# Form F87A - Application for a minimum standards order

Fair Work Act 2009 (Fair Work Act), section 536JZ

This is an application to the Fair Work Commission to make a minimum standards orders accordance with Part 3A-2 of the Fair Work Act.

## The Applicant



Choose one of the following.

#### The person making this application (Applicant) is:

$\boxtimes$	an organisation that is entitled to represent the industrial interests of one or more regulated
	workers who would be covered by the proposed order
	an organisation that is entitled to represent the industrial interests of one or more regulated
	businesses that would be covered by the proposed order

 $\hfill\Box$  a regulated business included in a class of regulated businesses that would be covered by the proposed order

☐ the Minister

## Provide the following information about the Applicant:

Legal name of Applicant

Transport Workers' Union of Australia

Applicant's ACN (if a company)

Applicant's trading name or registered business name (if applicable)

Transport Workers' Union of Australia

Applicant's ABN (if applicable)

18 559 030 546

Lorraine Biviano

Postal address

Contact person

Level 9, 447 Kent Street

Suburb

Sydney

State or territory

NSW

Postcode

2000

Phone	e number			
	02 8114 6500			
Email	address			
	legal@twu.com.au			
Does t	he Applicant need an interpreter?			
nterpret	If the Applicant has trouble accessing this information, please contact us. We can arrange to provide it in another format. You can find information about <a href="help in your language">help in your language</a> on our website.			
☐ Yes —	Specify language:			
⊠ No				
	he Applicant require any special assistance at the hearing or conference ample a hearing loop)?			
☐ Yes –	Specify the assistance required:			
⊠ No				
Does t	he Applicant have a representative?			
	A <b>representative</b> is a person that is representing the Applicant. This might be a lawyer or paid agent, a union or employer organisation, or a not-for-profit association or body that provides support, advice or advocacy in relation to this kind of application or case. The Applicant does not need to have a representative.			
☐ Yes –	Provide the representative's details below			
⊠ No				
Repres	sentative's details			

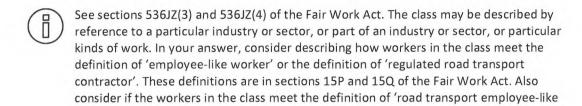
These are the details of the person that is representing the Applicant (if any).

Name	e of person				
	company or disation				
Email	mail address				
Phone	e number				
Postal	l address				
Subur	ъ				
State o	or territory	Postcode			
Is the	representative a lawyer or paid agent?				
	The Applicant will need permission to be represented by a lawyer or paid agent in a conference or hearing that is conducted by a Commission Member. Our <u>lawyers and paid agents practice note</u> explains when you need to ask for permission to be represented.				
☐ Yes	s – please select:   Lawyer				
	☐ Paid agent				
□No					
1. Тур	e of order				
	this an application for an emplo ad transport minimum standard	oyee-like worker minimum standards orde ls order?			
	order' is a minimum standards order fo	An 'employee-like worker minimum standards remployee-like workers (including road transport ort minimum standards order' is a minimum sport contractors.			
□ An	n employee-like worker minimum standar	ds order			
⊠ Ar	road transport minimum standards order				

### 2. Class of regulated workers to be covered

worker' in section 15RB.

# 2.1 Describe the class of regulated workers to be covered by the proposed minimum standards order.



If this application is for an employee-like worker minimum standards order also see section 536K(3). The Commission must refuse to consider the application if it is not satisfied that, on the whole, the persons included in this class of workers are employee-like workers.

For the purposes of s 536KJ(1)(b) of the FW Act, the proposed minimum standards order:

- o covers regulated road transport contractors for the purposes of s 15Q of the FW Act; and
- o covers the class of regulated road transport contractors who perform work that involves the transport by road of goods, wares or other things from transportation-hubs, logistics centres, distribution or storage facilities, warehouses, or other like locations, to customers.

## 3. Class of regulated businesses to be covered

# 3.1 Describe the class of regulated businesses to be covered by the proposed minimum standards order.



See sections 536JZ(3A) and 536JZ(4) of the Fair Work Act. The class may be described by reference to a particular industry or sector, or part of an industry or sector, or particular kinds of work. In your answer, consider describing how businesses in the class meet the definition of 'digital labour platform operator' or the definition of 'road transport business'. These definitions are in sections 15M and 15R of the Fair Work Act.

For the purposes of s 536KJ(1)(c) of the FW Act, the proposed minimum standards order covers persons who:

- o receive services under a services contract in the road transport industry;
- o are constitutional corporations;
- o engage regulated road transport contractors under services contracts to perform work that involves the transport by road of goods, wares or other things from transportation-hubs,

logistics centres, distribution or storage facilities, warehouses, or other like locations, to customers.

#### 4. Work to be covered

# 4.1 Describe the work to be covered by the proposed minimum standards order.



See sections 536KH(1)(a) and 536KJ(1)(a) of the Fair Work Act. The coverage terms of the order must include the digital platform work or work in the road transport industry covered by the order.

For the purposes of s 536KJ(1)(a) of the FW Act, the proposed minimum standards order covers the work in the road transport industry:

- the transport by road of goods, wares or other things from transportation-hubs, logistics centres, distribution facilities, warehouses, storage facilities and other like locations, to their ultimate destination;
- o the work the subject of the proposed order is referred to as 'last mile work' or 'last mile delivery' and involves the final phase of the delivery process in respect to goods, wares or other things. Generally, a customer will order a product for delivery to their home, business or another nominated address or location. The goods, wares or other things will generally, but not always, be packaged or placed in a parcel for delivery to the customer. The goods, wares or other things will be located at a transportation-hub, logistics centre, distribution or storage facility, warehouse, or other similar location from which they will be collected by regulated road transport contractors who will then transport them by road to their ultimate destination.

#### 5. Content of order

#### 5.1 Describe the content of the proposed minimum standards order.



See sections 536KH–536KK of the Fair Work Act for terms that must be included in a minimum standards order. Section 536KL gives a non-exhaustive list of terms that may be included in a minimum standards order. Section 536KM lists terms that must not be included in a minimum standards order. See also section 536KMA for further terms that must not be included in an employee-like worker minimum standards order and section

536KN for further terms that must not be included in a road transport minimum standards order.

The proposed minimum standards order will contain terms dealing with the following matters:

- a. A term or terms outlining the coverage of the order in accordance with s 536KJ. The proposed order will cover work in the road transport industry and the road transport businesses and regulated road transport contractors outline above.
- b. A term or terms requiring regulated road transport contractors to:
  - supply a motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle to perform work that meets the specifications required by the digital labour provider;
  - ensure that the motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle provided by them to perform work is registered as required by road transport legislation or road rules;
  - (iii) ensure that they maintain and repair their motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle and that it is in a roadworthy condition;
  - (iv) pay all the running costs associated with their motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle;
  - (v) permit the road transport business to inspect their motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle from time to time as reasonably required;
  - (vi) obtain and maintain comprehensive and third party motor vehicle insurance in relation to the motor vehicle, motorcycle, scooter or bicycle used to perform work;
  - (vii) obtain and maintain public liability insurance;
  - (viii) obtain personal accident insurance;
  - (ix) if the regulated road transport contractor performs work using a motor vehicle or motorcycle, to maintain a valid driver's licence as required by road transport legislation or road rules.
- c. A term or terms providing for minimum hourly cost recovery rates for work performed by regulated road transport contractors, with variable rates to be specified depending on the nature and size of the motor vehicle, motorcycle or bicycle used by the regulated road transport contractors in performing work. Separate minimum cost recovery rates will be specified for:
  - (i) bicycles;
  - (ii) electronic bicycles;
  - (iii) scooters;
  - (iv) electronic scooters;
  - (v) motorcycles;
  - (vi) motor vehicles up to 750kg;

- (vii) motor vehicles between 750kg and 1 tonne;
- (viii) motor vehicles between 1 and 1.5 tonnes; and
- (ix) motor vehicles between 1.5 and 3 tonnes.

Cost recovery rates will ensure the payment of an hourly rate that takes into account fixed and running costs for motor vehicles, motorcycles, scooters and bicycles including for the following (where applicable):

- (i) labour costs;
- (ii) annual leave, personal/carers leave and public holidays;
- (iii) capital costs, including return on capital, depreciation and lease costs;
- (iv) fuel costs;
- (v) registration;
- (vi) tyres;
- (vii) oil;
- (viii) administration;
- (ix) repair and maintenance costs; and
- (x) insurances.
- d. A term or terms providing for variations to minimum hourly rates to permit the ready adjustment of those rates to accommodate significant fluctuations in fuel costs which impact the capacity of regulated road transport contractors to achieve cost recovery.
- e. A term or terms requiring the road transport business to make superannuation contributions for the benefit of the regulated road transport contractors into a superannuation fund nominated by the regulated road transport contractor or, in default of such nomination, TWUSUPER (or any successor fund) as may be specified from time to time under the Road Transport and Distribution Award 2020. The road transport business will be required to make superannuation contributions.
- f. A term or terms providing that:
  - (i) regulated road transport contractors who are not in possession of a valid BlueCard are to undertake BlueCard training and obtain a BlueCard from an appropriately licensed training organisation to demonstrate that they have received and passed work health and safety training specific to the road transport industry;
  - (ii) the road transport business will be responsible for paying for expenses associated with such BlueCard training; and
  - (iii) the digital labour provider will pay the regulated road transport contractor the minimum hourly rates for an equivalent classification as set out in the Road Transport and Distribution Award 2020 for all spent by the regulated road transport contractor undertaking BlueCard training.

- g. A term or terms conferring an entitlement to 4 weeks of unpaid annual leave (prorated) for regulated road transport contractors who work on a regular basis over a period of 12-months, with terms requiring regulated road transport contractors and road transport businesses to agree as to mutually convenient times to take annual leave and otherwise providing for regulated road transport contractors to notify the digital labour operator that they intend to take leave.
- h. A term or terms conferring a pro rata entitlement to 10 days of unpaid personal/carers leave (prorated) for regulated road transport contractors who work on a regular basis over a period of 12-months, with terms requiring regulated road transport contractors to notify the road transport business that about the taking of personal/carers leave and the provision of evidence that will satisfy a reasonable person that leave has been taken for a permissible reason.
- i. The taking of breaks by regulated road transport contractors, including:
  - (i) breaks required by law to be taken to deal with fatigue;
  - (ii) paid rest breaks of 20 minutes following the completion of 4 hours of work.
- j. A term or terms requiring that earnings from the performance of work be paid weekly to regulated road transport contractors on a day fixed by the road transport business, with payment to occur no later than Thursday each week and with all earnings to be paid within 4 business days of the week in which they accrue.
- k. A term or terms requiring that the road transport business pay regulated road transport contractors all earnings and other amounts due to them under this order or any services contract within 7 days of termination of the engagement of the regulated road transport contractor.
- 1. A term or terms obliging the road transport business to consult with the regulated road transport contractors and any representatives of regulated road transport contractors, which may include an industrial association or workplace delegate, about proposed decisions to make major workplace changes which are likely to have a significant effect on regulated road transport contractors. The term or terms will require, amongst other things:
  - (i) the provision of notice about proposed decisions;
  - (ii) an obligation to discuss the proposed changes with regulated road transport contractors and their representative(s) including about their likely effect and measures to avoid or reduce adverse effects;
  - (iii) a requirement to provide relevant information about the proposed changes to regulated road transport contractors and their representative(s) including about their nature, expected effects and other matters which may impact regulated road transport contractors;
  - (iv) a requirement that the road transport business not make any decision about the proposed change until after consultation has occurred and the road transport has given genuine

consideration to matters raised by regulated road transport contractors and their representative(s).

- m. A term or terms providing for the road transport business to provide notice in writing prior to terminating the services contract with a regulated road transport contractor or, where such notice is not provided, payment in lieu of notice. Notice will not need to be given for terminations where the regulated road transport contractor has engaged in serious conduct. Additional notice will be provided to regulated road transport contractors aged over 45.
- n. A term or terms providing for workplace delegates rights which is tailored to the unique circumstances of the workplaces and work performed by regulated road transport contractors the subject of the proposed order.
- o. A term or terms providing for TWU membership fees to be deducted from amounts paid to the regulated road transport contractors for the performance of work.
- p. A term providing a procedure for the settlement of disputes about matters arising under the order in accordance with s 536KK of the FW Act.
- q. A term or terms requiring the road transport business to provide the regulated road transport contractor within one working day of paying the regulated road transport contractor in relation to the performance of work with an invoice that specifies:
  - (i) the road transport business's name and Australian Business Number;
  - (ii) the regulated road transport contractor's name and Australian Business Number;
  - (iii) the period to which the invoice relates;
  - (iv) the date on which the payment to which the invoice relates was paid;
  - (v) start and finish times for work performed each day during the period to which the invoice relates by the regulated road transport contractor;
  - (vi) gross and net amounts paid to the regulated road transport contractor under rates prescribed by any applicable services contract;
  - (vii) safety net amounts the regulated road transport contractor be entitled to be paid for the time spent performing work and any shortfall;
  - (viii) deductions from gross and net amounts paid;
  - (ix) annual leave accrued and/or taken; and
  - (x) amounts of superannuation contributions made.
- r. A term of terms requiring that the road transport business is to make and keep records in documentary or readily accessible electronic form for a period of 7 years in relation to a regulated road transport contractor, including:
  - (i) all invoices provided to the regulated road transport contractor;
  - (ii) any services contract or contracts entered into;
  - (iii) start and finish times for work performed each day the regulated road transport contractor;

- (iv) gross and net amounts paid;
- (v) deductions from gross and net amounts paid;
- (vi) amounts of superannuation contributions made, dates contributions were made, the name of the fund into which contributions were made, the period over which contributions were made and any election by the regulated road transport contractor to have contributions made to a particular fund; and
- (vii) whether the services contract was terminated, the reasons for and manner of termination, and the name of the person who acted to terminate the employment.
- s. A term or terms providing that, on nomination by a regulated road transport contractor, the road transport business is to provide the regulated road transport contractor and/or a registered organisation or other representative nominated by the regulated road transport contractor copies of records required by this order to be kept by the road transport business for the purposes of assessing whether the road transport business is complying with its obligations under this order.

Attach additional pages if necessary (which may include a draft of the proposed order).

# 5.2 Does the proposed minimum standards order overlap with existing minimum standards guidelines? If so, identify the guidelines.



Sections 536KZ(5) and 536KZ(6) of the Fair Work Act provide that if the Commission makes a minimum standards order that overlaps with minimum standards guidelines, the Commission must revoke or vary the guidelines with effect from the day the order comes into operation.

No

# 6. Minimum standards objective and road transport objective

6.1 Explain why each term of the proposed minimum standards order is necessary to achieve the minimum standards objective.



See the minimum standards objective in section 536JX of the Fair Work Act. Under section 536KO a minimum standards order may include terms it is permitted to include, and must include terms it is required to include, only to the extent necessary to achieve the minimum standards objective.

The terms proposed are necessary to achieve the minimum standards objective enunciated in s 536JX of the FW Act, viz., the requirement to take into account the need for an appropriate safety net of minimum standards having regard to the matters set out in that section on the following non-exhaustive bases:

- The proposed coverage term or terms are mandatory terms required to be included by s 536KH.
- b. The proposed term or terms imposing obligations on regulated road transport contractors to, relevantly: provide a motor vehicle, motorcycle, scooter, electronic scooter, bicycle or electronic bicycle of a kind specified by the road transport business; ensure that any such motor vehicle or motorcycle scooter, electronic scooter, bicycle or electronic bicycle is insured and registered; ensure that they maintain a valid licence (if operating a motor vehicle or motorcycle to perform work); obtain public liability and accident insurances; and be responsible for the maintenance and repair of their motor vehicle, motorcycle or bicycle:
  - (i) is fair and relevant to the particular work covered by the proposed order;
  - (ii) is tailored to the type of work performed by regulated road transport contractors under the proposed order; and
  - (iii) reflects the nature of the engagement of regulated road transport contractors as independent contractors rather than employees.
- c. The proposed term or terms providing for minimum hourly cost recovery rates are essential to ensure an appropriate safety net is provided to regulated road transport contractors and that they recover, as a minimum, the costs of performing the work they are engaged to perform. The minimum hourly rates are designed to ensure they receive, as a minimum, the minimum hourly rates that employees performing equivalent work would be paid under the *Road Transport and Distribution Award 2020*. These proposed terms are specifically directed to the type of work performed, the nature of the equipment used by regulated road transport contractors in performing that work and the fact that they are responsible for the purchase, servicing and upkeep of that equipment. The minimum rates prescribed do not change the form of the engagement and are directed to ensuring sustainable competition amongst road transport businesses by setting an appropriate floor of minimum rates to avoid a race to the bottom in remuneration paid to road transport contractors.
- d. The proposed term or terms permitting rate variations where fuel fluctuates are necessary to ensure an appropriate safety net for regulated road transport contractors covered by the proposed order who operate motor vehicle and motorcycles to perform work. Fuel is a notoriously volatile running cost and a mechanism to adjust rates to reflect altered fuel costs is essential for road transport contractors to achieve cost recovery.

- e. The proposed term or terms requiring superannuation contributions to be made are necessary to ensure that minimum standards apply to regulated road transport contractors that are at least equivalent to those which apply to employees performing comparable work.
- f. The proposed term or terms dealing with BlueCard training are imperative to ensure that regulated road transport contractors receive essential and basic training that is directed to the transport industry and the notorious and peculiar safety issues that arise in that industry. Regulated road transport contractors covered by the proposed order, particularly those who operate motorcycles, scooters, electronic scooters, bicycles and electronic bicycles, are a particularly vulnerable category of workers. They are at a far greater risk of being killed or injured in an accident because they do not have the same protection as motor vehicle drivers and motorcycle and bicycle riding on public roads is intrinsically hazardous.
- g. The proposed term or terms affording unpaid annual leave are necessary to ensure an appropriate safety net, as it is essential that regulated road transport contractors have the capacity to take time off work each year to recuperate and refresh. The leave is unpaid, reflecting the nature of the engagement, with an amount for annual leave proposed to be taken into account in setting minimum hourly rates.
- h. The proposed term or terms affording unpaid personal/carers leave are imperative to achieve an appropriate safety net, as such leave is necessary for regulated road transport contractors to have a right to not work where they are ill or injured or required to care for a loved one. Such leave is unpaid, reflecting the nature of the engagement, with an amount for personal/carers leave proposed to be taken into account in setting minimum hourly rates.
- i. The proposed term or terms requiring that regulated road transport contractors be provided breaks required by law to be taken to deal with fatigue and, also, minimum 20 minute paid breaks after the completion of 4 hours work, are necessary to ensure an appropriate safety net of minimum conditions, as it is a basic right and imperative for workers, particularly those in the road transport industry, to be afforded regular breaks from work. Given the hazardous and notoriously dangerous nature of work in the road transport industry, ensuring that regulated road transport contractors do not perform work whilst fatigued is critical.
- j. The proposed term or terms obliging payment to be made at least weekly are necessary to ensure that cost recovery rates are paid in a timely manner regulated road transport contractors. The capacity to achieve cost recovery requires the timeous payment of remuneration for the performance of work.
- k. The proposed term or terms requiring payment of outstanding amounts due and owing on termination within 7 days is imperative to ensure cost recovery is achieved and amounts due to regulated road transport contractors are paid expeditiously following termination.
- 1. The proposed consultation term(s) are imperative to ensure that regulated road transport contractors are notified of proposed changes, afforded salient information about those

proposed changes, and afforded a real opportunity to engage with the digital platform operator about the proposed changes. It is well-settled that consultation is and should be no mere formality and that consultation is purposive rather than procedural. Requiring consultation to occur prior to any decision being made ensures that any consultation will be genuine and not a mere box-ticking exercise. Consultation about major change is also imperative given the nature of the work performed by regulated road transport contractors covered by the proposed order.

- m. The proposed term or terms requiring the provision of notice of termination are essential to ensure that regulated road transport contractors are afforded sufficient prior warning of any termination. The object of notice provisions is to give regulated road transport contractors an opportunity to adjust to the change in circumstances and seek other engagement.
- n. The workplace delegates' rights terms are necessary to ensure that the minimum rights conferred by s 350C are both reflected in the proposed order and tailored to the particular circumstances of the work and workplaces covered by the proposed order to ensure that regulated road transport contractors are able to be represented efficaciously by workplace delegates.
- o. The term or terms providing deductions for TWU membership fees for regulated road transport contractors who are TWU members are essential to ensure that regulated road transport contractors covered by the proposed orders are able to maintain financial membership of the TWU and the rights and services flowing from financial membership. Given the unique nature of their work and workplaces, and the manner and nature of their engagement, a term permitting deductions for union membership fees is essential to ensure the effectiveness of terms dealing with representation and workplace delegates rights.
- p. A dispute resolution term is a mandatory requirement and is, in any event, essential to ensure that regulated road transport contractors and road transport businesses are able to resolve, in a timely and cost-effective way, disputes arising in relation to the proposed order.
- q. A term or terms providing for the provision of invoices when amounts payable for the performance of work are paid to regulated road transport contractors is essential to ensure that such workers receive a contemporaneous record of time worked and remuneration paid to them, and therefore a ready means of ascertaining what amounts they have been paid. Invoices will also detail the quantum of accrued annual leave and superannuation contributions made.
- r. A term or terms requiring the making and retention of records is imperative to ensure that the minimum standards provided by the proposed orders are complied with by road transport businesses and enforceable.
- s. A term or terms requiring the production of records required to be kept is essential to ensure that regulated road transport contractors and their union or other representative(s) are able to

ascertain whether the minimum standards provided by the proposed orders are being complied with and, if they are not, to take appropriate corrective or enforcement action.

# 6.2 If the proposed minimum standards order relates to the road transport industry, explain why the proposed order is consistent with the road transport objective.



See the road transport objective in section 40D of the Fair Work Act. If the proposed minimum standards order relates to the road transport industry, the Commission must have regard to the road transport objective.

The proposed order provides an appropriate safety net of minimum standards for regulated road transport contractors covered by the order who perform work in the road transport industry. The order sets standards that ensure that the industry is safe, sustainable and viable by ensuring that regulated road transport contractors covered by the order receive minimum rates of pay that achieve cost recovery. The requirement for breaks in work and mandatory BlueCard training are essential to ensure the safety and sustainability of the segment of the industry captured by the proposed order. Further, the provisions providing for consultation and workplace delegates' rights and are directed to ensuring effective and appropriate representation of regulated road transport contractors in industrial, health and safety and other workplace matters.

The creation of minimum rates and basic standards will foster the viability of the work performed by regulated road transport contractors covered by the proposed order. Further, the creation of minimum standards will ensure that road transport businesses do not compete on the amounts paid to regulated road transport contractors who perform work the subject of the orders. Rather, they will be encouraged to operate more productive and efficient businesses, which will foster innovation and therefore enhance their viability.

The proposed order is congruent with and facilitative of the road transport objective.

If your application is for an employee-like worker minimum standards order, go to question 7.

If your application is for a road transport minimum standards order, go to question 8.

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- 7. Employee-like worker minimum standards order particular matters to take into account
- 7.1 Explain how the proposed order takes into account choice and flexibility in working arrangements.



Section 536K(4)(c) of the Fair Work Act provides that the Commission must have regard to choice and flexibility in working arrangements in making an employee-like worker minimum standards order.

Not applicable.

- 8. Road transport minimum standards order particular matters to take into account
- 8.1 Explain how the proposed order takes into account the commercial realities of the road transport industry.

Section 536KA(2)(d) of the Fair Work Act provides that the Commission must have regard to the commercial realities of the road transport industry in making a road transport minimum standards order.

The proposed order ensures that minimum cost recovery rates are provided to regulated road transport contractors covered by the order. This will enable them to, as a minimum, recover the costs associated with the performance of work the subject of the order, ensuring their viability. It will also facilitate and encourage the safe performance of work.

8.2 Explain how the proposed order will not unduly affect the viability and competitiveness of owner drivers and similar persons.



Section 536KA(2)(e) of the Fair Work Act provides that the Commission must be satisfied that making the road transport minimum standards order will not unduly affect the viability and competitiveness of owner drivers or other similar persons.

The proposed order will not affect, in any appreciable way, the viability and competitiveness of owner drivers and similar persons. It sets minimum cost recovery rates that cannot undermine or otherwise affect the viability and competitiveness of owner drivers and similar persons.

## Authority to sign and signature



For 'Authority to sign':

- If you are the Applicant insert 'Applicant'
- If you are an employee of a company or organisation that is the Applicant insert your position title
- If you are an officer or authorised employee of a registered organisation insert your position title
- If you are the Applicant's representative and have provided your details in this form insert 'Representative'.

Authority to sign

**National Secretary** 



Insert your signature, name and the date. If you are completing this form electronically and do not have an electronic signature, type your name in the signature field.

Signature

Name

Michael Kaine

Date

28 August 2024

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS

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