



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: AR2005/223-[179V-WA]

Mr J McGiveron
Secretary-Treasurer
Transport Workers' Union of Australia
Western Australia Branch
PO Box 8497 Perth Business Centre
PERTH WA 6000

Dear Mr McGiveron

**Re: Transport Workers' Union of Australia-Western 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: **AR2005/223**.

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.

AR2005/223



Jim McGiveron
Branch Secretary

Transport Workers Union Western Australian Branch

ABN 37 494 080 681

3rd Floor 82 Beaufort Street Perth Western Australia
PO Box 8497 Perth Business Centre Perth 6849
Phone 08 9328 7477 • Facsimile 08 9227 8320

TRANSPORT WORKERS UNION OF AUSTRALIA WESTERN AUSTRALIAN BRANCH

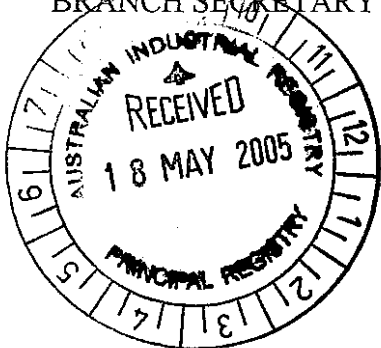
I, **James Lawrence McGiveron**, Branch Secretary of the Transport Workers' Union of Australia, Western Australian Branch, declare as follows:

1. That I am the Branch Secretary of the Transport Workers' Union of Australia, Western Australian Branch, an organisation of employees registered under the Workplace Relations Act 1996, and am authorised to act in this matter.
2. That a register of members in Western Australia has during 2004 been kept and maintained as required by Sub-section 230(1)(a) and (2).
3. That the number of effective members of the Western Australian Branch as at 1 January 2005 was 9436.
4. That the address of the Transport Workers' Union of Australia, Western Australian Branch is 3rd Floor, 82 Beaufort Street, Perth WA 6000.
5. That the document accompanying this declaration is a true and correct list of office holders for the Branch Committee of Management of the Transport Workers' Union of Australia, Western Australian Branch.
6. That there are no elections required, under the rules of the organisation, to be held during the year commencing 1st January 2005 for an office in the organisation, or for an office in the Western Australian branch of the organisation.

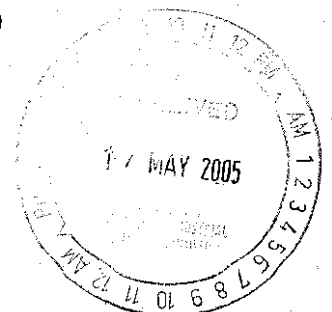
Signed,

JIM MCGIVERON
BRANCH SECRETARY

DECLARED
Reviewed by the deponent at
on the 3rd day of MAY 2005
Before me
R. BOB BIGGS
Justice of the Peace
PERTH WA 290



WESTERN AUSTRALIAN
BRANCH



**TRANSPORT WORKERS UNION OF AUSTRALIA
WESTERN AUSTRALIAN BRANCH**

LIST OF OFFICE HOLDERS
BRANCH COMMITTEE OF MANAGEMENT

President

Ray McMillan Front End
0409 440 776 Loader

Vice President

Mark Bebich Truck
9275 3458 Driver

Secretary / Treasurer

James McGiveron Union
9307 6716 Secretary

Trustees

Richard Burton Union
9342 792 Organiser

Robert Dunn Truck
9314 7974 Driver

Committee of Management

Paul Aslan Union
9390 1800 Official

John Cain Union
9309 9197 Organiser

John Davis Truck
9359 1748 Driver

Timothy Dawson Union
9310 4824 Official

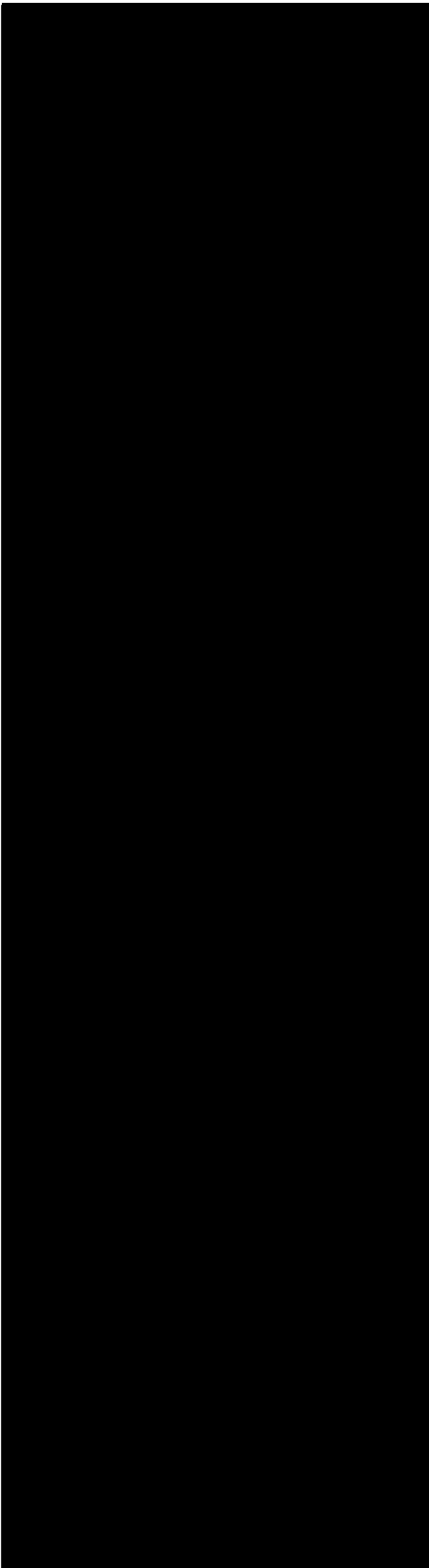
Neville Hodgson Union
9319 9229 Official

John Johnston Truck
9175 1272 Driver

Michael Knowles Union
9252 0086 Official

Glenn Sterle Union
9337 6079 Organiser

Jeff Williams Truck
0438 921 626 Driver



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Australian Government
Australian Industrial Registry

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Mr James McGiveron
Branch Secretary
Transport Workers' Union of Australia
Western Australian Branch
PO Box 8497
Perth Business Centre
PERTH WA 6849

Dear Mr McGiveron,

**Re: Transport Workers' Union - Western Australian Branch
Annual Return of information contained in records kept by branch
(AR 2005/223)**

I have received your declaration dated 3 May 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 18 May 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

14 June 2005