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The Industrial Conciliation and Arbitration Act, 1902.

*Friendly Societies' Office,
Perth, 2nd May, 1902.*

HIS Excellency the Governor, by and with the advice of the Executive Council, has been pleased to repeal the existing Regulations made under "The Industrial Conciliation and Arbitration Act, 1900," and to make the following Regulations under "The Industrial Conciliation and Arbitration Act, 1902."

EDGAR T. OWEN,
Registrar of Friendly Societies.

Regulations under "The Industrial Conciliation and Arbitration Act, 1902."
(1 & 2 Edwd. VII., No. 21.)

APPLICATION FOR REGISTRY.

Sections 3 (2), 8 (2) and 21 of the Act.

1. An application to register a society, a council or other body, a trades and labour council, a company, or a foreign company, under "The Industrial Conciliation and Arbitration Act, 1902," shall be sent to the Registrar of Friendly Societies in one of the Forms numbered 1 to 6 in the Schedule annexed hereto, and shall be signed as directed therein respectively. that is to say:—An application to register—

- (a.) A society as an industrial union of workers, in Form 1, signed by two or more officers thereof;
- (b.) A society or a council or other body, as an industrial association of workers, in Form 2, signed by two or more officers thereof;

- (c.) A trades and labour council, representing industrial unions which are not represented on an industrial association, in Form 3, signed by two or more officers thereof;
- (d.) A society as an industrial union of employers, in Form 4, signed by two or more officers thereof;
- (e.) A society as an industrial association of employers in Form 5, signed by two or more officers thereof;
- (f.) A company or foreign company as an industrial union of employers, in Form 6, under the seal of the company, and signed by the manager or other principal executive officer thereof in Western Australia, and countersigned by the secretary or other officer in Western Australia.

Sections 3 (2), 8 & 10 of Act.

2. Every application in Forms 1 and 4 sent to the Registrar must be accompanied by—

- (a.) A list, in Form numbered 7 in the Schedule annexed hereto, of the names of the members, officers, and trustees (if any) of the society, with their addresses.
- (b.) Two copies of the rules, with a certificate appended to each copy, signed by the two or more officers who make the application for registry. This certificate may be in the following form:—

We hereby certify that the foregoing Rules of the
 were duly passed at a meeting thereof held at _____ on the
 day of _____ 190 .
 _____ President.
 _____ Secretary.
 (or other Officers).

- (c.) A copy, in Form numbered 8 in the schedule annexed hereto, of the resolution passed by a majority of the members present in person or by proxy at a general meeting of the society, such meeting being specially called in accordance with the rules for such purpose, and desiring registration as an industrial union.
- (d.) A statutory declaration, in Form numbered 9 in the schedule annexed hereto, by one of the applicants verifying such list, copies of rules, and copy of resolution.

Sections 21 and 22 of Act.

3. Every application in Forms 2, 3, and 5 sent to the Registrar, must be accompanied by—

- (a.) A list in Form numbered 10, in the schedule annexed hereto, of the names of the industrial unions which are represented on the society, council, or other body or trades and labour council, and of the officers and trustees (if any) thereof, with their addresses.
- (b.) Two copies of the rules, with a certificate appended to each copy, signed by the two or more officers who make the application for registry. This certificate may be in the form described in Regulation 2 (b).
- (c.) A copy, in the Form numbered 8 in the schedule annexed hereto, of the resolution passed by a majority of the representatives of the industrial unions represented on the society, council, or other body or trades and labour council present in person or by proxy at a general meeting thereof, such meeting being specially called in accordance with the rules for such purpose and desiring registration as an industrial association (or as a trades and labour council).

- (d.) A statutory declaration, in Form numbered 9 in the schedule annexed hereto, by one of the applicants verifying such list, copies of rules, and copy of resolution.

Section 8 (2, 3, 4) of Act.

4. Every application in Form 6 sent to the Registrar must be accompanied by—

- (a.) A list, in the Form numbered 11 in the schedule annexed hereto, containing the names of the directors and of the manager or other principal executive officer of the company in Western Australia.
- (b.) Two copies of the memorandum and articles of association or rules of the company, each copy being signed by the applicant, the said manager or other principal executive officer.
- (c.) A copy, in Form numbered 8 in the schedule annexed hereto, of the resolution passed by the board of directors desiring registration as an industrial union of employers.
- (d.) A certified copy of the certificate of incorporation or other evidence satisfactory to the Registrar of Friendly Societies of the registration or incorporation of the company.
- (e.) A statutory declaration, in the Form numbered 12 in the schedule annexed hereto, by the applicant verifying such list, copies of memorandum and articles of association or rules, and copy of resolution and address of registered office.

5. On receipt of an application for registration in accordance with Regulation 1, the Registrar of Friendly Societies shall, before completing such registration, give at least seven days' notice of such application, in the Form numbered 13 in the schedule annexed hereto, to every industrial union, industrial association and registered trades and labour council within the same industrial district. And every such union, association, or council to which a copy of the said notice has been sent, may, in the manner provided in such Form 13, before the expiry of the period mentioned in the notice, lodge an objection to such registration; which objection the Registrar may take into account when satisfying himself as to the qualifications for registry included or implied under Section 4 of the Act.

MULTIPLICITY OF UNIONS.

Section 10 of Act.

6. The notice of refusal to register under subsection 1 of Section 10 of the Act shall be in Form numbered 14 in the schedule annexed hereto.

7. The appeal to the President of the Court of Arbitration of any society applying for registration against the decision of the Registrar of Friendly Societies to refuse to register such society, provided for in sub-section 2 of Section 10 of the Act, shall be lodged with the Registrar, in Form numbered 15 in the schedule annexed hereto, within 14 days after the date of the notice of refusal, and such appeal shall be forthwith forwarded by the Registrar for the direction of the President thereon.

8. The appeal to the President of the Court of Arbitration of any industrial union, industrial association or registered trades and labour council against a registration, on the ground that such registration should have been refused in accordance with subsection 1 of Section 10 of the Act, shall be lodged with the Registrar of Friendly Societies in Form numbered 16 in the schedule annexed hereto, within 14 days after the date of the certificate of registration, and such appeal shall be forthwith forwarded by the Registrar for the direction of the President thereon.

REGISTRY OF BRANCHES.

Section 6 of Act.

9. Application to register a branch of an industrial union shall be made in Form numbered 17 in the schedule annexed hereto, and shall be accompanied by the information and documents described in such form, including a notice of establishment of such branch in Form numbered 18 in the schedule annexed hereto. Every application for the registry of a branch shall be countersigned by the secretary of the industrial union of which it is a branch.

REGISTERED NAME.

Section 5 (2) of Act.

10. The registered name of every industrial union inserted in the rules thereof must, before registry, contain the words "Union of Employers" or "Union of Workers," according to whether such union is a union of employers or workers, and also (except in the case of a company) the name of the industry in connection with which it is formed, and the locality in which the majority of its members reside or exercise their calling.

CERTIFICATE OF REGISTRY.

Sections 4 and 112 (1) of Act.

11. The certificate of registry and incorporation of (I.) an industrial union of workers, (II.) an industrial association of workers, (III.) a trades and labour council, (IV.) an industrial union of employers, and (V.) an industrial association of employers, shall be respectively as set forth in the Form numbered 19 in the schedule annexed hereto.

ANNUAL BALANCE SHEET, ETC.

Sections 17 and 22 of Act.

12. A duly audited balance sheet of the assets and liabilities of every industrial union, of every registered trades and labour council, and of every industrial association, made up to the date of closing the annual accounts of such union, council, or association, as the case may be, shall, within one calendar month after the completion of the audit of such accounts, be delivered to the Registrar of Friendly Societies in the Form numbered 20 in the schedule annexed hereto. With such balance sheet shall be delivered a duly audited statement of the receipts and expenditure during the year closing on the first-named date.

HALF-YEARLY LISTS OF MEMBERS, ETC.

Section 16 (1) of Act.

13. The half-yearly lists which (I.) every industrial union, (II.) every industrial association and registered trades and labour council, and (III.) every company registered as an industrial union are required by Section 16 of the Act to forward to the Registrar of Friendly Societies, during the months of January and July in every year, shall be respectively in the Forms numbered 7, 10, and 11 in the schedule annexed hereto. Such lists shall be made out to the close of the last preceding month, and shall exclude any worker whose subscriptions or dues are 12 months in arrears.

AMENDMENT OF RULES.

Sections 12 and 22 of Act.

14. An amendment of the registered rules, which includes a new rule or rules, an alteration of a rule or rules, and the rescission of a rule or rules, may be either—

- (a.) A complete amendment consisting of the substitution of an entire set of rules for the existing rules, and bearing at the beginning or end words to the effect that "all previous rules are rescinded"; or,
- (b.) A partial amendment, consisting of any amendment which does not substitute an entire set of rules for the existing rules.

Sections 12 (1) and 22 of Act.

15. An application to register an amendment of rules must be made by the Secretary in the Form numbered 21 in the schedule annexed hereto, and the due making thereof must be verified by statutory declaration of the secretary, president, or chairman, which shall be in Form numbered 22 in the schedule annexed hereto. Such application must be accompanied by a printed copy of the existing rules, marked to show where the alterations occur, and what they are, and by two copies of the amendment, each copy signed by two or more officers.

CANCELLATION OF REGISTRY.

Sections 20 (1) and 22 of Act.

16. An application for the cancellation of registry of an industrial union, industrial association, or trades and labour council under subsection 1 of Section 20 of the Act, shall be sent to the Registrar of Friendly Societies, in the Form numbered 23 in the schedule annexed hereto.

17. The notice, before cancellation of registry by request, shall be in the Form numbered 24 in the schedule annexed hereto.

Sections 20 (2) and 22 of Act.

18. Any industrial union, industrial association, or registered trades and labour council may apply to the Registrar of Friendly Societies in the Form numbered 25 in the schedule annexed hereto, for the cancellation of the registry of any other such union, association, or council. And the Registrar may, when the reasons given for such cancellation are in his opinion sufficient, proceed, subject to subsection 2 of Section 20 of the Act, to give effect to such cancellation.

Sections 20 (2) and 22 of Act.

19. The notice to the secretary of an industrial union, industrial association, or trades and labour council before cancellation under subsection two of Section 20 of the Act, shall be in the Form numbered 24 in the schedule annexed hereto. The notice of objection (if any) to such cancellation or of dissatisfaction (if any) with the Registrar's decision shall be made to the Registrar of Friendly Societies in duplicate, in the Form numbered 26 in the schedule annexed hereto. The Registrar of Friendly Societies shall forward one copy of such form to the Clerk of the Court of Arbitration for the decision of the President in the matter. The notice of such reference sent to the secretary shall be in the Form numbered 27 in the Schedule annexed hereto.

Section 20 (1, 2) of Act.

20. The cancellation of registry shall be in the Form numbered 28 in the schedule annexed hereto.

REGISTERED OFFICE.

Sections 4 (2), 13 (3, 4), and 22 of Act.

21. The address of the registered office may be changed from time to time by the resolution of a majority of the members present and entitled to vote at a general or special general meeting of the members. Notice of every change in the address of the registered office of an industrial union or branch thereof, of an industrial association, or of a trades and labour council, shall be sent in duplicate to the Registrar of Friendly Societies immediately after such change, in the Form numbered 29 in the schedule annexed hereto, and the Registrar of Friendly Societies shall register the change and return one duly authenticated copy to the secretary. Notice of the registered office on first registry shall be deemed to be given by the rule providing for the registered office.

Sections 13 (1, 2) and 22 of Act.

22. An industrial union, industrial association, or registered trades and labour council may, in addition to its registered office in one industrial district, have a branch office in any other industrial district in which any of its members reside or exercise their

calling. Upon application under seal and the hand of the chairman or secretary, addressed to the Registrar of Friendly Societies in the Form numbered 30 in the schedule annexed hereto, specifying the address of such branch office, the Registrar shall register the same. The address of the said branch office may be changed, and such change may be duly registered from time to time.

INDUSTRIAL AGREEMENTS.

Sections 24, 25, and 27 of Act.

23. The Clerk of Awards in each industrial district shall keep in his office a register of all industrial agreements, duplicate originals whereof are filed with him in accordance with Section 24 of the Act. Such duplicate originals shall be numbered consecutively in the order in which they are filed, and the register shall set forth the date of the agreement and of the filing thereof, the names of the parties thereto, and of every industrial union, industrial association, and employer who, or which, in the manner prescribed in the next following regulation signifies concurrence therein. The said register shall also set forth similar particulars of the variation, renewal, and cancellation of any industrial agreement.

Section 25 of Act.

24. Such concurrence as aforesaid shall be signified by filing in the office of the Clerk of Awards of the industrial district a notice in the Form numbered 31 in the schedule annexed hereto, and every notice of concurrence shall bear the same number as the industrial agreement to which it relates.

Section 23 (5) of Act.

25. At any time after the expiry of the term of an industrial agreement, any party thereto may, by filing in the office wherein such agreement was filed a notice in the Form numbered 32 in the schedule annexed hereto, retire from such agreement at the expiration of 30 days from the date of the filing of such notice.

Section 24 of Act.

26. Before permitting the duplicate original of an industrial agreement to be filed, the Clerk of Awards shall satisfy himself that such duplicate original is a true copy of the original agreement whereof it purports to be the duplicate original, and for that purpose he may require the production of such original agreement.

Section 24 of Act.

27. The Clerk of Awards shall forthwith after the filing of any document mentioned in Regulations 23, 24, and 25, make and certify a true copy of such document (including a copy of every notice in Forms 31 and 32 duly filed), and transmit such copy to the Registrar of Friendly Societies. And the Registrar of Friendly Societies shall keep a register of all such documents, setting forth particulars similar to those provided in Regulation 23.

Sections 26 (2) and 93 of Act.

28. The application to the Court of Arbitration by the Registrar of Friendly Societies or by any party to an Industrial Agreement for the enforcement of such agreement shall be in the Form numbered 33 in the schedule annexed hereto, and the provisions in Regulation 64 shall apply.

CLERKS OF AWARDS.

Sections 30 (1) and 32 (5) of Act.

29. The Clerk of Awards for each industrial district appointed, or deemed to be appointed under the Act, shall be under the control and direction of the board of conciliation. Such clerk shall, from time to time, report all proceedings of the board of conciliation in his district, and all matters performed or done before or by him, to the Registrar of Friendly Societies in the manner required by the Registrar.

BOARDS OF CONCILIATION.

Schedule (Clauses 8, 10, 11, and 15) of Act.

30. The nomination papers, consent papers, and voting papers for the purpose of election of members of the board of conciliation for each industrial district, shall be in the Forms numbered respectively 34, 35, and 36 in the schedule annexed hereto.

Section 42 of Act.

31. The successor to a member of the board of conciliation shall be elected by the class or division of industrial unions which elected, or was entitled to vote in the election of, such member. For example, if the member was elected by industrial unions of workers, the industrial unions of workers which are entitled to vote within the district shall elect the successor.

Schedule (Clauses 6 and 7) of Act.

32. The roll of industrial unions to be supplied to the Returning Officer prior to the election of members of a board of conciliation shall, when sent by letter, be in the Form numbered 37 in the schedule annexed hereto.

Schedule (Clause 22) of Act.

33. Notice of any question or dispute under Clause 22 of the Schedule to the Act shall be given in writing to the returning officer by the party raising the same, and shall be by such returning officer referred forthwith to the Registrar of Friendly Societies for his decision.

Section 38 of Act.

34. For the purpose of electing the chairman of the Board of Conciliation, the members present at the meeting called for that purpose by the Clerk of Awards, on at least three days' written notice, shall select to preside at that meeting one of their number who shall have a deliberative but not a casting vote. Nominations of qualified persons shall then be received from members present. Every such nominee must be some impartial person willing to act, and not a member of the said Board. If there be only one person nominated, he shall be declared elected as chairman. If there be more such nominations than one, the person receiving an absolute majority of votes of the members present shall be declared elected. To that end the names of all the persons so nominated shall be written on a list and submitted to the vote. The name of the person receiving the smallest number of votes shall be struck out, and the remaining names shall be again submitted to the vote. This process is to be repeated until some one person receives the votes of the majority of the members present, and he shall be declared elected.

Section 44 of Act.

35. In the event of any two or more nominees receiving an equal number of votes (no nominee having received an absolute majority of votes) then, when all reasonable attempts to secure an absolute majority for one nominee have failed, and if in the opinion of the Registrar the members of the Board of Conciliation shall have failed to elect a chairman, the Governor may appoint the chairman.

Section 37 (3) of Act.

36. The declaration of office, and secrecy required to be made by the members and chairman of each board of conciliation, under Section 37 (3) of the Act, shall be in the Form numbered 38 in the schedule annexed hereto.

SPECIAL BOARDS OF CONCILIATORS.

Sections 49 and 50 of Act.

37. The application for the constitution of a special board of conciliators shall be sent to the Registrar of Friendly Societies in the Form numbered 39 in the schedule annexed hereto. Such application must be made either by all the parties or by such a majority of the parties on one side or the other as the Registrar shall determine in each case.

38. Regulations 30 to 41 shall, *mutatis mutandis*, apply to such special boards, and the forms therein prescribed may be used with such modifications as are required in each particular case.

INDUSTRIAL DISPUTES BEFORE THE BOARD.

Sections 51, 96, and 97 of Act.

39. An application for the reference of an industrial dispute for settlement to the board (hereinafter called a "Reference"), shall be in Form numbered 40 in the schedule annexed hereto, and shall be filed with the Clerk of Awards for the industrial district wherein the dispute arose. Such application shall be accompanied by a certificate in the Form numbered 41 in the schedule annexed hereto, under the hand of the chairman of the special meeting authorising the reference, and by the consent in Form numbered 42 in the schedule annexed hereto, where required under the Act, of the industrial association or registered trades and labour council.

40. The consent in Form 42 must be given by an industrial association in every case where the industrial union applying for the reference of an industrial dispute is represented on an industrial association. In every case where such industrial union is not represented on an industrial association, and such union has less than 150 members, the consent in Form 42 must be given by the registered trades and labour council situated within the industrial district, whether such union is represented on such council or not.

41. When filing a reference with the Clerk of Awards, the applicant shall also lodge as many copies thereof as there are other parties to the dispute. The applicant shall file the original, and the Clerk of Awards shall indorse at the foot of each copy a memorandum signed by him, setting forth the fact and date of the filing of the original, and shall then forthwith post one such copy by registered letter, addressed to each of the said other parties to the dispute.

42. All references shall be numbered consecutively in the order in which they are filed, and the Clerk of Awards shall keep a register thereof, setting forth the number of the reference and the date of the filing thereof, together with the name of the applicant, and of the other parties to the reference.

43. All documents subsequently filed, lodged, or issued in the matter of the reference, shall bear the same number as the reference to which they relate, and shall be intituled as is set forth in the Form numbered 43 in the schedule annexed hereto.

Section 51 (3) of Act.

44. The Clerk of Awards shall convene a meeting of the Board of Conciliation by posting or delivering to each member a notice in the Form numbered 44 in the schedule annexed hereto. The date of such meeting shall be not later than fourteen clear days after the day on which the notice convening the same is posted, and the notice shall be posted within three days after the filing of the reference. At least three clear days' notice of every board meeting shall be given to each member of the board.

45. The Clerk of Awards shall post by registered letter, addressed to each party to the reference, a notice of the day, hour, and place of such meeting. Such notice shall be in the Form numbered 45 in the schedule annexed hereto, and shall be posted at least three clear days before the day of meeting, other than an adjourned sitting.

Section 51 (4 to 7) of Act.

46. A party to a reference who desires to appear by agent, representative, or (where allowed by Section 51 (7) of the Act) by counsel or solicitor, shall sign and file with the Clerk of Awards a warrant in the Form numbered 46 in the schedule annexed hereto.

Section 51 (7) of Act.

47. Where all the parties to a reference consent to the appearance of counsel or solicitor, such consent may be given in the Form numbered 47 in the schedule annexed hereto, and the same shall be filed with the Clerk of Awards.

Sections 54 and 55 of Act.

48. The memorandum of settlement referred to in Sections 54 and 55 of the Act shall be in the form, or to the effect, numbered 48 in the schedule annexed hereto.

RULES OF PROCEDURE OF BOARD OF CONCILIATION.

Section 112 (5) of Act.

49. The following are the rules of procedure at meetings of the Board of Conciliation. Such rules may be varied when deemed advisable by the chairman of the board:—

- (1.) The term “applicant” shall include the party or parties applying, and the party or parties whose interests are with those of the party or parties applying.
- (2.) The term “respondent” shall include the party or parties whose interests are not with those of the applicant.
- (3.) One person, on behalf of the applicant, shall state the case for the applicants.
- (4.) Evidence shall be called for the applicants.
- (5.) Witnesses shall be examined in the manner following:—
 - (a.) The examination-in-chief shall be conducted by one person on behalf of the applicant.
 - (b.) The cross-examination shall be conducted by one person on behalf of the respondent.
 - (c.) Any member of the board may examine a witness.
 - (d.) Any further question shall be put by permission of the board through the chairman.
- (6.) The case for the applicant shall then close.
- (7.) The procedure laid down in Clauses (3), (4), (5), and (6), with regard to the case for the applicant, shall apply *mutatis mutandis* to the case for the respondent.
- (8.) The board may call evidence.
- (9.) The witnesses called by the board shall be examined only by the board.
- (10.) The person or persons appearing on behalf of the respondent shall then address the board.
- (11.) The person or persons appearing on behalf of the applicant shall finally address the board.

WITNESSES.

Sections 52 (2) and 75 of Act.

50. The application to the Clerk of Awards, or Clerk of Court, of any party to an industrial dispute, for the issue of a summons to any person to appear and give evidence before a Board, or the Court, shall be in the Form numbered 49 in the schedule annexed hereto. Such summons shall be in duplicate, in the Form numbered 50 in the schedule annexed hereto. The Clerk of Awards, or Clerk of the Court, as the case may be, shall sign both duplicates, retaining one and issuing the other for service by the applicant. Service shall be effected by delivering a copy to the person summoned, and at the same time producing the original for his inspection, if so desired, or by leaving

such copy at the last known place of residence of such person with some person apparently above the age of 16 years. Service must in all cases be effected a reasonable time before the hearing of the case.

51. Any number of witnesses may be included in one summons, but the copy served need contain only the name of the person upon whom it is served. If the summons is issued out of the Court of Arbitration, it shall bear the seal of the Court; if issued by the Board of Conciliation, it shall be signed by the Clerk of Awards, on behalf of the Board.

THE COURT OF ARBITRATION.

Sections 59, 60, and 112 (4) of Act.

52. The request by the Registrar of Friendly Societies and the recommendation by the industrial union under Section 60 of the Act, shall be in the Form numbered 51 in the schedule annexed hereto, and shall be signed on behalf of the industrial union by at least two officers thereof.

CLERK OF THE COURT.

Section 67 (2) of Act.

53. The Clerk of the Court of Arbitration appointed under the Act shall keep the minutes of proceedings and the records of the Court, and perform all such duties and exercise all such functions as the Court and President may direct. He shall, from time to time, report all proceedings of the Court of Arbitration, and all matters performed or done before, or by him, to the Registrar of Friendly Societies in the manner required by the Registrar.

INDUSTRIAL DISPUTES BEFORE THE COURT.

Sections 56 and 97 (3) of Act.

54. The application under subsection one of Section 56 of the Act for the reference of an industrial dispute which has been before the Board of Conciliation to the Court of Arbitration shall be in the Form numbered 52 in the schedule annexed hereto. Such application must be signed severally by, or on behalf of (a.) the whole of the parties to the dispute, or (b.) a majority of the parties whose interests are with the employers, or (c.) a majority of the parties whose interests are with the workers, and be filed with the Clerk of Awards within one month after the date on which the Board of Conciliation's recommendation is filed. The application must be accompanied by the Certificate in Form 41, and the consent in Form 42 described in Regulation 39.

55. When filing such application with the Clerk of Awards the applicant or applicants shall lodge as many copies thereof as there are other parties to the dispute. The Clerk of Awards shall, on receipt of the application and necessary copies thereof, forward one copy (duly indorsed at foot), to each of the parties other than the applicants, and transmit the application and all documents relating to the matter in the dispute to the Clerk of the Court, and the industrial dispute shall be then deemed to be before the Court of Arbitration.

Sections 69 and 97 (3) of Act.

56. The application under Section 69 of the Act for the reference of an industrial dispute to the Court of Arbitration *direct*, shall be in the Form numbered 53 in the schedule annexed hereto. Such application must be signed in the manner directed for Form 52 in Regulation 54, and be filed with the Clerk of the Court. The application must be accompanied by the certificate in Form 41 and the consent in Form 42 described in Regulation 39. When filing such application with the Clerk of the Court the applicant or applicants shall lodge as many copies thereof as there are other parties to the dispute.

Section 72 of Act.

57. The Clerk of the Court, upon the receipt of an application in Form 52 or 53, accompanied by the extra copies thereof prescribed in Regulations 55 and 56, shall indorse at the foot of each extra copy a memorandum signed by him, setting forth the fact and date of the filing of the original, and shall post one such copy by registered letter, addressed to each of the other parties to the dispute, together with a notice in Form 45, at least seven clear days before the sitting.

Section 57 of Act.

58. Whenever the Board of Conciliation decides to refer any matter before it to be settled by the Court of Arbitration, the Board of Conciliation shall, in its report, specify the matter with reasonable particularity, and refer it to be settled by the Court; and forthwith (upon the filing of such report) such matter, and also the industrial dispute to which it relates shall be deemed to be before the Court, and the Clerk of Awards shall transmit to the Clerk of the Court all the papers and proceedings in the reference.

Sections 70 and 72 of Act.

59. Forthwith after a dispute has been referred to the Court, the Clerk of the Court shall notify the fact to the President. The Clerk of the Court shall convene a meeting of the Court by posting or delivering to each member, at least seven clear days before the sitting, a notice in the form numbered 44, in the schedule annexed hereto.

60. All papers and proceedings before the Court in a dispute which has been before the Board, shall bear the same number as before the Board, and be similarly intitled, with the addition or the substitution of the words "before the Court of Arbitration."

Sections 71 and 72 of Act.

61. When a dispute is before the Court, Regulations 42 to 47, and the forms therein mentioned, shall apply *mutatis mutandis*. In such case the Clerk of the Court shall be read in place of the Clerk of Awards, and the Court of Arbitration in place of the Board of Conciliation.

62. The Court may prescribe rules of procedure and practice relative to all matters with which it has to do, and such rules shall be as valid as if incorporated with these regulations.

ENFORCEMENT OF AWARD AND ORDER OF THE COURT.

Section 92.

63. Application to the Court for the enforcement of any award or order made under the Act by reason of any breach thereof or default, shall be in the Form numbered 54 in the schedule annexed hereto, and such application shall be filed with the Clerk of the Court.

64. In every case where an application is filed in Forms 33 or 54, the applicant shall lodge as many copies thereof respectively as there are parties alleged to have committed a breach or default, and each such application shall be accompanied by the certificate in Form 41, and consent in Form 42, required by Section 96 (3) and (4) of the Act. The Clerk of the Court shall indorse at the foot of each copy of application a memorandum signed by him, setting forth the fact and date of the filing of the original, and shall then forthwith post one such copy by registered letter addressed to each of the aforesaid parties.

Section 92 (5) of Act.

65. Every certificate to be given by the Clerk of the Court under the provisions of Section 92, subsection (5), of the Act shall be in the Form numbered 55 in the schedule annexed hereto.

APPOINTMENT OF EXPERTS AS ASSESSORS.

Section 99 of Act.

66. The nomination of two experts to sit as assessors, as provided in Section 99 of the Act, shall be in the form or to the effect of Form numbered 56 in the schedule annexed hereto. Every expert so nominated shall, by writing, under his hand, either on the nomination paper or separate therefrom, signify his consent to act as assessor. The nomination paper shall be lodged with the Clerk of Awards or Clerk of the Court, as the case may be, without fee.

67. If any assessor dies, resigns, or refuses to act, the party or parties nominating him may forthwith nominate another expert in his place: Provided that the proceedings shall not abate or be affected by any such vacancy.

68. The party or parties nominating an assessor shall pay such assessor's fee.

SOCIETIES OF GOVERNMENT RAILWAY SERVANTS.

Section 108 of Act.

69. The industrial union named in Section 108, Clause (a), of the Act and any industrial union included in Clause (b) of the same section shall be composed of Government railway servants only.

Section 109 of Act.

70. The petition to be filed with the Clerk of the Court under Section 109 of the Act shall be in Form numbered 57 in the schedule annexed hereto, and shall be accompanied by the certificate in Form 41, and consent in Form 42, described in Regulation 39.

SEAL.

Section 112 (6) of Act.

71. For the purposes of the Act a rubber stamp which contains the device set forth in the rules of an industrial union, industrial association, or registered trades and labour council, shall be deemed to be included in the term "seal."

Section 111 (1) of Act.

72. The seal of the Court of Arbitration shall bear the following device:—

The Royal Arms with the words "The Seal of the Court of Arbitration" around or above, and the words "Western Australia" below.

FEES.

Sections 54, 83, and 112 (7) of Act.

73. The following fees shall be payable under the Act and these Regulations, and (in the first instance) by the person or party on whose application the matter referred to is done:—

	s.	d.
(a.) For filing a duplicate original of an industrial agreement under Sections 24 or 27 of Act	5	0
(b.) For filing an application or petition for a reference or other matter to Board or Court	2	6
(c.) For filing any other document with Clerk of Awards, Clerk of Court, or Registrar	2	6
(d.) For issue of a summons (including, in case of a Court summons, the seal of Court)	2	6
(e.) For affixing seal of Court	2	6
(f.) For supplying a certified copy of the Report or recommendation of the Board under Section 53 of the Act (other than the first copy to each of the parties)	3	0
(g.) For supplying a certified copy of the Award of the Court under Section 83 of the Act (other than the first copy to each of the parties)	3	0
(h.) For supplying a certified copy of an Order of the Court	3	0
(i.) For every document required to be authenticated by the Registrar not chargeable with any other fee	2	6

- (j.) For every inspection on the same day of documents (whether one or more) in the custody of the Registrar, the Clerk of the Court, or a Clerk of Awards, relating to one and the same union, association, council, or branch 1 0
- (k.) For every copy or extract of any document not exceeding 216 words, 1s.; and, if exceeding that number, 4d. per folio of 72 words, in addition to the fee for authentication.
- (l.) When a dispute which has been before the Board is referred to the Court, under Section 56 of the Act, the applicants shall pay between them, in addition to the filing fee, the cost, according to the scale in clause (k.) above, of three copies (prepared by the Clerk of the Court or otherwise) of the notes of evidence taken before the board.
- (m.) In procedure for obtaining evidence at a distance, the fees prescribed under "The Supreme Court Act, 1880," and any amendment thereof.

74. No fee shall be payable for any of the following matters:—

- The registry of an industrial union or any branch thereof, an industrial association, or a trades and labour council.
- The registry of an amendment of rules.
- The cancelling or withdrawal of certificate of registry.
- Any notice of change of registered office.
- Any document or copy of document supplied to a public department.
- Any document in respect of which a fee is already chargeable under or by virtue of the Act or of any other Statute.
- The first copy of the Report or recommendation of a Board of Conciliation supplied to each of the parties interested.
- The first copy of the Award or Order of the Court supplied to each of the parties interested.
- The Registrar may also dispense with the fee for inspection of documents in cases where he may consider it for the public interest so to do.

75. All fees which may be received by the Registrar of Friendly Societies, Clerk of Awards, Clerk of Court, or other officer, under or by virtue of the Act and these Regulations, shall be paid into the Treasury to the credit of the general revenue.

Section 112 (8) of Act.

76. The fees payable to each member of the Court of Arbitration (other than the President) and to the chairman and each member of the Board of Conciliation, or any special Board of Conciliators shall be as follow:—

For each day's actual sitting of the Court or Board, as the case may be, and for each other day travelling within the State to and from the town in which he resides, for the purpose of attending the sitting of the Court or Board—

	£	s.	d.
Each member of Court	1	10	0
Chairman and each member of Board ...	1	1	0

Provided that if the sitting is held at a place which is more than 25 miles distant from the town in which he resides the fee for each day's actual sitting shall be—

	£	s.	d.
Each member of Court	2	0	0
Chairman and each member of Board ...	1	11	0

In addition to the foregoing fees, the cost actually paid or incurred in respect of fare for passage within the State by rail, vessel, or coach, to and from the town in which he resides, shall in each case be paid. In cases where the sitting of the Board commences later than five o'clock in the afternoon, such less sum may be paid as the Minister deems reasonable. When a sitting of the Board or Court extends beyond five hours actual sitting the first five hours shall be taken as one sitting, and every complete hour and portion of an hour in excess of such five hours shall be paid for in all cases at the rate of 4s. per hour.

Section 112 (6) of Act.

77. When anything is required to be in any of the Forms in the schedule annexed hereto, it shall be sufficient if it be to the like effect, and any such forms may be modified by the authority of the Registrar of Friendly Societies to suit particular cases, and the Registrar of Friendly Societies may require further evidence by statutory declaration in addition to that prescribed by these Regulations in any case in which to him it may seem expedient. The Registrar may dispense with the obligation to supply a duplicate of any document where such obligation is imposed only by the Regulations.

AUTHENTICATION OF DOCUMENTS BY REGISTRAR.

78. Every document under the "Industrial Conciliation and Arbitration Act, 1902," bearing the seal of the Registrar shall be deemed to be duly authenticated for the purposes of the said Act and the Regulations made thereunder.

INSPECTION OF DOCUMENTS.

79. Documents relating to any industrial union, industrial association, trades and labour council, or branch, in the custody of the Registrar, the Clerk of the Court, or a Clerk of Awards, may be inspected at their respective offices on application made by any person having an interest in the funds thereof, during office hours, and on payment of the prescribed fees, subject in every case to the approval of the Registrar or other officer, as the case may be.

INTERPRETATION OF TERMS.

80. In these Regulations and the Schedule annexed hereto, the term "Registrar" shall mean the Registrar of Friendly Societies appointed under "The Friendly Societies Act, 1894," and the term "the Act" shall mean "The Industrial Conciliation and Arbitration Act, 1902."

SCHEDULE.

FORM 1 (Reg. 1a).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A SOCIETY AS AN INDUSTRIAL UNION OF WORKERS.

Name of Society*.....

To the Registrar of Friendly Societies.

Application to register a Society as an Industrial Union of Workers under the above-named Act, under the above name, is made by the officers thereof whose names are subscribed at the foot hereof.

- 1. The Society is one having branches. †
2. The number of members of the Society (other than honorary) exceeds 14.
3. The members of the Society are associated for the purpose of protecting or furthering the interests of workers in or in connection with the following specified industry (or industries) in Western Australia, namely ‡.....
4. To the best of our belief there is no industrial union in the same locality in which this Society is situated, and connected with the aforesaid industry or industries, or any of them, to which the members of this Society may conveniently belong.
5. The matters hereinafter mentioned are provided for in the Rules of the Society as follow, that is to say:—

- (1.) The name of the Society, in Rule No.....
(2.) The registered office of the Society, at which place the business shall be conducted, in Rule No.....
(3.) The whole of the purposes for which the Society is formed, in Rule No.....
(4.) The appointment and removal of a committee of management (by the name of.....), in Rule No....., and the powers and duties of the said committee in Rule No.....
(5.) The appointment and removal, and powers and duties of a trustee or trustees (if any), in Rule No.....
(6.) The appointment of a chairman, in Rule No.....; the appointment of a secretary, in Rule No.....; and the appointment of a treasurer, in Rule No.....
(7.) The appointment of other officers, in Rule No.....
(8.) The supplying of any vacancy occurring in each of the positions or offices included in sub-clauses (4) to (7) above by death, resignation, or other cause, in Rules Nos.....

* The name of the Society must contain the words "union of workers," the name of the industry in connection with which it is formed, and the locality in which the majority of its members reside or exercise their calling.
† If the Society is not one with branches, a line should be drawn through this statement.
‡ Insert the industry or industries in which the members are engaged.

- (9.) The powers, duties, and removal of the chairman, in Rule No.....; of the secretary, in Rule No.....; of the treasurer, in Rule No.....; and of other officers, in Rules Nos.....
 - (10.) The manner of calling general or special meetings, in Rule No....., and the quorum thereat, in Rule No.....
 - (11.) The manner of voting at general or special meetings, in Rule No.....
 - (12.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
 - (13.) The mode in which industrial agreements and all deeds and instruments shall be made and executed on behalf of the Society, in Rule No....., and the manner in which the Society shall be represented in proceedings before a board of conciliation or the court of arbitration, in Rule No.....
 - (14.) The device, custody, and use of the seal of the Society, in Rule No.....
 - (15.) The control of the property belonging to the Society, in Rule No.....
 - (16.) The investment of the funds, in Rule No.....
 - (17.) The keeping of the accounts, in Rule No.....
 - (18.) The audit of the accounts at least once every year, in Rule No.....
 - (19.) The inspection of the books and register of members of the Society by every person having an interest in the funds of the Society, in Rule No.....
 - (20.) The keeping by the Society of a register of the members, in Rule No.....; the purging of such register by striking off members in arrears of dues for not exceeding 12 months, in Rule No.....; and that such members when struck off shall not be free from arrears due, in Rule No.....
 - (21.) The terms and qualifications on which persons shall become or cease to be members, in Rule No.....
 - (22.) That no person shall be a member of the Society who is not a worker within the meaning of the Act, and is under 16 years of age, in Rule No.....
 - (23.) That no member shall discontinue his membership without giving at least three months' previous written notice to the secretary of his intention so to do, nor until such member has paid all fees, fines, levies, or other dues payable by him to the Society under its rules, or has obtained a clearance card duly issued in accordance with the rules, in Rule No.....
 - (24.) That all moneys payable by the members, in so far as they are owing for any period of membership subsequent to the registration of the Society under the Act, may be sued for and recovered in the name of the Society in any Court of competent jurisdiction by the secretary or treasurer or by any person who is authorised in that behalf by the rules, in Rule No.....
 - (25.) That no part of the funds or property of the Society shall be paid or applied for, or in connection with, or to aid or assist any person or persons engaged in any strike or lock-out within Western Australia, in Rule No.....
 - (26.) That all industrial disputes in which the Society or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
 - (27.) The furnishing to the Registrar by the Secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure and balance sheet of the assets and liabilities of the Society, made up to the date of closing such accounts, in Rule No.....
 - (28.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Society, as at the close of the last preceding month, with their addresses and any other particulars required by the Registrar, such list being verified by statutory declaration of the chairman or secretary, in Rule No.....
6. With this application are sent:—
- (a) A list of the names of the members, officers, and trustees (if any) of the Society with their addresses.
 - (b) Two copies of the Rules of the Society, each copy signed by each of the undersigned applicants.
 - (c) A copy of a resolution passed by a majority of the members present, in person or by proxy, at a general meeting of the Society, specially called in accordance with the rules for such purpose, and desiring registration as an Industrial Union of Workers.
 - (d) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

† 1.....Chairman or President.
 † 2.....
 † 3.....
 † 4.....Secretary.

Postal address of Secretary.....

Dated this.....day of....., 190 .

FORM 2 (Reg. 1b).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A SOCIETY AS AN INDUSTRIAL ASSOCIATION OF WORKERS.*

Name of Society.....

To the Registrar of Friendly Societies.

Application to register a Society as an Industrial Association of Workers under the above-named Act, under the above name, is made by the officers thereof whose names are subscribed at the foot hereof.

1. The Society represents not less than two industrial unions of workers.
2. The matters hereinafter mentioned are provided for in the Rules of the Society as follow, that is to say :—

- (1.) The name of the Society, in Rule No.....
- (2.) The registered office of the Society, at which place the business shall be conducted, in Rule No.....
- (3.) The whole of the purposes for which the Society is formed, in Rule No.....
- (4.) The appointment and removal of a committee of management (by the name of _____), in Rule No....., and the powers and duties of the said committee, in Rule No.....
- (5.) The appointment and removal and powers and duties of a trustee or trustees (if any), in Rule No.....
- (6.) The appointment of a chairman, in Rule No.....; the appointment of a Secretary, in Rule No.....; and the appointment of a Treasurer, in Rule No.....
- (7.) The appointment of other officers, in Rule No.....
- (8.) The supplying of any vacancy occurring in each of the positions or offices included in Sub-clauses (4) to (7) above by death, resignation, or other cause, in Rules Nos.....
- (9.) The powers, duties, and removal of the chairman, in Rule No.....; of the Secretary, in Rule No.....; of the Treasurer, in Rule No.....; and of other officers, in Rules Nos.....
- (10.) The manner of calling General or Special Meetings, in Rule No....., and the quorum thereat, in Rule No.....
- (11.) The manner of voting at General or Special Meetings, in Rule No.....
- (12.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
- (13.) The mode in which industrial agreements and all deeds and instruments shall be made and executed on behalf of the Society, in Rule No....., and the manner in which the Society shall be represented in proceedings before a Board of Conciliation or the Court of Arbitration, in Rule No.....
- (14.) The device, custody, and use of the seal of the Society in Rule No.....
- (15.) The control of the property belonging to the Society, in Rule No.....
- (16.) The investment of the funds, in Rule No.....
- (17.) The keeping of the accounts, in Rule No.....
- (18.) The audit of the accounts at least once every year, in Rule No.....
- (19.) The inspection of the books of the Society and register of members and unions by every person having an interest in the funds of the Society, in Rule No.....
- (20.) The keeping by the Society of a register of the members and industrial unions represented thereon, in Rule No....., the purging of such register by striking off members and unions in arrears of dues for not exceeding 12 months, in Rule No....., and that such members and unions when struck off shall not be free from arrears due, in Rule No.....
- (21.) The terms and qualifications on which persons and industrial unions of workers shall become or cease to be members or be represented, in Rule No.....
- (22.) That no part of the funds or property of the Society shall be paid or applied for or in connection with or to aid or assist any person or persons engaged in any strike or lockout within Western Australia, in Rule No.....
- (23.) That all industrial disputes in which the Society or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
- (24.) The furnishing to the Registrar by the secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure and balance-sheet of the assets and liabilities of the Society made up to the date of closing such accounts, in Rule No.....
- (25.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Society, with their addresses, and of the industrial unions represented on the Society, as at the close of the last preceding month, such list being verified by statutory declaration of the chairman or secretary, in Rule No.....

* This Form is to be used when applying for registry of any "council or other body" included under Section 21, Subsection (1) of Act.

3. With this application are sent:—

- (a.) A list of the names of the industrial unions represented on the Society, and of the members, officers, and trustees (if any) of the Society, with their addresses.
- (b.) Two copies of the Rules of the Society, each copy signed by each of the undersigned applicants.
- (c.) A copy of a resolution passed by a majority of the members present, in person or by proxy, at a general meeting of the Society specially called in accordance with the Rules for such purpose, and desiring registration as an Industrial Association of Workers.
- (d.) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

§ 1.Chairman or President.
 § 2.
 § 3.
 § 4.Secretary.

Postal address of secretary.....

Dated this.....day of.....,190 .

§ Signature of at least two officers of the society.

FORM 3 (Reg. 1 (c.)).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A TRADES AND LABOUR COUNCIL.*

Name of Council.....

To the Registrar of Friendly Societies.

Application to register a Trades and Labour Council under the above-named Act, under the above name, is made by the officers thereof whose names are subscribed at the foot hereof.

1. The Council represents not less than two industrial unions of workers which are not for the time being represented upon an industrial association.

2. There is apart from this Council no registered trades and labour council within theIndustrial District.

3. The matters hereinafter mentioned are provided for in the Rules of the Council as follow, that is to say:—

- (1.) The name of the Council, in Rule No.....
- (2.) The registered office, at which place the business shall be conducted, in Rule No.....
- (3.) The whole of the purposes for which the Council is formed, in Rule No.....
- (4.) The appointment and removal of a committee of management (by the name of.....), in Rule No.....; and the powers and duties of the said committee, in Rule No.....
- (5.) The appointment and removal, and powers and duties of a trustee, or of trustees (if any), in Rule No.....
- (6.) The appointment of a Chairman, in Rule No.....; the appointment of a Secretary, in Rule No.....; and the appointment of a Treasurer, in Rule No.....
- (7.) The appointment of other officers, in Rule No.....
- (8.) The supplying of any vacancy occurring in each of the positions or offices included in Sub-clauses (4) to (7) above by death, resignation, or other cause, in Rules Nos.....
- (9.) The powers, duties, and removal of the Chairman, in Rule No.....; of the Secretary, in Rule No.....; of the Treasurer, in Rule No.....; and of other officers, in Rules Nos.....
- (10.) The manner of calling General or Special Meetings, in Rule No....., and the quorum thereat, in Rule No.....
- (11.) The manner of voting at General or Special Meetings, in Rule No.....
- (12.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
- (13.) The mode in which industrial agreements and all deeds and instruments shall be made, and executed on behalf of the Council, in Rule No....., and the manner in which the Council shall be represented in proceedings before a Board of Conciliation or the Court of Arbitration, in Rule No.....
- (14.) The device, custody, and use of the seal of the Council, in Rule No.....
- (15.) The control of the property belonging to the Council, in Rule No.....
- (16.) The investment of the funds, in Rule No.....
- (17.) The keeping of the accounts, in Rule No.....
- (18.) The audit of the accounts at least once every year, in Rule No.....

* This Form is to be used when applying for registry of a trades and labour council under Section 21, Subsection (2) of Act.

- (19.) The inspection of the books and register of members and unions of the Council by every person having an interest in the funds thereof, in Rule No.....
- (20.) The keeping by the Council of a register of the members and industrial unions represented thereon, in Rule No.....; the purging of such register by striking off members and unions in arrears of dues for not exceeding 12 months, in Rule No.....; and that such members and unions when struck off shall not be free from arrears due, in Rule No.....
- (21.) The terms and qualifications on which persons and unions shall become or cease to be members or be represented, in Rule No.....
- (22.) That no part of the funds or property of the Council shall be paid or applied for, or in connection with, or to aid or assist any person or persons engaged in any strike or lock-out within Western Australia, in Rule No.....
- (23.) That all industrial disputes in which the Council or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
- (24.) The furnishing to the Registrar by the Secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure, and balance-sheet of the assets and liabilities of the Council made up to the date of closing such accounts, in Rule No.....
- (25.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Council, with their addresses, and of the industrial unions represented on the Council, as at the close of the last preceding month, such list being verified by statutory declaration of the Chairman or Secretary, in Rule No.....
3. With this application are sent :—
- (a.) A list of the names of the industrial unions represented on the Council, and of the members, officers, and trustees (if any) of the Council, with their addresses.
- (b.) Two copies of the rules of the society, each copy signed by each of the undersigned applicants.
- (c.) A copy of a resolution passed by a majority of the members present in person, or by proxy, at a general meeting of the Council, specially called in accordance with the rules for such purpose, and desiring registration as a Trades and Labour Council.
- (d.) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

§ 1. { Chairman *or*
 § 2. { President.
 § 3.
 § 4. Secretary.

Postal Address of Secretary.....

Dated this..... day of....., 190 .

§ Signatures of at least two officers of the Society.

FORM 4 (Reg. 1 (d)).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A SOCIETY AS AN INDUSTRIAL UNION OF EMPLOYERS.

Name of Society*.....

To the Registrar of Friendly Societies.

Application to register a Society as an Industrial Union of Employers under the above-named Act, under the above name, is made by the officers thereof whose names are subscribed at the foot hereof.

1. The Society is one having branches.†
2. The number of members of the society (other than honorary) exceeds one.
3. The members of the society have in the aggregate throughout the six months next preceding the date of this application employed on an average, taken per month, not less than fifty workers.
4. The members of the Society are associated for the purpose of protecting or furthering the interests of employers in or in connection with the following specified industry (*or* industries) in Western Australia, namely ‡.....
5. The matters hereinafter mentioned are provided for in the rules of the Society as follow, that is to say:—

- (1.) The name of the society, in Rule No.....
- (2.) The registered office of the society, at which place the business shall be conducted, in Rule No.....

*The name of the society must contain the words "union of employers," and (except in the case of an incorporated company) the name of the industry in connection with which it is formed, and the locality in which the majority of its members reside or exercise their calling.

† If the society is not one with branches, a line should be drawn through this statement.

‡ Insert the industry or industries in which the members are engaged.

- (3.) The whole of the purposes for which the Society is formed, in Rule No.....
 - (4.) The appointment and removal of a committee of management (by the name of.....), in Rule No....., and the powers and duties of the said committee, in Rule No.....
 - (5.) The appointment and removal, and powers, and duties of a trustee or trustees (if any) in Rule No.....
 - (6.) The appointment of a Chairman, in Rule No.....; the appointment of a Secretary, in Rule No.....; and the appointment of a Treasurer, in Rule No.....
 - (7.) The appointment of other officers, in Rule No.....
 - (8.) The supplying of any vacancy occurring in each of the positions or offices included in sub-clauses (4) to (7) above by death, resignation, or other cause, in Rules Nos.....
 - (9.) The powers, duties, and removal of the Chairman, in Rule No.....; of the Secretary, in Rule No.....; of the Treasurer, in Rule No.....; and of other officers, in Rules Nos.....
 - (10.) The manner of calling general or special meetings, in Rule No....., and the quorum thereat, in Rule No.....
 - (11.) The manner of voting at general or special meetings, in Rule No.....
 - (12.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
 - (13.) The mode in which industrial agreements and all deeds and instruments shall be made and executed on behalf of the Society, in Rule No.....; and the manner in which the society shall be represented in proceedings before a board of conciliation or the court of arbitration, in Rule No.....
 - (14.) The device, custody, and use of the seal of the Society, in Rule No.....
 - (15.) The control of the property belonging to the Society, in Rule No.....
 - (16.) The investment of the funds, in Rule No.....
 - (17.) The keeping of the accounts, in Rule No.....
 - (18.) The audit of the accounts at least once every year, in Rule No.....
 - (19.) The inspection of the books and register of members of the Society by every person having an interest in the funds of the Society, in Rule No.....
 - (20.) The keeping by the Society of a register of the members, in Rule No.....; the purging of such register by striking off members in arrears of dues for not exceeding 12 months, in Rule No.....; and that such members when struck off shall not be free from arrears due, in Rule No.....
 - (21.) The terms and qualifications on which persons shall become or cease to be members, in Rule No.....
 - (22.) That no person shall be a member of the Society who is not an "employer" within the meaning of the Act, in Rule No.....
 - (23.) That no member shall discontinue his membership without giving at least three months' previous written notice to the Secretary of his intention so to do, nor until such member has paid all fees, fines, levies, or other dues payable by him to the Society under its rules, or has obtained a clearance card duly issued in accordance with the rules, in Rule No.....
 - (24.) That all moneys payable by the members, in so far as they are owing for any period of membership subsequent to the registration of the Society under the Act, may be sued for and recovered in the name of the Society in any court of competent jurisdiction by the Secretary or Treasurer, or by any person who is authorised in that behalf by the rules, in Rule No.....
 - (25.) That no part of the funds or property of the Society shall be paid or applied for or in connection with or to aid or assist any person or persons engaged in any strike or lock-out within Western Australia, in Rule No.....
 - (26.) That all industrial disputes in which the Society or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
 - (27.) The furnishing to the Registrar by the Secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure and balance-sheet of the assets and liabilities of the Society made up to the date of closing such accounts, in Rule No.....
 - (28.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Society as at the close of the last preceding month, with their addresses, and any other particulars required by the Registrar, such list being verified by statutory declaration of the Chairman or Secretary, in Rule No.....
6. With this application are sent:—
- (a.) A list of the names of the members, officers, and trustees (if any) of the Society, with their addresses.
[In the case of a co-partnership firm the name of each individual partner is entered as a member, as per Section 8 (1) of Act.]
 - (b.) Two copies of the rules of the Society, each copy signed by each of the undersigned applicants.

- (c.) A copy of a resolution passed by a majority of the members present in person, or by proxy, at a general meeting of the Society specially called in accordance with the rules for such purpose, and desiring registration as an industrial union of employers.
- (d.) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

‡ 1.....Chairman or President.
 ‡ 2.....Treasurer.
 ‡ 3.....
 ‡ 4.....Secretary.

Postal address of Secretary.....

Dated this.....day of..... 190

‡ Signatures of at least two officers of the Society.

FORM 5 (REG. 1 (e)).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A SOCIETY AS AN INDUSTRIAL ASSOCIATION OF EMPLOYERS.

Name of Society.....

To the Registrar of Friendly Societies.

Application to register a Society as an Industrial Association of Employers under the above-named Act, under the above name, is made by the officers thereof, whose names are subscribed at the foot hereof.

1. The Society represents not less than two industrial unions of employers.
2. The matters hereinafter mentioned are provided for in the Rules of the Society as follow, that is to say:—

- (1.) The name of the Society, in Rule No.....
- (2.) The registered office of the Society, at which place the business shall be conducted, in Rule No.....
- (3.) The whole of the purposes for which the Society is formed, in Rule No.....
- (4.) The appointment and removal of a committee of management (by the name of.....;, in Rule No.....; and the powers and duties of the said committee, in Rule No.....
- (5.) The appointment and removal, and powers and duties of a trustee or of trustees (if any), in Rule No.....
- (6.) The appointment of a Chairman, in Rule No.....; the appointment of a Secretary, in Rule No.....; and the appointment of a Treasurer, in Rule No.....
- (7.) The appointment of other officers, in Rule No.....
- (8.) The supplying of any vacancy occurring in each of the positions or offices included in Sub-clauses (4) to (7) above by death, resignation, or other cause, in Rules Nos.....
- (9.) The powers, duties, and removal of the Chairman, in Rule No.....; of the Secretary, in Rule No.....; of the Treasurer, in Rule No.....; and of other officers, in Rules Nos.....
- (10.) The manner of calling General or Special Meetings, in Rule No.....; and the quorum thereat, in Rule No.....
- (11.) The manner of voting at General or Special Meetings, in Rule No.....
- (12.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
- (13.) The mode in which industrial agreements and all deeds and instruments shall be made and executed on behalf of the Society, in Rule No.....; and the manner in which the Society shall be represented in proceedings before a Board of Conciliation or the Court of Arbitration, in Rule No.....
- (14.) The device, custody, and use of the seal of the Society, in Rule No.....
- (15.) The control of the property belonging to the Society, in Rule No.....
- (16.) The investment of the funds, in Rule No.....
- (17.) The keeping of the accounts, in Rule No.....
- (18.) The audit of the accounts at least once every year, in Rule No.....
- (19.) The inspection of the books of the Society and register of members and unions by every person having an interest in the funds of the Society, in Rule No.....
- (20.) The keeping by the Society of a register of the members and industrial unions represented thereon, in Rule No.....; the purging of such register by striking off members and unions in arrears of dues for not exceeding 12 months, in Rule No.....; and that such members and unions when struck off shall not be free from arrears due, in Rule No.....
- (21.) The terms and qualifications on which persons and industrial unions of employers shall become or cease to be members, in Rule No.....

- (22.) That no part of the funds or property of the Society shall be paid or applied for or in connection with or to aid or assist any person or persons engaged in any strike or lock-out within Western Australia, in Rule No.....
- (23.) That all industrial disputes in which the Society or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
- (24.) The furnishing to the Registrar by the Secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure and balance-sheet of the assets and liabilities of the Society made up to the date of closing such accounts, in Rule No.....
- (25.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Society, with their addresses, and of the industrial unions represented on the Society, as at the close of the last preceding month, such list being verified by statutory declaration of the Chairman or Secretary, in Rule No.

3. With this application are sent:—

- (a.) A list of the names of the industrial unions represented on the Society, and of the members, officers, and trustees (if any) of the Society, with their addresses.
- (b.) Two copies of the rules of the Society, each copy signed by each of the undersigned applicants.
- (c.) A copy of a resolution passed by a majority of the members present, in person or by proxy, at a general meeting of the society, specially called in accordance with the rules for such purpose, and desiring registration as an industrial association of employers.
- (d.) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

- § 1. Chairman or President.
- § 2.
- § 3.
- § 4. Secretary.

Postal Address of Secretary.

Dated this day of 190 .

§ Signatures of at least two officers of the Society.

FORM 6 (Regs. 1 (f.) & 4).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER A COMPANY UNDER THE ABOVE-NAMED ACT.

Name of Company.....

To the Registrar of Friendly Societies.

1. Application to register a Company as an Industrial Union of Employers under the above-named Act, under the above name, is made under the seal of the Company, and pursuant to a resolution of the board of directors, by the manager or other principal executive officer thereof in Western Australia, whose name is subscribed at the foot hereof.

2. The Company is incorporated under "The Companies Act, 1893" [*or is a foreign Company within the meaning of "The Companies Act, 1893"*].

3. The Company has in the aggregate, throughout the six months next preceding the date of this application, employed on an average, taken per month, not less than fifty workers.

4. The memorandum, articles of association, or rules of the Company do not expressly forbid the registration of the Company as an Industrial Union of Employers.

5. The address of the registered office of the Company in Western Australia is.....

6. With this application are sent:—

- (a.) A list containing the names of the directors and of the manager or other principal executive officer of the Company in Western Australia.
- (b.) Two copies of the memorandum and articles of association or rules of the Company, each copy signed by the undersigned applicant.
- (c.) A copy of the resolution of the board of directors described in Clause 1 of this application.
- (d.) A certified copy of the certificate of incorporation or other evidence satisfactory to the Registrar of Friendly Societies of the registration or incorporation of the Company.
- (e.) A statutory declaration by the applicant verifying such list, copies of memorandum and articles of association, or rules and copy of resolution.

..... { Manager (*or other Principal Executive Officer in Western Australia.*)

[Seal of Company.] Countersigned.....Secretary.

Postal Address of Secretary.....

Dated this.....day of....., 190 .

general meeting thereof, specially called in accordance with the rules for such purpose, and held on the.....day of....., 190 :-

"That the.....desires to be registered as an industrial*under 'The Industrial Conciliation and Arbitration Act, 1902'; and that the officers, or two of them, are [or in case of a Company, the manager in Western Australia is] hereby directed to make application for such registration."

†
†

....., Secretary or Manager.

Dated this.....day of....., 190 .

* Union or Association, or Trades and Labour Council.

† If the Resolution is passed in a different form, it must be inserted here in lieu of the above.

FORM 9 (Regs. 2 (d), 3 (d)).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

DECLARATION ON APPLICATION FOR REGISTRY VERIFYING DOCUMENTS.

Name of Society

*I.....of†.....do solemnly and sincerely declare as follows, that is to say :-

(1.) That I am†.....of the above-named Society.

(2.) That to the best of my knowledge and belief the documents accompanying the application for registration attached hereto are correct and complete, and particularly that :-

(a.) The list in Form 7 is prepared in accordance with the Act and Regulations.

(b.) The two copies of rules are true copies of the rules duly passed by the Society.

(c.) The resolution desiring registry, given in Form 8, was duly passed by the Society.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in }
the State of Western Australia, this }
.....day of } §.....
....., 190 , before me, }
.....J.P. }

* Name in full. † Address and occupation. ‡ Chairman, Secretary, or other officer. § Signature.

FORM 10 (Regs. 3 (a) and 13).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

LIST OF THE INDUSTRIAL UNIONS REPRESENTED ON, AND OF THE OFFICERS AND TRUSTEES OF, AN INDUSTRIAL ASSOCIATION OR COUNCIL.

Name of Industrial Association [or Council].....

To the Registrar of Friendly Societies.

The following is a complete list of the officers and trustees, with their addresses, of the above-named Industrial Association [or Trades and Labour Council], and of the Industrial Unions which are represented on the above-named Association [or Council] as at the.....day of....., 190 .

Table with 2 columns: Name, Address. Rows include Chairman, Vice-Chairman, Treasurer, Secretary, Trustee, and multiple empty rows for other officers.

The Industrial Unions which are represented on the above-named Association [or Council] are as follow :—

.....
.....
.....
.....
.....

Signature of Secretary

I, *, of †, do solemnly and sincerely declare as follows, that is to say :—

- 1. That I am Chairman [or Secretary] of the above-named Association [or Council].
- 2. That, to the best of my knowledge and belief :—
 - (a.) The above list is correct and complete in every particular.
 - (b.) The subscriptions or dues of no member, officer, or union included in such list are 12 months in arrears.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in
the State of Western Australia, this.....
day of....., 190 , ‡
before me,
J.P.

* Name in full.

† Address and occupation.

‡ Signature.

FORM 11 (Regs. 4 (a) and 13).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

LIST OF THE NAMES OF THE DIRECTORS AND MANAGER IN W.A. OF A COMPANY.

Name of Company.....

To the Registrar of Friendly Societies.

The following is a complete list of the Directors and of the Manager or other principal executive officers in Western Australia, with their addresses, of the above-named Company, as at the.....day of....., 190 .

	Name.	Address.
Director		
"		
"		
"		
"		
Manager or other principal Executive Officer in W.A. }		

Signature of Secretary or Manager.....

I, *, of †, do solemnly and sincerely declare as follows, that is to say :—

- (1.) That I am Manager (or other principal Executive Officer in Western Australia) of the above-named Company.
- (2.) That the above list is, to the best of my knowledge and belief, correct and complete in every particular.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in
the State of Western Australia, this.....
..... day of
190 , before me,
J.P.

* Name in full.

† Address and occupation.

‡ Signature.

FORM 12 (Reg. 4 (e)).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

DECLARATION ON APPLICATION FOR REGISTRY OF A COMPANY.

Name of Company.....

I*.....of †.....do solemnly and sincerely declare as follows, that is to say:—

- (1.) That I am ‡..... in Western Australia, of the above-named.....
(2.) That, to the best of my knowledge and belief, the documents accompanying the application for registration attached hereto are correct and complete, and particularly that:—
(a.) The list in Form 11 is prepared in accordance with the Act and Regulations.
(b.) The two copies of the Memorandum and Articles of Association are a true copy of the existing Memorandum and Articles of Association of the Company.
(c.) The resolution desiring registry in Form 8 was duly passed by the Board of Directors of the Company.
(d.) The registered office of the Company in Western Australia is at..... Street,.....in the.....of.....

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in }
the State of Western Australia, }
this.....day of.....190 , } §.....
before me, }
.....J.P. }

* Name in full. † Address and occupation. ‡ Manager or other Principal Executive Officer. § Signature.

FORM 13 (Reg. 5).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF APPLICATION FOR REGISTRY.

Notice is hereby given that the Registrar of Friendly Societies has received an application for registration under the above-named Act from the following Society or Union:—

Any objection which it is desired to lodge against such registration must be sent to the Registrar of Friendly Societies on the Form provided at foot hereof, and must, in order to be considered by him, be delivered to him before the expiry of seven days from the date of this notice.

To the Secretary.....
.....Registrar of Friendly Societies.

Dated this.....day of....., 190 .

OBJECTION TO REGISTRATION.*

Name of Society.....

To the Registrar of Friendly Societies.

I, the Secretary of the above-named Society, am directed to acknowledge the receipt of the Notice of Application for Registration under "The Industrial Conciliation and Arbitration Act, 1902," of the

and to lodge the following objection to such registration on the following grounds, viz. :—

[State particulars and reasons for objection.]

Dated this.....day of....., 190 .
.....Secretary.

* This part should be detached and returned to the Registrar of Friendly Societies, when there is an objection to the registration. When there is no objection, no reply is necessary.

FORM 14 (Reg. 6).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF REFUSAL TO REGISTER UNDER SECTION 10.

Notice is hereby given that, in accordance with Section 10, Subsection (1), of the above-named Act, the Registrar of Friendly Societies refuses to register under the above-named Act the..... Society, for the reason that there exists in the same locality and connected with the same industry an Industrial Union to which the members of the above-named Society may conveniently belong.

To the Secretary of the above-named Society.

....., Registrar of Friendly Societies.

Dated this.....day of....., 190 .

FORM 15 (Reg. 7).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPEAL AGAINST REFUSAL TO REGISTER UNDER SECTION 10.

Name of Society.....

To the Registrar of Friendly Societies.

The following is a copy of a resolution passed by a majority of the members of the above-named Society present at a general meeting thereof, called in accordance with the rules, and held on the.....day of....., 190 :-

“That this Society hereby appeals to the President of the Court of Arbitration against the decision of the Registrar of Friendly Societies to refuse registration to this Society under Section 10 Subsection (1) of ‘The Industrial Conciliation and Arbitration Act, 1902.’ The ground of such appeal is that owing to distance, diversity of interest, and*..... it will be more convenient for the members of this Society to belong to an industrial union separately registered than to belong to any existing industrial union.”

....., Secretary.

Dated this.....day of....., 190 .

To the Clerk of the Court of Arbitration.

The above appeal is hereby forwarded for the direction of the President of the Court under Section 10 (2) of Act.

....., Registrar of Friendly Societies.

* Insert any other substantial reason.

FORM 16 (Reg. 8).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPEAL AGAINST REGISTRY UNDER SECTION 10.

Name of Industrial Union.....

To the Registrar of Friendly Societies.

The following is a copy of a Resolution passed by a majority of the members of the above-named Industrial Union present at a general meeting thereof, called in accordance with the rules, and held on the.....day of....., 190 :-

“That this Industrial Union hereby appeals to the President of the Court of Arbitration against the registration under ‘The Industrial Conciliation and Arbitration Act, 1902,’ of the..... as an Industrial Union on the ground that such registration should have been refused in accordance with Section 10, Subsection (1), of the said Act.”

....., Secretary.

Dated this.....day of....., 190 .

To the Clerk of the Court of Arbitration.

The above appeal is hereby forwarded for the direction of the President of the Court under Section 10 (2) of the Act.

..... Registrar of Friendly Societies.

FORM 17 (Reg. 9).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION FOR REGISTRY OF A BRANCH.

Name of Industrial Union.....

To the Registrar of Friendly Societies.

Application to register a Branch of the above-named Industrial Union under the above-named Act, under the name of the..... is made by the officers of the said Branch whose names are subscribed at the foot hereof.

2. The registered office of the said Branch is intended to be.....
3. The industry or industries in which the members of the Branch are engaged are:—.....
4. The said Branch is governed by the Rules of the above-named Industrial Union, forwarded herewith. [*If the Branch has separate Rules, add and by the Rules of the said Branch, two copies of which are forwarded herewith.*]

5. The matters hereinafter mentioned are provided for in the Rules of the said Industrial Union or Society [and of the said Branch, *as the case may be*] that is to say:—

(*If provided for in the Rules of the Industrial Union or Society, write S, and if in the Branch Rules, write B before the number of the Rule*):—

- (1.) The whole of the purposes for which the Branch is established, in Rule No.....
- (2.) The appointment, removal, powers and duties of the Branch Committee of Management, the Trustees (if any), the Chairman, the Secretary, the Treasurer, and other officers, in Rules Nos.....
- (3.) The supplying of any vacancy occurring in each of the above positions or offices included in sub-clause (2) above by death, resignation, or other cause, in Rules Nos.....
- (4.) The manner of calling General or Special Branch Meetings, in Rule No., and the quorum thereat, in Rule No.....
- (5.) The manner of voting at General or Special Branch Meetings, in Rule No.....
- (6.) The manner of amending, repealing, and altering the rules, and the making of additional rules, in Rule No.....
- (7.) The mode in which industrial agreements and all deeds and instruments shall be made and executed on behalf of the Branch, in Rule No....., and the manner in which the Branch shall be represented in proceedings before a Board of Conciliation or the Court of Arbitration, in Rule No.
- (8.) The device, custody, and use of the seal of the Branch in Rule No.....
- (9.) The control of the property belonging to the Branch, in Rule No.....
- (10.) The investment of the Branch funds, in Rule No.....
- (11.) The keeping of the Branch accounts, in Rule No....., and the audit thereof at least once every year, in Rule No.....
- (12.) The inspection of the books of the Branch by every person having an interest in the funds of the Branch, in Rule No.....
- (13.) The keeping by the branch of a register of the members, in Rule No....., the purging of such register by striking off members in arrears of dues for not exceeding 12 months, in Rule No....., and that such members, when struck off, shall not be free from arrears due, in Rule No.....
- (14.) The terms and qualifications on which persons shall become or cease to be members, in Rule No.....
- (15.) That no member shall discontinue his membership without giving at least three months' previous written notice to the Secretary of his intention so to do, nor until such member has paid all fees, fines, levies, or other dues payable by him to the Branch under its rules, or has obtained a clearance card duly issued in accordance with the rules, in Rule No.....
- (16.) That all moneys payable by the members, in so far as they are owing for any period of membership subsequent to the registration of the Branch under the Act, may be sued for and recovered in the name of the Branch in any Court of competent jurisdiction by the Secretary, or Treasurer, or any person who is authorised in that behalf by the rules, in Rule No.....
- (17.) That no part of the funds or property of the Branch shall be paid or applied for or in connection with or to aid or assist any person or persons engaged in any strike or lockout within Western Australia, in Rule No.....
- (18.) That all industrial disputes in which the Branch or any of its members may be concerned shall, unless settled by mutual consent, be referred for settlement pursuant to the Act, in Rule No.....
- (19.) The furnishing to the Registrar by the Secretary, within one calendar month after the completion of the yearly audit of the accounts, of a duly audited statement of receipts and expenditure and balance-sheet of the assets and liabilities of the Branch made up to the date of closing such accounts, in Rule No.....
- (20.) The furnishing to the Registrar in the months of January and July in every year of a list of the names of the members, officers, and trustees (if any) of the Branch, as at the close of the last preceding month, with their addresses and any other particulars required by the Registrar, such list being verified by statutory declaration of the Chairman or Secretary, in Rule No.....

6. With this application are sent:—

- (a.) A list of the names of the members, officers, and trustees (if any) of the Branch, with their addresses.
- (b.) One copy of the Rules of the said Society [and two copies of the Rules of the said Branch (if any), each copy signed by each of the undersigned applicants].
- (c.) A copy of a resolution passed by a majority of the members present in person or by proxy at a general meeting of the Branch, specially called in accordance with the Rules for such purpose, and desiring registration as a Branch of an Industrial Union.
- (d.) A notice of the establishment of the said Branch in Form numbered 18.
- (e.) A statutory declaration by one of the applicants verifying such list, copies of rules, and copy of resolution.

- * 1....., Chairman of Branch.
- * 2.....
- * 3.....
- * 4....., Secretary of Branch.

Postal address of Branch Secretary,.....
 Countersigned,, Secretary of Society.

Dated this.....day of....., 190 .

* Signature of at least two officers of the Branch.

FORM 18 (Reg. 9).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF ESTABLISHMENT OF A BRANCH.

Name of Society or Industrial Union.....

To the Registrar of Friendly Societies.

- 1. The above-named Society is duly registered and incorporated as an industrial union under the above-named Act.
- 2. A Branch of the said Society is established at....., and is called the.....
- 3. The registered rules of the said Society are the rules under which the said Branch is established and which govern the said Branch.
- 4. An application for the registry of the said Branch is appended hereto.
- 5. The number of persons who are members of the said Branch is.....
- 6. The said Branch is, in the opinion of the Society, of sufficient importance to be separately registered.

....., Secretary of Society.

Dated this.....day of....., 190 .

FORM 19 (Reg. 11).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

I.

CERTIFICATE OF REGISTRY AND INCORPORATION.

I hereby certify that the society called the.....situated in..... is duly registered and incorporated as an industrial union of workers under "The Industrial Conciliation and Arbitration Act, 1902."

Given under my hand this.....day of....., 190 .

.....Registrar of Friendly Societies.

II.

CERTIFICATE OF REGISTRY AND INCORPORATION.

I hereby certify that the society called the....., situated in..... is duly registered and incorporated as an industrial association of workers under "The Industrial Conciliation and Arbitration Act, 1902."

Given under my hand this.....day of.....190 .

.....Registrar of Friendly Societies.

III.

CERTIFICATE OF REGISTRY AND INCORPORATION.

I hereby certify that the society called the.....situated in..... is duly registered and incorporated as a trades and labour council under "The Industrial Conciliation and Arbitration Act, 1902."

Given under my hand this.....day of....., 190 .
Registrar of Friendly Societies.

IV.

CERTIFICATE OF REGISTRY AND INCORPORATION.

I hereby certify that the society called the.....situated in....., is duly registered and incorporated as an industrial union of employers under "The Industrial Conciliation and Arbitration Act, 1902."

Given under my hand this.....day of.....190 .
Registrar of Friendly Societies.

V.

CERTIFICATE OF REGISTRY AND INCORPORATION.

I hereby certify that the society called the....., situated in....., is duly registered and incorporated as an industrial association of employers under "The Industrial Conciliation and Arbitration Act, 1902."

Given under my hand this.....day of....., 190 .
Registrar of Friendly Societies.

FORM 20 (Reg. 12).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21), Section 17.

STATEMENT OF RECEIPTS, EXPENDITURE, ASSETS, AND LIABILITIES OF THE.....SOCIETY FOR THE YEAR ENDED THE....., 190 .

(To be sent to the Registrar of Friendly Societies, Perth, within one calendar month after the completion of the yearly audit of the accounts.)

We hereby certify that we have inspected the securities held by the above-named Society; that we have examined the books, papers, deeds, documents, and accounts thereof; that we have examined this Statement and verified the same with the accounts and vouchers relating thereto, and that the same is found by us to be correct, duly vouched, and in accordance with law.

Date....., 190 . } Signatures
 } of
 } Auditors.

I, the Secretary of the above-named Society, hereby certify :—

- (a.) That this Statement is in every particular, to the best of my knowledge and belief, correct and complete.
- (b.) That the Auditors who have signed this Statement were duly appointed in accordance with the rules.
- (c.) That the name in full, occupation, and place of residence of the Trustees, Auditors, Secretary, and Treasurer are as follow :—

Officer.	Name in full. (Signatures not necessary.)	Occupation.	Place of Residence.
Trustee	...		
"	...		
"	...		
"	...		
Auditor	...		
"	...		
"	...		
Secretary	...		
Treasurer	...		

Signature of Secretary.....
 Postal Address of Secretary.....
 Date....., 190 . [L.S.]

Statement of Receipts and Expenditure.*

ITEMS OF RECEIPT.							£	s.	d.	
Entrance Fees	£	s.	d.		
Contributions †					
Levies					
Interests on Investments					
Income or Rent from Hall or other Freehold Property					
Other Receipts (<i>state particulars</i>)—										
Fines					
Donations					
Sale of Goods					
TOTAL RECEIPTS ...										
ITEMS OF EXPENDITURE.							£	s.	d.	
Relief during Sickness					
Sums payable at Death					
Other Benefits (<i>state particulars</i>)—										
Management—										
Officers' Salaries (Secretary, £.....; Treasurer, £.....; other, £.....)					
Auditors' Fees					
Trustees' and Committee's Expenses					
Guarantee Premiums					
Rates and Taxes, £.....; Insurance, £.....					
Interest, £.....; Legal Expenses, £.....; Bank Charge, £.....					
Cost of Goods					
Rent, £.....; Lighting and Cleaning, £.....					
Printing, Stationery, Postage, and Advertising					
Other Management Expenses (<i>state particulars</i>)—										
Other Expenditure (<i>state particulars</i>)					
Donations					
Furniture					
Repairs					
TOTAL EXPENDITURE										
Difference between Receipts and Expenditure ...										
BALANCE AT BEGINNING OF YEAR ‡										
BALANCE AT END OF YEAR							§			

* If there is more than one fund use a separate form for each fund. † Where separate contributions are made for various objects, the amounts should be separately stated. ‡ This balance must agree with the balance at end of preceding year as on Return for that year. § These amounts must agree.

Balance Sheet of Assets and Liabilities.

LIABILITIES.				ASSETS.			
£	s.	d.		Rate of Interest.	£	s.	d.
				%			
Balance at end of year of—			Invested † on Mortgage at				
General Fund	"				
Bank Overdraft (if any) at.....	Fixed deposit in.....Bank at				
per cent.	{ at Call or Current Ac-				
Owing by Trustees on Mortgage	count in Bank				
(if any) at.....per cent.	Cash in hands of Treas-				
Cash due to Treasurer	urer				
			Cash in hands of other				
			Officers				
Total ...	*		Total	...	*		
OTHER LIABILITIES.				OTHER ASSETS.			
			Contributions outstanding		
			Goods valued at		
			Furniture valued at		

* These amounts must agree.

† State how the funds are invested, whether lent on mortgage, deposited in bank, or otherwise, stating when placed in bank, the name of the bank.

FORM 21 (Reg. 15).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION TO REGISTER AN AMENDMENT OF RULES.

Name of Society.....

To the Registrar of Friendly Societies.

Application to register a partial [or complete] amendment of the rules of the.....is made by the person whose name is subscribed at the foot hereof.

With this application are sent—

- (a.) A copy of the registered rules marked to show where the alterations occur and what they are.
(b.) Two copies of the amendment, each signed by the secretary and another officer of the society.
(c.) Evidence by statutory declaration that the amendment now submitted for registry has been duly made by the society.

Address of Secretary.....Secretary.

Dated this.....day of....., 190.....

FORM 22 (Reg. 15).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

DECLARATION BY SECRETARY OR OTHER OFFICER IN SUPPORT OF AMENDMENT OF RULES.

Name of Society.....

I*.....of†.....do solemnly and sincerely declare as follows, that is to say:—

- 1. That I am‡.....of the above-named Society, and the signature of.....to the amendment of rules annexed hereto is the signature of the.....of the above-named Society.
2. That the amendment of rules annexed hereto has been duly made by the said Society; and, to the best of my knowledge and belief, the due making thereof is not disputed by any member of the Society, or any person claiming to be a member. [If such be the case add, except by.....naming the objectors.]
3. That the amendment annexed hereto is signed by.....who are all officers of the Society.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in the State of Western Australia, this.....day of....., 190....., before me,....., J.P. §.....

* Name in full. † Address and occupation. ‡ Secretary or President, or Chairman or Vice-President, or Vice-Chairman. § Signature.

FORM 23 (Reg. 16).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION BY UNION, ETC., TO CANCEL REGISTRY THEREOF.

Name of Industrial Union, Industrial Association, or Trades and Labour Council.....

To the Registrar of Friendly Societies.

1. The above-named industrial*.....desires that its registry under the above-named Act may be cancelled on the following ground, viz.:—†..... And at a special general meeting duly held on the.....day of....., 190....., it was resolved by a majority of the members present and entitled to vote, as follows: "That the officers be authorised to apply to the Registrar of Friendly Societies for the cancellation of the registry of this industrial*..... under 'The Industrial Conciliation and Arbitration Act, 1902.'"

2. This application is made by two of the officers accordingly.

3. The said cancellation of registration is desired by a majority of the members whose names appear on the books.

....., President.
....., Secretary
(or other officers).

Address of Secretary.....

Dated this.....day of....., 190.....

[Seal of Union or Association.]

N.B.—This form may be used for the application to cancel registry of a branch, but in that case a certificate under the hand of the secretary of the society that its consent has been given thereto must be appended.

* Union, or Association, or Trades and Labour Council. † Give reason for desiring cancellation.

FORM 24 (Regs. 17, 19).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE BEFORE CANCELLATION OF REGISTRY.

To the Secretary of the Industrial Union, Industrial Association, or Trades and Labour Council called the.....

Notice is hereby given that it is the intention of the Registrar of Friendly Societies to proceed on the.....day of....., 190 , to cancel the registration of the above-named industrial*.....under the above-named Act unless cause be shown to the contrary in the meantime.

The ground of such proposed cancellation is as follows:—

....., Registrar of Friendly Societies.
Dated this.....day of....., 190 .

* Union, or Association, or Trades and Labour Council.

FORM 25 (Reg. 18).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION TO CANCEL REGISTRY UNDER SECTION 20 (2).

To the Registrar of Friendly Societies.

1. At a meeting of the*.....duly held on the.....day of....., 190 , it was resolved by a majority of the members present and entitled to vote, as follows:—“That the officers be authorised to apply to the Registrar of Friendly Societies for the cancellation of the registry of the Industrial Union† called the‡.....”

2. This application is made by two of the officers accordingly.

3. The grounds of such application for cancellation are as follow:—

....., President.
....., Secretary
(or other officers).

Address of Secretary.....

Dated this.....day of....., 190 .

* Insert name of Union, Association, or Trades and Labour Council applying. † Association or Trades and Labour Council.
‡ Insert name of Union, Association, or Trades and Labour Council whose cancellation of registry is desired.

FORM 26 (Reg. 19).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF OBJECTION OR DISSATISFACTION *re* CANCELLATION OF REGISTRY.

Name of Industrial Union*.....

1. Notice is hereby given to the Registrar of Friendly Societies that the above-named industrial union* objects to the cancellation under Section 20 (2) of the registration of the above-named industrial union* [or is dissatisfied with the decision of the Registrar of Friendly Societies not to cancel the registry of the.....under Section 20 (2) of the above-named Act].

2.† At a special meeting duly held on the.....day of....., 190 , it was resolved by a majority of the members present and entitled to vote, as follows:—“That the officers be authorised to apply to the Registrar of Friendly Societies that the registry of the said union* be not cancelled, and that the matter be referred for the decision of the President of the Court of Arbitration” [or “That the officers be authorised to express to the Registrar of Friendly Societies the dissatisfaction of this union* with his decision not to cancel the registry of the.....and to apply that the matter be referred for the decision of the President of the Court of Arbitration”].

3. The above application is made by two of the officers accordingly, the grounds of such application being as follow:—

....., President.
....., Secretary
(or other officers).

Dated this.....day of....., 190 .

To the Clerk of the Court of Arbitration,—

The above application is hereby forwarded for the decision of the President of the Court of Arbitration under Section 20 (2) of the Act.

....., Registrar of Friendly Societies.

* Or Association or Trades and Labour Council. † Strike out the part of this clause that does not apply.

FORM 27 (Reg. 19).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF REFERENCE TO PRESIDENT OF COURT UNDER SECTION 20 (2).

To the Secretary of the Industrial Union * called the... Notice is hereby given that an objection having been duly received by me with regard to the cancellation under section 20 (2) of the Industrial Union * called the... [or, notice of dissatisfaction with my decision not to cancel the registration of the... having been duly received by me], the matter has been duly referred for the decision of the President of the Court of Arbitration under Section 20 (2) of the above-named Act.

....., Registrar of Friendly Societies. Dated this.....day of....., 190 .

* Association or Trades and Labour Council.

FORM 28 (Reg. 20).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

CANCELLATION OF REGISTRY.

Name of Industrial Union*..... The registry of the above-named Industrial Union*.....is hereby cancelled at its request [or as the case may be. If thought fit, the ground of the cancelling may be added].

.....Registrar of Friendly Societies. Dated this.....day of.....190 .

* Association or Trades and Labour Council.

FORM 29 (Reg. 21).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

NOTICE OF CHANGE OF REGISTERED OFFICE.

Name of Industrial Union or Association..... To the Registrar of Friendly Societies. Notice is hereby given that the Registered Address of the above-named Industrial *..... is changed from.....and is now.....

Dated this.....day of....., 190 , President. , Secretary (or other officers). Registered this.....day of....., 190 , Registrar of Friendly Societies.

*Union or Association.

FORM 30 (Reg. 22).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION FOR REGISTRATION OF BRANCH OFFICE.

Name of Industrial Union*..... To the Registrar of Friendly Societies. Application is hereby made that, in addition to the Registered Address of the above-named Industrial Union,* situated within the.....Industrial District, the following Branch Office of the said Union,* situated within the.....Industrial District, may be registered, viz. :—.....

Dated this.....day of....., 190 , President. , Secretary. (or other officers).

[SEAL OF UNION.]

Address of Branch Office registered this.....day of....., 190 , Registrar of Friendly Societies.

N.B.—This Form may be used for any change in the Address of the Registered Branch Office.

* Or Association or Trades and Labour Council.

FORM 31 (Regs. 24 and 27).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF CONCURRENCE IN INDUSTRIAL AGREEMENT.

To the Clerk of Awards for the.....Industrial District.

Take notice that*....., the undersigned, hereby signify†.....concurrence as‡.....
in an industrial agreement, dated the.....day of....., 190 , made between.....
and....., and filed at your office and numbered.....

Dated this.....day of....., 190 .

Signature.	Occupation.	Address.

Received this.....day of....., 190 .

.....
Clerk of Awards for the above-named Industrial District.

N.B.—If the industrial agreement was filed in the office of the Registrar of Friendly Societies, this notice must be addressed to and received by him.

* I or We. † My or Our. ‡ Employer or Employers.

FORM 32 (Regs. 25 and 27).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOTICE OF RETIREMENT FROM INDUSTRIAL AGREEMENT.

To the Clerk of Awards for the.....Industrial District.

Take notice that the following Industrial Union [or Industrial Association, or Employer] namely
..... (one of the parties to the Industrial
Agreement dated the.....day of....., 190 , made
between.....and.....
and filed at your office, and numbered....., and which expired on the.....
day of....., 190), will retire from such Agreement, and cease to be a party
thereto at the expiration of 30 days from the date hereof.

Signed on behalf of the above first-named Union [or Association].

.....Chairman.

.....Secretary
(or other Officers).

[SEAL.]

[or signed by the above-named.....Employer.]

Dated this.....day of....., 190 .

FORM 33 (Regs. 28 and 64).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., 21).

APPLICATION FOR ENFORCEMENT OF INDUSTRIAL AGREEMENT.

In the matter of the above-named Act, and in the matter of an Industrial Agreement between
.....and.....
dated the.....day of....., 190..., and filed on the
.....day of....., 190 .

Whereas by the above-named Industrial Agreement it was directed, *inter alia* that
*.....
And whereas a breach of the said agreement has been committed by.....
....., he being one of the parties to such Agreement, or a
person upon whom the said agreement is binding, in that †.....

* Set out terms of matter in question.

† Set out particulars of breach.

Now the Industrial Union [or Association, or Employer] namely being one of the parties to the said agreement, † does hereby apply to the Court of Arbitration for the enforcement of the agreement herein referred to, pursuant to the provisions of the above-named Act.

With this application are forwarded the required Certificate in Form 41, and consent in Form 42.

Dated this.....day of....., 190

Signed by or on behalf of the above-named applicant by :—

[SEAL.] Chairman.
..... Secretary.
..... [or other Officers].
..... [or Employer].

This application filed in my office this.....day of....., 190
..... Clerk of the Court.

† Or the Registrar of Friendly Societies.

FORM 34 (Reg. 30).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOMINATION PAPER, BOARD OF CONCILIATION.

To the Returning Officer, Clerk of Awards, for the.....Industrial District.

*.....of†.....is hereby nominated for election as a Member of the Board of Conciliation for the above-named Industrial District by the Industrial Union named hereunder.

Dated at.....this.....day of....., 190

For the.....Industrial Union of†.....

[SEAL OF UNION.] Chairman or Secretary.

N.B.—This nomination paper, accompanied by the consent paper, must be lodged with the Returning Officer not later than 5 p.m. on the 12th day before the day of election.

* Insert name of nominee. † Insert occupation and address. ‡ Workers or Employers.

FORM 35 (Reg. 30).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

CONSENT PAPER, BOARD OF CONCILIATION.

To the Returning Officer, Clerk of Awards for the.....Industrial District.

I*.....of.....hereby consent to be nominated for election as a Member of the Board of Conciliation for the above-named Industrial District by the.....Industrial Union of †.....

Dated at.....this.....day of....., 190

.....Signature.

* Insert name in full, occupation, and address. † Workers or Employers.

FORM 36 (Reg. 30).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

VOTING PAPER, BOARD OF CONCILIATION.

The.....Industrial Union of*.....having.....votes, hereby votes as follows for the election of Members of the Board of Conciliation for the.....Industrial District :—

Table with 2 columns: Candidate, Votes given. Includes a Total row at the bottom.

Dated this.....day of....., 190

For the above-named Industrial Union—

[SEAL OF UNION.] † Chairman.
† Secretary.

*Workers or Employers. †Signatures of Chairman and Secretary.

NOTE.—This voting paper must be lodged with, or sent by post or otherwise, to the Returning Officer (the Clerk of Awards) at his office so as to reach him not later than 5 p.m. on the day of election.

FORM 37 (Reg. 32).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

ROLL OF INDUSTRIAL UNIONS ENTITLED TO VOTE.

To the Returning Officer, Clerk of Awards for the.....Industrial District.

1. The following is the roll of Industrial Unions entitled to vote at the election of members of the Board of Conciliation of the above-named District, to be held on the.....day of....., 190 , compiled in accordance with Clause 6 of the Schedule to the above-named Act.

2. The number of members in each such Union required under Clause 18 of the said Schedule, according to the last list forwarded in accordance with Section 16 of the above-named Act, is as set forth in the roll opposite to the name of each Union.

Name of Industrial Union.	Number of Members.

Given under my hand this.....day of....., 190 .

[SEAL OF REGISTRAR.]

Registrar of Friendly Societies.

FORM 38 (REG. 36).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

DECLARATION OF OFFICE AND SECRECY, BOARD OF CONCILIATION.

I.....of....., do solemnly and sincerely declare and promise as follows, that if to say :—

1. That I have, as per notice in the Government Gazette of Western Australia, of the.....day of....., 190 , been appointed to the office of Member [or Chairman] of the Board of Conciliation for the.....Industrial District under the above-named Act.

2. That I will faithfully and impartially perform the duties of the said office, and will not, except in the discharge of such duties, disclose any evidence or other matter brought before the said Board of Conciliation.

And I make this solemn declaration, conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her Late Majesty Queen Victoria, No. 12, intituled, " An Ordinance for the Abolition of Unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at..... in the State of Western Australia, this.....day of 190 , before me, J.P.

N.B.—This declaration must be filed with the Registrar of Friendly Societies before the Member or Chairman enters upon the exercise of his office.

FORM 39 (Reg 37).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION FOR SPECIAL BOARD OF CONCILIATORS.

In the matter of an Industrial dispute between.....and.....

To the Registrar of Friendly Societies.

We, the undersigned, being or representing all the parties to the above dispute [or a majority of the parties to the above dispute, whose interests are with the.....], do hereby apply for the constitution of a Special Board of Conciliators for the purpose of settling such dispute.

2. The special reason or case of emergency for the constitution of such board is as follows :—

Dated this.....day of....., 190 .

Signed by or on behalf of the parties named below as follow :—

N.B.—This application must be made either by all the parties or by such a majority thereof as the Registrar shall decide.

FORM 40 (Reg. 39).

No.....

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION FOR REFERENCE OF INDUSTRIAL DISPUTE TO BOARD OF CONCILIATION.

To the Clerk of Awards for the... Industrial District, and to... the other parties to the dispute.

- 1. Parties to the industrial dispute
2. Particulars of dispute: *

3. The above-named parties having failed to satisfactorily adjust the dispute, application is hereby made by... one of the above-named parties, to the Clerk of Awards for the above-named Industrial District that such dispute be referred to the Board of Conciliation for settlement.

4. With this application are forwarded the required Certificate in Form 41, and Consent in Form 42.

Dated at... this... day of... 190 .

For the... Industrial Union [or Association].

‡... Chairman [or Secretary or Employer].

This application was filed in my Office on the... day of... 190 .

..... Clerk of Awards.

* State in full the matters involved in the dispute. † State the numbers of parties applying, if more than one. ‡ Signature of Chairman, Secretary, or otherwise, as the rules of the Union may prescribe, or of Employer.

No.....

FORM 41 (Regs. 39, 54, 56, 64, and 70).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

CERTIFICATE TO ACCOMPANY REFERENCE OR ENFORCEMENT OF AGREEMENT, ETC.

Name of Industrial Union [or Association].....

To the Registrar of Friendly Societies.

I hereby certify :—

(1.) That at a Special Meeting of the above-named Industrial Union [or of the governing body of the above-named Industrial Association], held on the... day of... 190..., of which meeting I was Chairman, the following resolution was passed :—

* (a.) "That this Union [or Association] hereby approves of the reference of the industrial dispute between... and... to the Board of Conciliation [or Court of Arbitration] for settlement."

† (b.) "That this Union [or Association] hereby approves of an application being made to the Court of Arbitration for the enforcement of the industrial agreement [or award] herein described, namely :—"

(2.) That such Meeting was convened and held in the manner provided by the rules, and that notice of the said resolution was served on or posted to all the members three days at least before the holding of the meeting.

‡ (3.) That at a subsequent ballot of the members the said resolution was confirmed by the vote of a majority of the members, and that the result of such ballot is recorded on the minutes.

§ (4.) That the said resolution was confirmed at special meetings of a majority of the industrial unions represented on the above-named industrial association.

(5.) That the total number of members (other than honorary) of the industrial union [or of the governing body of the industrial association] is..., and that of such members..., or a majority thereof, voted in favour of the said resolution.

¶ (6.) That the written consent of the governing body of the industrial association on which this industrial union is represented is attached herewith.

|| (7.) That the written consent of the registered trades and labour council within the district is attached herewith.

Dated this... day of... 190 .

..... Chairman of above meeting.

* When the resolution relates to the enforcement of an industrial agreement or an award, strike out this clause. † When the resolution relates to the reference of an industrial dispute, strike out this clause. ‡ When the resolution is one passed by an industrial association, strike out this clause, also Clauses (6) and (7). § When the resolution is one passed by an industrial union, strike out this clause. ¶ When the industrial union is not represented on an industrial association, strike out this clause. || When the industrial union is represented on an industrial association, or has 150 members or over, strike out this clause.

FORM 42 (REGS. 39, 54, 56, 64, and 70).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

CONSENT OF INDUSTRIAL ASSOCIATION OR COUNCIL TO REFERENCE OR APPLICATION.

To the Registrar of Friendly Societies.

Name of Industrial Association*.....

Take notice that the governing body of the above-named Industrial Association [or Trades and Labour Council] hereby consents to the application to the Board of Conciliation [or Court of Arbitration] annexed hereto, for the reference of an industrial dispute in which the..... is a party.

Or, hereby consents to the application to the Court of Arbitration annexed hereto, for the enforcement of an industrial agreement [or award] in which the..... is a party.

For the above-named Industrial Association.*

[SEAL.]Chairman.
.....Secretary.

Dated this.....day of....., 190 .

* Or registered Trades and Labour Council.

N.B.—The above consent must be given by an industrial association in every case where the industrial union is represented on an industrial association, and must be given by a registered Trades and Labour Council in every case where the Union is not so represented, if the union has less than 150 members.

FORM 43 (Reg. 43).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

HEADING OF DOCUMENTS.

No.....

Before the Board of Conciliation [or the Court of Arbitration, as the case may be].

In the.....Industrial District.

In the matter of an Industrial dispute between.....and..... and of a Reference thereof for settlement.

FORM 44 (Regs. 44 and 59).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

BEFORE THE BOARD OF CONCILIATION.*

In the.....Industrial District

In the matter of an Industrial dispute between.....and..... and of a reference thereof for settlement.

To....., Esq., Member of the above-named Board of Conciliation.*

I hereby give you notice that a meeting of the Board of Conciliation* will be held at..... on the.....day of....., 190 , at.....o'clock in.....noon, for the purpose of inquiring into and investigating this dispute, and that your presence is required thereat.

Dated at....., this.....day of....., 190 .

....., Clerk of Awards [or Clerk of the Court].

* Or Court of Arbitration.

FORM 45 (Regs. 45 and 57).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

Before the Board of Conciliation.*

In the.....Industrial District.

In the matter of an industrial dispute between.....and..... and of a reference thereof for settlement.

To....., one of the parties in the above dispute.

Take notice that the Board of Conciliation* will meet at..... on the.....day of....., 190 , at.....o'clock in the.....noon, to inquire into and investigate this industrial dispute.

Dated at....., this.....day of....., 190 .

.....Clerk of Awards [or Clerk of the Court].

* Or Court of Arbitration.

FORM 46 (Reg. 46).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

WARRANT TO APPEAR AS AGENT, ETC.

No.....

Before the Board of Conciliation.*

In the.....Industrial District.

In the matter of an Industrial dispute between..... and..... and of a Reference thereof for settlement.

†....., of ‡....., is hereby authorised to appear and act for the..... Industrial Union of §..... as ¶..... in the matter of this reference.

Dated this.....day of....., 190 .

For the.....Industrial Union of ¶.....

**

* Or Court of Arbitration. † Name in full of Agent, etc. ‡ Address or occupation. § Workers or Employers. ¶ Agent or Solicitor or Counsel. ¶ Workers or Employers. ** Chairman or otherwise, as the rules of the Union may prescribe.

FORM 47 (Reg. 47).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

Before the Board of Conciliation.*

In the.....Industrial District.

In the matter of an Industrial dispute between..... and..... and of a Reference thereof for settlement.

Appearance of Counsel or Solicitor before the above-named Board of Conciliation* is hereby consented to by all the parties to this industrial dispute.

(Signatures of all the parties) :—

.....
.....
.....
.....

* Or Court of Arbitration.

FORM 48 (Reg. 48).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

MEMORANDUM OF SETTLEMENT.

No.....

Before the Board of Conciliation.*

In the.....Industrial District.

In the matter of an Industrial dispute between..... and..... and of a Reference thereof for settlement.

We, the undersigned parties to the above-named industrial dispute, hereby signify our concurrence in the recommendation of the Board, filed in the Office of the Clerk of Awards as No....., and agree to accept such recommendation (with the above-mentioned modifications) as a settlement of such industrial dispute.

Dated this.....day of....., 190 .

(Signature of consenting parties) :—

.....
.....
.....

* Or Court of Arbitration. † Add where necessary, with the following modifications, that is to say : (setting out modifications agreed to).

FORM 49 (Reg. 50).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION FOR ISSUE OF SUMMONS TO WITNESS.

No.....

To the Clerk of Awards for the.....Industrial District

[or, to the Clerk of the Court].

In the matter of an Industrial dispute between..... and....., and of a Reference thereof for settlement.

Application is hereby made by one of the above-named parties for the issue of a summons to the following persons to appear and give evidence before the Board of Conciliation for the above-named Industrial District [or the Court of Arbitration].

Application is further made that such persons shall be required to produce any papers or other documents (and, *in the case of the Court of Arbitration*, any books) in his possession or under his control in any way relating to the proceedings in the above-named industrial dispute.

For and on behalf of....., one of the above-named parties,

Dated this.....day of....., 190 .

FORM 50 (Reg. 50).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

Before the Board of Conciliation.*

In the.....Industrial District.

In the matter of an industrial dispute between.....
and.....and of a Reference thereof for settlement.

Name in Full.	Address and Occupation.
To.....	of.....
.....	of.....
.....	of.....
and.....	of.....

You and each of you are hereby summoned to appear before the above-named Board of Conciliation* at.....on....., the.....day of....., 190 , at.....o'clock in the.....noon, and thereafter from day to day until discharged from attendance, to give evidence concerning the above-mentioned industrial dispute on behalf of....., party thereto. And you are also required to have and produce all.....papers or other documents in your possession or under your control in any way relating to the proceedings in the said dispute, and in particular (but not exclusively) the following.....

If you fail or neglect to comply with this summons, you are liable to a penalty not exceeding £20, or to imprisonment for any term not exceeding one month.

Dated at....., this.....day of....., 190 .

Issued in the name and on behalf of the Board of Conciliation*.....for the above-named Industrial District.

Clerk of Awards [*or* Clerk of the Court].

* *Or* Court of Arbitration. † If the summons is to appear before the Court, insert here the word "books." ‡ Stating them.

FORM 51 (Reg. 52).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

RECOMMENDATION *re* MEMBER OF COURT OF ARBITRATION.

To the....., registered under the above-named Act as an Industrial Union of.....*

I hereby request the above-named Industrial Union to recommend through me to His Excellency the Governor-in-Council, in accordance with Section 60 of the above-named Act, the name of a person to be a Member of the Court of Arbitration. The name of the person recommended should be entered in the Form below.

Dated this.....day of.....190 .

Registrar of Friendly Societies.

To the Registrar of Friendly Societies.

The above-named Industrial Union hereby recommends.....as a Member of the Court of Arbitration under the above-named Act.

For and on behalf of the above-named Industrial Union,

†.....

* Workers or Employers. † Signatures of at least two officers of the Union.

FORM 52 (Regs. 54, 56, and 57).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

APPLICATION THAT INDUSTRIAL DISPUTE, WHICH HAS BEEN BEFORE BOARD, BE REFERRED TO THE COURT FOR SETTLEMENT.

In the matter of an Industrial Dispute between..... and..... and of a Reference thereof for settlement.

To the Clerk of Awards for the..... Industrial District.

The Board of Conciliation for the above-named Industrial District having made a recommendation in the above-mentioned dispute, and the said recommendation having been filed on the..... day of....., 190 , and the under-mentioned parties desiring that the said dispute shall, within one month after the said date, be referred to the Court of Arbitration for settlement;

2. Application is hereby made for such Reference accordingly by or on behalf of the following parties to the said Dispute, being:—

* (a.) The whole of the said parties.

* (b.) A majority of the parties whose interests are with the employers [or workers].

3. This application is accompanied by a Certificate in Form 41, and consent in Form 42.

† on behalf of.....

..... ”

..... ”

..... ”

Dated this.....day of....., 190 .

Received and referred to the Court of Arbitration this.....day of....., 190 .

Clerk of Awards.

* Strike out the clause that does not apply.

† Signatures by or on behalf of each of the parties applying.

FORM 53 (Regs. 56 and 57).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

APPLICATION THAT INDUSTRIAL DISPUTE BE REFERRED DIRECT TO COURT OF ARBITRATION FOR SETTLEMENT.

No.....

To the Clerk of the Court of Arbitration, and to the other parties to the dispute.

1. Parties to the industrial dispute :

2. Particulars of dispute : *

3. The above-named parties having failed to satisfactorily adjust the dispute, and the dispute not having been referred to a Board of Conciliation, application is hereby made by all the said parties [or a majority of the said parties whose interests are with the employers (workers)] to the Clerk of the Court of Arbitration that such dispute be referred to the said Court for settlement.

4. With this application are forwarded the required Certificate in Form 41, and Consent in Form 42.

Dated this.....day of....., 190 .

† on behalf of.....

This application was filed in my office on the.....day of.....190 .

Clerk of the Court.

* State in full the matters involved in the dispute.

† Signatures by or on behalf of each of the parties applying.

FORM 54 (Regs. 63 and 64).

The Industrial Conciliation and Arbitration Act, 1902 (1 and 2 Edwd. VII., No. 21).

APPLICATION FOR ENFORCEMENT OF AWARD OR ORDER OF COURT.

In the matter of the above-named Act, and in the matter of an Industrial Dispute between and and of a Reference thereof for settlement.

Whereas by an award [or order] of the Court of Arbitration, dated the day of 190 .., it was directed, inter alia that * And whereas a breach of the said award [or order] has been committed by he being a person upon whom the said award [or order] is binding, in that † Now, the Industrial Union [or Association, or Employer] namely being one of the parties to the said award [or order] ‡, does hereby apply to the said Court for the enforcement of the award [or order] herein referred to, pursuant to the provisions of the above-named Act.

With this application are forwarded the required Certificate in Form 41, and Consent in Form 42.

Dated this day of 190 ..

Signed by or on behalf of the above-named applicant by—

..... Chairman.
..... Secretary.
..... [or other Officer].
..... [or Employer].

[SEAL.]

This application was filed in my office this day of 190 ..

..... Clerk of the Court.

* Set out terms of award or order. † Set out particulars of breach. ‡ Or the Registrar of Friendly Societies.

FORM 55 (Reg. 65).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

CERTIFICATE OF CLERK OF COURT FOR ENFORCING PAYMENT.

In the matter of the above-named Act, and in the matter of an Industrial dispute between and and of a Reference thereof for settlement.

This is to certify that on the day of 190 .., the Court of Arbitration did order that the sum of should be payable by * of † to * of † and that the said amount [or being portion of the said amount] is now payable by the said * to the said * ..

Dated at this day of 190 ..

[SEAL OF COURT.]

..... Clerk of the Court.

* Name. † Address and occupation.

FORM 56 (Reg. 66).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

NOMINATION OF ASSESSOR.

In the matter of an Industrial dispute between and

* of is hereby nominated as an expert to sit as an assessor, pursuant to section 99 of the above-mentioned Act, for the purposes of the above-mentioned dispute, before the Board of Conciliation for the Industrial District †.

Dated at this day of 190 ..

For one of the above-named parties whose interests are with the workers ‡

To the Clerk of Awards or [To the Clerk of the Court]. §

CONSENT OF ASSESSOR.

I, | do hereby consent to the above nomination as an Assessor for the purposes of the above-mentioned dispute.

Dated at this day of 190 ..

* Name, address, and occupation of Assessor nominated. † Or the Court of Arbitration, as the case may be. ‡ Or Employers. § Chairman or otherwise, as the rules of the union may prescribe. || Insert name, occupation, and address.

FORM 57 (Reg. 70).

The Industrial Conciliation and Arbitration Act, 1902 (1 & 2 Edwd. VII., No. 21).

No.....

PETITION BY THE INDUSTRIAL UNION OF GOVERNMENT RAILWAY SERVANTS FOR REFERENCE OF DISPUTE.

In the matter of an Industrial dispute between the Industrial Union of Government Railway Servants and.....

To the Court of Arbitration.

The petition of the....., an Industrial Union of Government Railway Servants, hereby sheweth:—

(1.) The particulars of the dispute are * :—

(2.) The above-named parties having failed to satisfactorily adjust the dispute, the said Industrial Union desires and applies that such dispute be referred to the said Court for settlement.

(3.) With this petition are forwarded the required Certificate in Form 41, and Consent in Form 42.

Dated this.....day of....., 190 .

For the above-mentioned Industrial Union,

[SEAL OF UNION.]

..... }
..... }

Two members of the Committee of Management.

Filed with me this.....day of....., 190 .

.....
Clerk of the Court