 July 2004.

**Please Note:** - As a result of changes made to the Act on 12 May 2003 you are required to lodge annual return information in accordance with **subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996)**. You are 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.

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. No further action is required in respect for the subject documents; however next year's 2005 annual return needs to be lodged under the **new requirements** as mentioned above.

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

Yours sincerely

Lynette Markovski

8 July 2004

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

<b>Information</b>	<b>Key Contents</b>
<b>Maintenance of Register of Members</b>	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>
<b>List of Offices</b> <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>
<b>List of Office-holders</b> <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>
<b>List of Branches</b> <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>
<b>New Branches</b>	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>
<b>Old Branches</b>	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>
<b>Addresses of Organisation and Branches</b> <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>
<b>Elections in Organisation and Branches</b>	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>
<b>Statement concerning number of members</b>	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.