



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: AR2004/291-[222V]

Mr N Mitchlemore
Executive Officer
Victorian Farmers Federation Industrial Association
Farrer House
24-28 Collins Street
MELBOURNE VIC 3000

Dear Mr Mitchlemore

**Re: Victorian Farmers Federation Industrial Association
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: **AR2004/291**.

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, appearing to read 'L. Markovski'.

Lyn Markovski

E-mail: 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

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



30 April 2004

Lynette Markovski
 Australian Industrial Relations Commission
 80 Collins Street
 MELBOURNE VIC 3000

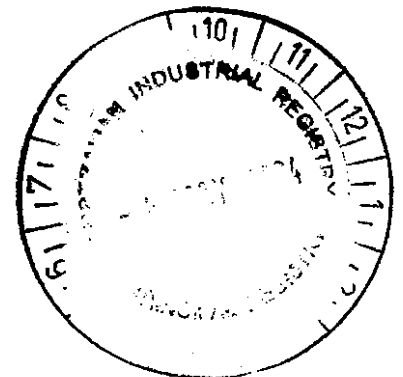
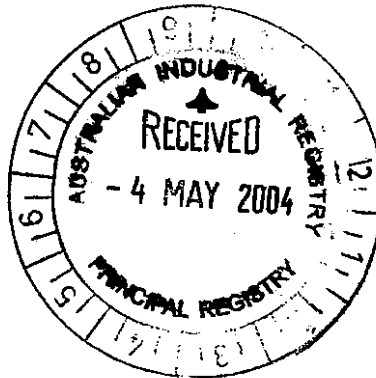
Dear Lynette,

Declaration for Victorian Farmers Federation Industrial Association Election

Further to your telephone conversation with Patricia Murdock this week, please find enclosed the declaration and Annexure A as requested. Please contact me on 9207 5511 if you have any queries.

Yours Sincerely

Patricia Murdock
Executive Manager, Human Resources and Industrial Relations

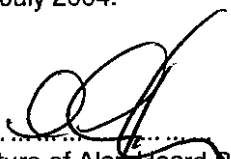


VICTORIAN FARMERS FEDERATION
 INDUSTRIAL ASSOCIATION
 FARRER HOUSE
 24 - 28 COLLINS STREET
 MELBOURNE, VICTORIA 3000
 TELEPHONE: (03) 9207 5555
 FACSIMILE: (03) 9207 5500

Declaration

I, Alan Heard Bowman of 24-28 Collins Street, Melbourne in the State of Victoria, do declare:

1. That I am the prescribed officer of the VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION, an organisation registered pursuant to the *Workplace Relations Act 1996* (Cth).
2. That the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2).
3. That as at 1 January 2004 the list attached and marked as Annexure A of offices and of names, postal addresses, facsimile numbers and occupations of persons holding those offices is correct.
4. That, to the best of my knowledge and belief, the Register of Members of the organisation for the immediately preceding calendar year 2003 has been kept and maintained as at 31 December 2003 and there was 3239 members.
5. There are no branches of the organisation.
6. The address of the office of the organisation for 2004 is 24 Collins Street, Melbourne, in the State of Victoria.
7. The Annual General meeting and the election of the Office Bearers, namely the President, Treasurer, Trustee, Executive Officer is scheduled to be held at 5:10pm on Tuesday, 13 July 2004.


.....
Signature of Alan Heard Bowman

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION EXECUTIVE
COMMITTEE 2003 - 2004**

| | | Facsimile Number |
|--|--------|-------------------------|
| <u>PRESIDENT</u> BOWMAN , Alan Heard [REDACTED] | Farmer | 5599 8219 |
| <u>VICE-PRESIDENT</u> WHITEHEAD , Charles William [REDACTED] | Farmer | 5599 2603 |
| <u>TREASURER</u> BURGI , Terry [REDACTED] | Farmer | 5964 3183 |
| <u>TRUSTEE</u> HINTON , James William [REDACTED] | Farmer | 5340 6533 |
| <u>EXECUTIVE OFFICER</u> BRAY , William Stuart [REDACTED] | Farmer | 5663 2317 |
| MEMBERS OF THE EXECUTIVE McCORMACK , Colin [REDACTED] | Farmer | 5756 2585 |
| FRYATT , Gilbert [REDACTED] | Farmer | 5398 1189 |
| McFARLANE , William John [REDACTED] | Farmer | 5573 3237 |
| SCHREURS , William [REDACTED] | Farmer | 5998 5135 |
| FISKEN , Geoffrey [REDACTED] | Farmer | 5341 7531 |

This is the document marked with the letter "A" and noted as Annexure A referred to in this Declaration of Alan Bowman dated 30th APRIL 2004.



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

Ms Patricia Murdock
Executive Manager
Human Resources and Industrial Relations
Victorian Farmers Federation Industrial Association
Farrer House
24-28 Collins Street
MELBOURNE VIC 3000

Dear Ms Murdock,

Re: Victorian Farmers Federation Industrial Association
Annual Return of information contained in records kept by organisation
(AR 2004/291)

I have received your letter dated 30 April 2004 and the declaration by Mr Alan Heard Bowman 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 4 May 2004.

The documents lodged cover the required information for the **2004** 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

4 May 2004