



**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: AR2005/224-[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 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](http://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](http://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](http://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](mailto: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: **AR2005/224**.

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](mailto: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**

<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) [s233(1)(a)]
<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) [s230(1)(b)]
<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) [s230(1)(c)]
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
<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 [s230(1)(d) and reg. 147(d)]
<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 [s230(1)(d) and reg. 147(e)]
<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. [s230(1)(d) and reg. 147(f) and (g)]

**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.



AR 2005/224.

8 March 2005

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

Dear Ms Markovski,

**Victorian Farmers Federation Industrial Association Annual Return of Information for Year 2005**

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule, we enclose the required information.

Please contact Patricia Murdock on 9207 5511 if you have any queries.

Yours Sincerely

**Alan Bowman)**  
**President**  
**Victorian Farmers Federation Industrial Association**

VICTORIAN FARMERS FEDERATION  
INDUSTRIAL ASSOCIATION

FARRER HOUSE

24 - 28 COLLINS STREET

MELBOURNE, VICTORIA 3000

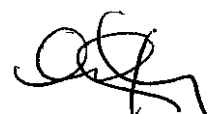
TELEPHONE: (03) 9207 5555

FACSIMILE: (03) 9207 5500

**VICTORIAN FARMERS FEDERATION INDUSTRIAL ASSOCIATION EXECUTIVE  
COMMITTEE 2004 - 2005**

		<b>Facsimile Number</b>
<b><u>PRESIDENT</u></b> <b>BOWMAN</b> , Alan Heard Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510
<b><u>TREASURER</u></b> <b>BURGI</b> , Terry Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510
<b><u>TRUSTEE</u></b> <b>HINTON</b> , James William Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510
<b><u>EXECUTIVE OFFICER</u></b> <b>WHITEHEAD</b> , Charles William Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510
<b>MEMBERS OF THE EXECUTIVE</b>		9207 5510
<b>TULLY</b> , Robert Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510
<b>NAPOLITANO</b> , Luigi Level 6, 24-28 Collins St Melbourne 3000	Farmer	9207 5510

This is the document marked with the letter "A" and noted as Annexure A referred to in this  
Declaration of Alan Bowman dated 9<sup>th</sup> MARCH 2005.



## 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 2005 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 2004 has been kept and maintained as at 31 December 2004 and there was 2717 members.
5. There are no branches of the organisation.
6. The address of the office of the organisation for 2005 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, 12 July 2005.

  
.....  
Signature of Alan Heard Bowman



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
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GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Alan Bowman  
President  
Victorian Farmers Federation  
Industrial Association  
Farrer House  
24-28 Collins Street  
MELBOURNE VIC 3000

Dear Mr Bowman,

**Re: Victorian Farmers Federation Industrial Association  
Annual Return of information contained in records kept by organisation  
(AR 2005/224)**

I have received your declaration dated 9 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 11 March 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

17 March 2005