



Road Safety Remuneration Tribunal Rules 2012¹

Road Safety Remuneration Act 2012

I, Jennifer Acton, President of the Road Safety Remuneration Tribunal, acting after consultation with the Members of the Tribunal, make the following Rules under subsection 113 (1) of the *Road Safety Remuneration Act 2012*.

Dated 2012

[DRAFT ONLY - NOT FOR SIGNATURE]
President of Road Safety Remuneration Tribunal

DRAFT ONLY

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1 Name of Rules

These Rules are the *Road Safety Remuneration Tribunal Rules 2012*.

2 Commencement

These Rules commence on the day after they are registered.

3 Definitions

In these Rules:

Act means the *Road Safety Remuneration Act 2012*.

RSRT means:

- (a) the Road Safety Remuneration Tribunal; or
 - (b) a Member of the Road Safety Remuneration Tribunal; or
 - (c) a Full Bench of the Road Safety Remuneration Tribunal;
- as the context requires.

Note The *Road Safety Remuneration Act 2012* defines other words and phrases that apply to these Rules, including *General Manager*.

4 Relief from Rules

The RSRT may dispense with compliance with any of the requirements of these Rules before or after the occasion for compliance arises.

5 Forms

5.1 Schedule 1 is a table of the forms contained in Schedule 2.

5.2 Subject to these Rules:

- (a) an application to the RSRT must be made using the form in Schedule 2 that is specified for the purpose in Schedule 1; and
- (b) notice must be given to the RSRT using the form in Schedule 2 that is specified for the purpose in Schedule 1.

Note An application regarding a dispute under section 41, 42 or 43 of the Act may also be made by telephone—see rule 13.

- 5.3 An application to the RSRT for which no specific form is provided must be made using Form F1.
- 5.4 If these Rules require that a form be used, it is sufficient compliance if the document:
- (a) is substantially in accordance with the required form; or
 - (b) has only such variations as the nature of the case requires.

6 Lodging documents with RSRT

- 6.1 A document lodged for use by the RSRT must:
- (a) either:
 - (i) be on white international A4 size paper; or
 - (ii) if the document is being lodged by email—have an A4 page layout; and
 - (b) be typewritten, clearly written or reproduced.
- 6.2 A document may be lodged with the RSRT:
- (a) by physically delivering the document to a RSRT office between the hours of 9 am and 5 pm on a business day; or
 - (b) by email (see rule 19); or
 - (c) by fax (see rule 20); or
 - (d) if the RSRT has made provision on its website for lodging a document by completing and submitting a web-based form—by completing and submitting the form in accordance with the instructions accompanying the form on the website.

Note RSRT's website is www.rsrt.gov.au. The addresses of the RSRT offices can be found at www.rsrt.gov.au/index.cfm/contact/.

- 6.3 The first page of a witness statement, statutory declaration (other than a statutory declaration attached to Form F4) or submission that is lodged with the RSRT must be headed as follows:

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

Matter No.: *[insert matter number]*

Applicant: *[insert name of applicant]*

Respondent: *[insert name(s) of respondent(s)]*

or, if there is no respondent:

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

Matter No.: *[insert matter number]*

Applicant: *[insert name of applicant]*

-
- 6.4 The first page of a witness statement, statutory declaration or submission lodged with the RSRT must also have an information block at the foot of the first page as follows:

Lodged by <i>[e.g. Applicant]</i>	Telephone:
Address for Service:	Fax:
	Email:

7 Requirement to serve documents lodged with RSRT

- 7.1 A person who makes an application or gives a notice to the RSRT must serve a copy of the application or notice in accordance with the instructions as to service on the form for the application or notice.
- 7.2 If an application is made using Form F1, the applicant may seek directions from the RSRT as to the service that is required.

8 How service is effected

- 8.1 Subject to these Rules, and any directions of the RSRT, a person that is required to serve a document on another person must serve the document as soon as practicable.

Note This rule does not apply to matters outlined in rule 9.

- 8.2 Service of a document on an individual, a body corporate or an organisation or branch of an organisation must be effected:

- (a) by leaving the document with:
 - (i) the individual to whom it is addressed; or
 - (ii) the secretary of the body corporate; or
 - (iii) the secretary of the organisation or branch; or
- (b) by tendering the document to:
 - (i) the individual to whom it is addressed; or
 - (ii) the secretary of the body corporate; or
 - (iii) the secretary of the organisation or branch; or
- (c) by leaving the document:
 - (i) with an individual, apparently over 15, at the residence, or usual place of business, of the individual who is intended to be served; or
 - (ii) at the registered office of the body corporate; or
 - (iii) at the office of the organisation or branch; or
 - (iv) in a proceeding in which the individual, body corporate or organisation or branch has notified an address for service — at that address; or

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- (d) by posting the document in a prepaid envelope sent by Express Post or registered post to:

- (i) the residence, or usual place of business, of the individual intended to be served; or
- (ii) the secretary, at the registered office of the body corporate; or
- (iii) the secretary, at the office of the organisation or branch; or
- (iv) in a proceeding in which the individual, body corporate or organisation or branch has lodged an address for service—that address;

provided that if service is by Express Post, the person serving the document must retain the barcode of the pre-paid envelope and produce it if required by the RSRT; or

- (e) by fax to a fax number:

- (i) currently published by the person who is being served as his, her or its fax number; or
- (ii) advised by the person who is being served as his, her or its fax number in response to a request for a fax number that was made immediately before the transmission of the document; or
- (iii) appearing as the fax number of the person who is being served on a document lodged with the RSRT by that person in the same matter;

provided that the person serving the document must retain the transmission record showing the successful transmission and produce it if required by the RSRT; or

- (f) by emailing the document to an email address:

- (i) currently published by the person who is being served as his, her or its email address; or
- (ii) advised by the person who is being served as his, her or its email address in response to a request for an email address that was made immediately before the transmission of the document; or
- (iii) appearing as the email address of the person who is being served on a document lodged with the RSRT by that person in the same matter;

provided that the person serving the document must:

- (iv) print the email as a “sent item”, showing the transmission address and the date and time of transmission; or
- (v) print a “delivered” statement or a “read receipt” showing the transmission address and the date and time of transmission;

and retain the document so printed and produce it if required by the RSRT; or

- (g) if:

- (i) a common form of communication between the person serving the document and the person to be served is by email to a particular email address; and

-
- (ii) it is reasonable for the person serving the document to expect that an email to that email address will be received by the person to be served;

by emailing the document to that email address, provided that the person serving the document must:

- (iii) print the email as a “sent item”, showing the transmission address and the date and time of transmission; or
- (iv) print a “delivered” statement or a “read receipt” showing the transmission address and the date and time of transmission;

and retain the document so printed and produce it if required by the RSRT.

8.3 For subrule 8.2:

registered office, in relation to a body corporate, means the principal office or the principal place of business of the body corporate.

secretary, in the case of a body corporate that is established under a law of the Commonwealth or of a State or Territory of the Commonwealth, means the secretary, clerk or other proper officer of the body corporate.

8.4 For section 29 of the *Acts Interpretation Act 1901*, if service of a document is effected by posting it in accordance with paragraph 8.2(d), a certificate:

- (a) signed by:
 - (i) a person occupying, or performing the duties of, the office of a General Manager, Australian Postal Corporation; or
 - (ii) a person authorised in writing by that person to give a certificate under this subrule; and
- (b) stating that a letter that was posted (with prepaid postage) at a specified time, on a specified day and at a specified place, and addressed to a specified address, would, in the ordinary course of the post, have been delivered at that address on a specified day;

is evidence of the facts stated.

9 **Service not required for applications for road safety remuneration orders**

Despite the requirements for service in rule 8, a person that makes an application for a road safety remuneration order under subsection 19(3) of the Act, or an application to vary a road safety remuneration order under subsection 32(3) of the Act, is not required to serve a document on another person who may be affected by the order.

10 Substituted service

If provision is made for personal, or other, service of a document in a proceeding before the RSRT, the RSRT may, on the application of a person, make an order for substituted, or other, service by letter, fax, email, public advertisement or another method, for the purpose of bringing the document to the notice of the person to be served.

Note The form of an application for substituted service is Form F9 in Schedule 2.

11 Electronic signatures

If a document, other than a statutory declaration, is required by these Rules to be signed, the requirement is satisfied if a facsimile of the signature is affixed on the document by electronic means by, or at the direction of, the signatory.

Part 2 Appeals

12 Appeals

- 12.1 A person seeking to institute an appeal against a decision of a single RSRT Member must do so by lodging a notice of appeal in accordance with Form F8.
- 12.2 If an appeal is instituted against a decision of a single RSRT Member, the appellant, at the time of lodging the notice of appeal, must also lodge 3 copies of the notice, together with 3 copies of a paginated appeal book containing:
- (a) any decision made by the RSRT; and
 - (b) any order made by the RSRT; and
 - (c) the statement of the reasons for the decision; and
 - (d) the transcript of the evidence and argument in the proceedings from which the appeal is brought; and
 - (e) each document that was an exhibit or written submission in the proceedings.
- 12.3 On lodging a notice of appeal, the appellant must, as soon as practicable, serve a copy of the notice of appeal and the appeal book lodged in accordance with subrule 12.2 on the parties to the proceedings from which the appeal is brought.

Part 3 Disputes

13 Applications by road transport drivers may be made by telephone in certain circumstances

Despite rule 5, an application for the RSRT to deal with a dispute under section 41, 42 or 43 of the Act may be made by telephone to a telephone number approved for that purpose, provided that the applicant signs, amends as necessary and returns to the RSRT a copy of the written application subsequently generated by the RSRT (amended as necessary to correct any errors).

Note 1 The telephone number approved for making an application can be found on the RSRT's website at www.rsrt.gov.au/index.cfm/contact/.

Note 2 The written application generated by the RSRT will be sent by the RSRT to the person who makes a telephone application under this rule.

Note 3 An application made under this rule will not be processed by the RSRT until the written application, amended as necessary to correct any errors, has been returned to the RSRT.

14 Response to application for RSRT to deal with dispute

A respondent to an application for the RSRT to deal with a dispute (Form F5) must lodge with the RSRT and serve on the applicant a response to the application, in accordance with Form F6, within 7 days of being served with the application.

Part 4 Practice

15 Notice of representative commencing or ceasing to act

- 15.1 A person who commences to act as a lawyer or paid agent of a party to a matter before the RSRT must lodge a notice in accordance with Form F13.
- 15.2 A person who ceases to act as a lawyer or paid agent of a party to a matter before the RSRT must lodge a notice in accordance with Form F14.
- 15.3 A person who does not require permission to act as a lawyer or paid agent because of subsections 91(2) and (3) of the Act is not required to comply with subrules 15.1 and 15.2.

16 Notice of discontinuance

- 16.1 An applicant may discontinue a matter before the RSRT at any time by lodging a notice of discontinuance in accordance with Form F10.
- 16.2 On lodging a notice of discontinuance, the applicant must as soon as practicable serve a copy of the notice on the respondent in the matter.

17 Order to witness to attend

- 17.1 A party may seek an order under paragraph 86(2)(a) of the Act requiring a person to attend before the RSRT by submitting a draft order in accordance with Form F11 to the RSRT.
- 17.2 If the order is made, service of the order must be effected by serving a copy of the signed order in accordance with rule 8.

18 Order for production of documents

- 18.1 A party may seek an order under paragraph 86(2)(c) of the Act for the production of documents or records or any other information to the RSRT by submitting a draft order in accordance with Form F12 to the RSRT.
- 18.2 If the order is made, service of the order must be effected by serving a copy of the signed order in accordance with rule 8.

19 Lodging documents by email

- 19.1 A document that is required or permitted to be lodged by these Rules may be lodged by emailing the document to the RSRT to any email address that is approved by the General Manager for the lodgement of documents electronically.

Note The email addresses approved for lodgement of documents electronically can be found on the RSRT's website at www.rsrt.gov.au/index.cfm/contact/.

19.2 However, if a matter has been allocated to an RSRT Member, any document lodged by email must be sent to:

- (a) if the matter is to be dealt with by a single RSRT Member—the email address of the Member’s chambers; and
- (b) if the matter is to be dealt with by a Full Bench of the RSRT—the email address of the President’s chambers.

Note The email addresses can be found on the RSRT’s website at www.rsrt.gov.au/index.cfm/contact/.

19.3 If a document is to be lodged by email under this rule, the email must:

- (a) include the document to be lodged:
 - (i) as an attachment in Word, RTF or PDF format or another format approved by the General Manager; and
 - (ii) with all security restrictions removed; and
- (b) state, in the body of the email:
 - (i) the name, address, telephone number and fax number (if any) of the individual sending the email; and
 - (ii) an email address to which the RSRT can send notices or other documentation; and
 - (iii) if the document is an originating application—that fact, together with the State or Territory office of the RSRT in which the document is to be lodged; and
 - (iv) if the document relates to an existing matter—the RSRT matter number.

19.4 A statutory declaration that is required by these Rules may be lodged by email only by sending a PDF or other image of the statutory declaration in accordance with subrule 19.3.

Note A statutory declaration must be signed and witnessed.

19.5 If a document provided electronically in accordance with rule 19 is an application commencing a proceeding, it is taken not to have been lodged until the General Manager complies with subrule 19.6.

19.6 For subrule 19.5, the General Manager must send an acknowledgement of lodgement by email to the person who provided the document electronically. When the General Manager has sent the acknowledgement, the document will be treated as having been lodged at the time it was received electronically.

19.7 A person who lodges a document by email must:

- (a) retain a paper copy of the document; and
- (b) retain a paper copy of either:
 - (i) the receipt that indicates the document was delivered; or
 - (ii) the email as a “sent item” showing the transmission address and the date and time of transmission; and

-
- (c) produce the paper copy of the documents retained under paragraphs 19.7(a) and (b), as directed by the RSRT.

20 Lodging documents by fax

- 20.1 A document that is required or permitted to be lodged by these Rules may be lodged by fax sent to the fax number that is approved by the General Manager for lodgement of documents by fax.

Note The fax numbers approved for lodgement of documents by fax can be found on the RSRT's website at www.rsrt.gov.au/index.cfm/contact/.

- 20.2 A document sent to the RSRT by fax must be accompanied by a cover sheet stating clearly:

- (a) the sender's name, postal address, document exchange number (if any), telephone number and fax number; and
- (b) the number of pages transmitted; and
- (c) the processing of the document required.

- 20.3 A person who lodges a document by fax under this rule must:

- (a) keep the original document and the transmission report evidencing successful transmission; and
- (b) produce the original document or the transmission report as directed by the RSRT or the General Manager.

- 20.4 If the RSRT or the General Manager directs that the original document be produced, the first page of the document must be endorsed with:

- (a) a statement that the document is the original of a document sent by fax; and
- (b) the date that the document was sent by fax.

Part 5 Miscellaneous

21 Seal of the RSRT

21.1 The seal of the RSRT is in the form represented below:



21.2 There are to be such duplicates of the seal of the RSRT as the President directs.

21.3 A document to which a duplicate of the seal is affixed is taken to have the seal affixed to it.

21.4 The seal, and the duplicates of the seal, are to be kept in such custody as the President directs and must not be used except as authorised by the President.

21.5 If a document is required to have the seal affixed, the requirement is satisfied if a facsimile of the seal is affixed on the document by electronic means, by or at the direction of the person affixing the seal.

22 Recovery of cost of providing copies of documents

22.1 This rule applies if the RSRT proposes to provide a copy of a document to a person (whether in the form of photocopies, fax transmission, electronic data, printed documents or otherwise).

22.2 The person must pay to the RSRT in advance an amount that the RSRT reasonably requires to be paid.

Schedule 1 Table of forms contained in Schedule 2

(subrule 5.1)

Description	Form	Rule	Act provision
No Specific Form			
Application (No specific form provided)	F1	5.3	
Road safety remuneration orders			
Application for a Road Safety Remuneration Order	F2		subsection 19(3)
Application to Vary a Road Safety Remuneration Order	F3		paragraph 32(1)(b)
Road transport collective agreements			
Application for Approval of a Road Transport Collective Agreement	F4		section 32A
Disputes			
Application for the Road Safety Remuneration Tribunal to Deal with a Dispute	F5		subsection 40(1)
Response to an Application to Deal with a Dispute	F6	14	
Costs			
Application for Costs	F7		subsection 115(2)
Appeals			
Notice of Appeal	F8	12	subsections 92(1) and (2)
Procedural			
Application for Order for Substituted Service	F9	10	
Notice of Discontinuance	F10	16	
Order Requiring a Person to Attend Road Safety Remuneration Tribunal	F11	17	paragraph 86(2)(a)
Order Requiring Production of Documents etc. to Road Safety Remuneration Tribunal	F12	18	paragraph 86(2)(c)
Notice of Representative Commencing to Act	F13	15.1	section 91
Notice of Representative Ceasing to Act	F14	15.2	section 91

Schedule 2 Forms

Form F1 Application (No specific form provided)

(Subrule 5.3, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT use only

RSRT Matter No.:

APPLICATION (NO SPECIFIC FORM PROVIDED)

Applicant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Respondent(s)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Respondent is a company or organisation:

Contact person:

[if known]

ABN:

[if known]

Contact details for the respondent or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

The Applicant applies, pursuant to the provision(s) in part 1 of this form, for the order or relief set out in part 2 on the grounds specified in part 5.

- 1. Provision(s) under which application is made:**
[Set out the provision(s) of the Act or other legislation under which the application is made.]
- 2. Order or relief sought:**
[Set out the terms of the order or relief sought.]
- 3. What is the industry or sector of the employer, hirer or participant in the supply chain?**
[Specify industry or sector.]
- 4. Relevant industrial instrument(s) (if any):**
[Set out any modern award, agreement or other industrial instrument relevant to the application and their ID/Code number(s) if known.]
- 5. Grounds:**
[Using numbered paragraphs, set out the grounds, including particulars, upon which the Applicant relies in seeking such order or relief.]

Date:

Signature:

Name:

Capacity/Position:

[If not signed by the Applicant.]

Service requirements

This application must be served on the Respondent(s) as soon as practicable after the application is lodged with the RSRT.

This application must also be served on other persons as directed by the RSRT if and when such direction(s) are given.

Note: Rules 8 and 10 deal with service.

Form F2 Application for a Road Safety Remuneration Order
(Subsection 19(3), Road Safety Remuneration Act 2012)

**IN THE ROAD SAFETY
REMUNERATION TRIBUNAL**

RSRT use only

RSRT Matter No.:

Applicant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Identity of applicant

1.1 Are you:

[Identify the applicant/applicants as one or more of the following and enter their name in the space provided.]

☐ a road transport driver
Name

-
- ☐ an employer or hirer
Name
- ☐ a participant in the supply chain
Name
- ☐ an organisation under paragraph 19(3)(d)
Name
- ☐ an industrial association under paragraph 19(3)(e)
Name

1.2 If you are an industrial association:

[An industrial association is required to comply with subparagraphs 19(3)(e)(i) and (ii) in making an application.]

Do you seek permission to make the application? ☐ Yes
☐ No

Provide details of the person or people whose interests the industrial association claims to represent and who have consented to the application:

Name:		
Address:		
Suburb:	State:	Postcode:
Contact person: [if applicable]		
Telephone:	Mobile:	
Fax:	Email:	

2. **Grounds:**

[Using numbered paragraphs, set out the grounds on which the application is made. Identify the matter in the Road Safety Remuneration Tribunal's work program to which the application relates or explain how the application relates to a matter capable of inclusion in the Road Safety Remuneration Tribunal's work program.]

3. **Road transport driver(s) to whom the order is to apply:**

[Describe the road transport driver(s) to whom the order sought is to apply.]

4. **Persons on whom any requirements in the order sought are to be imposed:**

[Describe the persons on whom any requirements in the order sought are to be imposed and also specify whether the person is an employer, hirer or participant in the supply chain.]

5. Order(s) sought:

[Set out, or attach as a separate document, the draft orders sought.]

Date:

Signature:

Name:

Capacity/Position:

Form F3 Application to Vary a Road Safety Remuneration Order

(Paragraph 32(1)(b), Road Safety Remuneration Act 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT use only

RSRT Matter No.:

Applicant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Identity of applicant

1.1 Are you:

[Identify the applicant/applicants as one or more of the following and enter their name in the space provided.]

-
- ☐ an employer or hirer
Name
- ☐ a participant in the supply chain
Name
- ☐ an organisation under s.32(2)(c)
Name
- ☐ an industrial association under s.32(2)(d)
Name

- 1.2 If you are an industrial association:
[An industrial association is required to comply with subparagraphs 32(2)(d)(i) and (ii) in making an application.]

Do you seek permission to make the application ☐ Yes
☐ No

Provide details of the person or people whose interests the industrial association claims to represent and who have consented to the application:

Name:		
Address:		
Suburb:	State:	Postcode:
Contact person: [if applicable]		
Telephone:	Mobile:	
Fax:	Email:	

2. **Road safety remuneration order number to be varied:**
[Insert the order number appearing on the front page of the road safety remuneration order to be varied.]
3. **Grounds:**
[Using numbered paragraphs, set out the grounds on which the application to vary is made.]
4. **Is the variation sought minor or technical?**
[State whether the applicant submits the variation sought is minor or technical.]

5. Variation(s) sought:

[Set out, or attach as a separate document, draft orders including the variation(s) sought.]

Date:

Signature:

Name:

Capacity/Position:

Form F4 Application for Approval of a Road Transport Collective Agreement

(Section 32A Road Safety Remuneration Act 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT use only

RSRT Matter No.:

Applicant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Name of the agreement

1.1 What is the full name of the agreement?

2 Participating drivers and hirer (paragraph 33(1)(b) of Act)

- 2.1 Who are the participating drivers specified in the agreement?
[The participating drivers are the contractor drivers with whom the hirer or potential hirer proposes to contract for the provision of road transport services.]
- 2.2 What does the agreement specify as the basis on which the participating drivers became part of that group of drivers?
- 2.3 What does the agreement specify as the road transport services the hirer or potential hirer proposes to contract for the provision?
- 2.4 If the Applicant is not the participating hirer, who is the participating hirer specified in the agreement?
[The participating hirer is the hirer or potential hirer of the participating drivers.]

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the participating hirer is a company or organisation:

Contact person:

ABN:

Contact details for the participating or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

3. Road Safety Remuneration Order (paragraph 34(a) of Act)

- 3.1 What is the name and/or number of the road safety remuneration order which applies to the participating drivers?
[Insert the name and/or order number appearing on the front page of the road safety remuneration order which applies to the participating drivers.]

4. Better off overall requirement (paragraph 34(b) of Act)

- 4.1 Does the agreement provide remuneration and/or related conditions that are *more beneficial* than equivalent remuneration and/or related conditions in the

road safety remuneration order in question 3.1 or does the agreement provide any entitlements that are not provided by that order?

- ☐ Yes
☐ No

4.2 If “Yes”, identify below the remuneration and/or related conditions in the agreement that:

- (a) are more beneficial than the road safety remuneration order,
(b) are not provided by the road safety remuneration order,

together with the participating drivers affected and the relevant terms of the road safety remuneration order.

4.3 Does the agreement contain any remuneration and/or related conditions that are *less beneficial* than equivalent remuneration and/or related conditions in the road safety remuneration order in question 3.1 or does the order provide any entitlements that are not provided by the agreement?

- ☐ Yes
☐ No

4.4 If “Yes”, identify below the terms and conditions in the road safety remuneration order that:

- (a) are more beneficial than the agreement; or
(b) are not provided by the agreement,

together with the participating drivers affected and, in the case of (a), the relevant terms of the agreement:

[Note: your answers to questions 4.2 and 4.4 should indicate whether all or only some of the participating drivers are affected and, if only some participating drivers are affected, identify the group(s) or those participating drivers affected.]

5. Majority approval (paragraph 34(c) of Act)

5.1 Have a majority of the participating contractor drivers approved the agreement?

- ☐ Yes
[Complete the statutory declaration attached to this form to explain the basis for your answer.]
☐ No

6 Adjusting the Remuneration (paragraph 34(d) of Act)

6.1 If the agreement is to last for more than one year, does the agreement contain a method for adjusting remuneration during the period of the agreement?

- ☐ Yes
☐ No

6.2 If “Yes”, identify below the term of the agreement that contains the method for adjusting remuneration:

7. Unsafe work (subsection 35(1) of Act)

7.1 Are the remuneration and/or related conditions in the agreement adequate to ensure that any contractor drivers it applies to do not have remuneration-related incentives to work in an unsafe manner?

- ☐ Yes
☐ No

7.2 If “Yes”, explain below the basis for your answer:

8. Expiry date (subsection 35(2) of Act)

8.1 What is the expiry date for the agreement?

9. Public interest test (subsection 32A(2) of Act)

9.1 Would the benefit of approving the agreement outweigh the detriment to the public from any lessening of competition that would result, or be likely to result, from the approval?

- ☐ Yes
☐ No

9.2 If “Yes”, identify below:

- (a) the benefit(s) of approving the agreement,
- (b) any lessening of competition that would result, or be likely to result, from approving the agreement,

together with an explanation of why the benefit(s) would outweigh the detriment to the public from a lessening of competition:

10. Other

10.1 Are there other agreement(s) in identical or substantially identical terms which have been dealt with by the Road Safety Remuneration Tribunal?

- ☐ Yes
☐ No
☐ Do not know

10.2 If “Yes”, provide below information that would assist in identifying such agreement(s) (*e.g. identification number and date of the Road Safety Remuneration Tribunal’s decision, the name of such agreement, the name of the member of the Road Safety Remuneration Tribunal who dealt with such agreement or the name of the participating hirer covered by such agreement*):

<p>Date:</p> <p>Signature:</p> <p>Name:</p> <p>Capacity/Position:</p>

Other requirements

When lodging this application, the application must be accompanied by:

- a copy of the agreement.
- sufficient additional copies to enable a copy to be provided to the participating hirer and each participating driver.

Service requirements

This application must be served on other persons as directed by the RSRT if and when such direction(s) are given.

Note: Rules 8 and 10 deal with service

STATUTORY DECLARATION
EXPLAINING THE BASIS FOR THE ANSWER TO QUESTION 5.1
Statutory Declarations Act 1959

I, [insert name of person making declaration]
of [address], [occupation]

make the following declaration under the *Statutory Declarations Act 1959*:

1. [set out the matters declared in numbered paragraphs]

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature of person making declaration: _____
Declared at [insert place]
on [insert date]
Before me:

Signature of Witness: _____
Name of Witness:
Qualification of Witness:
Address of Witness:

Lodged by [e.g. Applicant]	Telephone:
Address for Service:	Fax:
	Email:

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

Qualification to witness a statutory declaration

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

1. a person who is currently licensed or registered under a law to practise in one of the following occupations:	
Chiropractor	Dentist
Nurse	Optometrist
Physiotherapist	Psychologist
Legal practitioner	Medical practitioner
Patent attorney	Pharmacist
Trade marks attorney	Veterinary surgeon
2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)	
3. a person who is in the following list:	
<p>Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</p> <p>Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)</p> <p>Bailiff</p> <p>Bank officer with 5 or more continuous years of service</p> <p>Building society officer with 5 or more years of continuous service</p> <p>Chief executive officer of a Commonwealth court</p> <p>Clerk of a court</p> <p>Commissioner for Affidavits</p> <p>Commissioner for Declarations</p> <p>Credit union officer with 5 or more years of continuous service</p> <p>Employee of the Australian Trade Commission who is:</p> <ul style="list-style-type: none"> a) in a country or place outside Australia; and b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i>; and c) exercising his or her function in that place <p>Employee of the Commonwealth who is:</p> <ul style="list-style-type: none"> a) in a country or place outside Australia; and b) authorised under paragraph 3 (c) of 	<p>Member of the Australasian Institute of Mining and Metallurgy</p> <p>Member of the Australian Defence Force who is:</p> <ul style="list-style-type: none"> a) an officer; or b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or c) a warrant officer within the meaning of that Act <p>Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants</p> <p>Member of:</p> <ul style="list-style-type: none"> a) the Parliament of the Commonwealth; or b) the Parliament of a State; or c) a Territory legislature; or d) local government authority of a State or Territory <p>Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i></p> <p>Notary public</p> <p>Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public</p>

<p>the <i>Consular Fees Act 1955</i>; and</p> <p>c) exercising his or her function in that place</p> <p>Fellow of the National Tax Accountants' Association</p> <p>Finance company officer with 5 or more years of continuous service</p> <p>Holder of a statutory office not specified in another item in this list</p> <p>Judge of a court</p> <p>Justice of the Peace</p> <p>Magistrate</p> <p>Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i></p> <p>Master of a court</p> <p>Member of Chartered Secretaries Australia</p> <p>Member of Engineers Australia, other than at the grade of student</p> <p>Member of the Association of Taxation and Management Accountants</p>	<p>Permanent employee of:</p> <p>a) the Commonwealth or a Commonwealth authority; or</p> <p>b) a State or Territory or a State or Territory authority; or</p> <p>c) a local government authority;</p> <p>d) with 5 or more years of continuous service who is not specified in another item in this list</p> <p>Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made</p> <p>Police officer</p> <p>Registrar, or Deputy Registrar, of a court</p> <p>Senior Executive Service employee of:</p> <p>a) the Commonwealth or a Commonwealth authority; or</p> <p>b) a State or Territory or a State or Territory authority</p> <p>Sheriff</p> <p>Sheriff's officer</p> <p>Teacher employed on a full-time basis at a school or tertiary education institution</p>
---	---

Form F5 Application for the Road Safety Remuneration Tribunal to Deal with a Dispute

(Section 40, Road Safety Remuneration Act 2012)

[If you require information about completing and lodging this form, go to www.rsrt.gov.au or telephone 1300 778 954]

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT use only

RSRT Matter No.:

Applicant

Name:

Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Respondent(s)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Respondent is a company or organisation:

Contact person:

[if known]

ABN:

[if known]

Contact details for the respondent or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Type of Applicant(s):

[Identify the Applicant/Applicants as one or more of the following and enter their name in the space provided.]

☐ an employee road transport driver

Name

☐ a contractor driver

Name

☐ an employer of road transport drivers

Name

☐ a hirer of a contractor drivers

Name

☐ a participant in the supply chain

Name

☐ an industrial association

[The industrial association must be entitled to represent the interests of the party to the dispute and have their consent to make the application. Identify the party to the dispute and the industrial association.]

Party name

Industrial association name.....

[] Other [*Describe the type of Applicant.*]

Name

2. Type of Respondent(s):

[Identify the Respondent(s) to the dispute as one or more of the following and enter their name in the space provided.]

[] an employee road transport driver

Name

[] a contractor driver

Name

[] an employer of road transport drivers

Name

[] a hirer of a contractor drivers

Name

[] a participant in the supply chain

Name

[] Other
[*Describe the type of Respondent.*]

Name

3. Have you made an application or complaint in relation to this matter under the *Fair Work Act 2009*, which has not been withdrawn or failed for want of jurisdiction?

[] Yes

[] No

If “Yes”, provide the Matter No.

4. Dismissal or termination of a contract

4.1 Is the dispute about a dismissal or the termination of a contract?

-
- ☐ Yes
☐ No (Go to Q5)

If “Yes” complete the rest of question 4 below.

4.2 What was the period of employment or engagement?

Date employed/engaged:

Date notified of dismissal/termination of contract:

Date dismissal/termination of contract took effect:

4.3 If you are an employee road transport driver and this application is made more than 14 days after the dismissal took effect are you seeking a further period to allow the application to be made?

- ☐ Yes (Go to Q4.5)
☐ No

4.4 If you are a contractor driver and this application is made more than 28 days after the termination of the contract took effect are you seeking a further period to allow the application to be made?

- ☐ Yes (Go to Q4.5)
☐ No

4.5 Grounds of application for further period:

[Using numbered paragraphs, briefly specify:

(a) the reason(s) for the delay in making the application;

(b) when you first became aware of the dismissal/termination

(c) any action taken by you to dispute the dismissal/termination

(d) anything else you consider relevant.]

4.6 What reasons were given for the dismissal/termination of the contract?

[Using numbered paragraphs, briefly specify any reasons given for the dismissal/termination and the circumstances in which they were given.]

5. Other disputes

5.1 What is the dispute about?

[This question concerns disputes which are NOT about dismissal or the termination of a contract. Using numbered paragraphs, give a description of the relevant facts and circumstances of the dispute.]

6. Remedy sought:

[Using numbered paragraphs, give a description of the outcomes you are seeking in relation to the dispute.]

7. For the purposes of participating in any tribunal processes do you think you need an interpreter other than a family member or friend?

- ☐ Yes — language: *[insert your first language]*
☐ No

Date:

Signature:

Name:

Capacity/Position:

Service requirements

This application must be served on other persons as directed by the RSRT if and when such direction(s) are given.

Note: Rules 8 and 10 deal with service.

Notice to the Respondent

A respondent must lodge with the RSRT *and serve on the Applicant* a response to this application within 7 days of being served with it. A copy of the response Form F6 can be downloaded at www.rsrt.gov.au

Form F6 Response to an Application to Deal with a Dispute

(Rule 14, Road Safety Remuneration Tribunal Rules 2012)

[If you require information about completing and lodging this form, go to www.rsrt.gov.au or telephone 1300 778 954]

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form.]

Applicant(s):

[Insert the name of the applicant(s) from the main application.]

Respondent

Name:

Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:

Address:

Suburb:

State:

Postcode:

If the Respondent is a company or organisation:

Contact person:

ABN:

Contact details for the Respondent or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Respondent's representative (if any)

Name:

Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Type of Respondent(s):

[Identify the Respondent(s) as one or more of the following and enter their name in the space provided.]

☐ an employee road transport driver

Name

☐ a contractor driver

Name

☐ an employer of road transport drivers

Name

☐ a hirer of a contractor drivers

Name

☐ a participant in the supply chain

Name

☐ Other *[Describe the type of Respondent]*

Name

2. What is your response to the Applicant's contentions?

[Using numbered paragraphs, briefly set out your response to the Applicant's contentions regarding the dispute as set out in their Form F5 application.]

3. Do you have any jurisdictional or other objection(s) to the application?

[Using numbered paragraphs, set out any jurisdictional or other objection(s) you have to the Form F5 application and specify briefly the ground(s) and particulars for each objection.]

4. If the dispute is about the dismissal of an employee or the termination of a contract, what was the period of employment or engagement of the applicant?

Date employed/engaged:

Date notified of dismissal/termination of contract:

Date dismissal/termination of contract took effect:

Date: Signature: Name: Capacity/Position:
--

Service requirements

A respondent must lodge this Response with the RSRT *and serve it on the Applicant* within 7 days of being served with the Form F5 application, or as directed by the RSRT if and when such direction(s) are given.

Note: Rules 8 and 10 deal with service.

Form F7 Application for Costs

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form.]

Applicant :

[Insert the name of Applicant from the main application.]

Respondent :

[Insert the name of Respondent from the main application.]

APPLICATION FOR COSTS

Road Safety Remuneration Act 2012—s. 115

1. Party/Person applying for a costs order:

[Insert the name of party/person applying for a costs order.]

2. Party/Person against whom a costs order is sought:

[Insert the name of the party/person against whom a costs order is sought.]

3. Grounds:

[Using numbered paragraphs, specify briefly the grounds on which the application for a costs order is based. Attach additional pages if necessary.]

Date:

Signature:

Name:

Capacity/Position:

Service requirements

This form must be served on the person against whom the order is sought as soon as practicable after the form is lodged with the RSRT.

Note: Rules 8 and 10 deal with service.

Form F8 Notice of Appeal

(Rule 12, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT use only

RSRT Matter No.:

NOTICE OF APPEAL

Road Safety Remuneration Act 2012 —s.92

Appellant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Appellant is a company or organisation:

Contact person:

ABN:

Contact details for the Appellant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Appellant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

1. Decision appealed:

The Appellant, being a person aggrieved, gives notice of an appeal against a decision made in a matter as follows:

Matter number:

[RSRT number of matter under appeal.]

Applicant:

[Name of applicant(s) in the matter under appeal.]

Respondent(s):

[Name of respondent(s), if any, in the matter under appeal.]

Decision maker:

[Name of member of the RSRT.]

Decision appealed:

[Description of the decision appealed and include decision citation (e.g. 2012]RSRT 24) if known.]

Date of decision:

2. Grounds:

[Using numbered paragraphs, set out the grounds of appeal.]

3. Public interest in permitting the appeal:

[Where relevant, set out the matters that the appellant contends make it in the public interest for the RSRT to grant permission to appeal.]

4. Stay order:

4.1 Is a stay of the decision sought?

☐ Yes

☐ No

4.2 If “Yes”, provide details:

[If a stay is sought, specify whether a stay is sought of the whole or part of the decision and, if a stay of part only is sought, specify that part.]

Date: Signature: Name: Capacity/Position:
--

Service requirements

This Notice of Appeal must be served on the other parties to the matter at first instance as soon as practicable after this Notice is lodged with the RSRT.

Note: Rules 8 and 10 deal with service.

Form F9 Application for Order for Substituted Service

(Rule 10, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[If the application is in an existing proceeding, insert the matter number of that proceeding]

Parties:

[If application is in an existing proceeding, insert the names of the Applicant, Respondent and parties to the existing proceeding]

APPLICATION FOR ORDER FOR SUBSTITUTED SERVICE

Applicant

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the Applicant is a company or organisation:

Contact person:

ABN:

Contact details for the Applicant or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Applicant's representative (if any)

Name:

Title *[if applicable]* Mr ☐ Mrs ☐ Ms ☐ Other ☐ specify:

Address:

Suburb:

State:

Postcode:

If the representative is a company, organisation or law firm:

Contact person:

ABN:

[if applicable]

Contact details for the representative or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Application is made for an order for substituted service for the service otherwise required by the *Road Safety Remuneration Tribunal Rules 2012*.

1. Persons in relation to whom substituted service is sought:

[List the names and addresses or describe the class of persons.]

2. Document(s) for which substituted service is sought:

[Identify the nature of the originating application or other document(s).]

3. Proposed method by which service is to be effected:

[Set out the proposed method of service.]

4. Grounds:

[Using numbered paragraphs, set out the reasons why substituted service is appropriate and why the method of service sought is an appropriate method of effecting service.]

Date:

Signature:

Name:

Capacity/Position:

Form F10 Notice of Discontinuance

(Rule 16, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form.]

Applicant:

[Insert the name of Applicant from the main application form.]

Respondent(s):

[Insert the name of the Respondent from the main application form.]

NOTICE OF DISCONTINUANCE

The Applicant wholly discontinues this matter.

Date:

Signature:

Name:

Capacity/Position:

Service requirements

This notice must be served on the Respondent(s) as soon as practicable after it is lodged with the RSRT.

Note: Rules 8 and 10 deal with service

**Form F11 Order Requiring a Person to Attend the Road
Safety Remuneration Tribunal**

(Rule 17, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form.]

Applicant:

[Insert the name of Applicant from the main application form.]

Respondent(s):

[Insert the name of Respondent from the main application form.]

**ORDER REQUIRING A PERSON TO ATTEND
THE ROAD SAFETY REMUNERATION TRIBUNAL**

Road Safety Remuneration Act 2012—s.86(2)(a)

TO:

[Name]

[Address]

Pursuant to s.86(2) of the *Road Safety Remuneration Act 2012* you are **ORDERED** to attend the Road Safety Remuneration Tribunal at the following time, date and place:

Time:

Date:

Place:

And so from day to day until the matter is concluded or until you are excused from further attendance, to *[describe purpose of attendance, e.g. give evidence, participate in a conference]*.

Dated:

Member of the Road Safety Remuneration Tribunal

Note:

- This order has been issued at the request of [*party applying for order*].
- You can apply to have this order set aside or varied.
- If you have any queries in relation to this order contact the Associate to [*member*] on [*telephone number*]

**Form F12 Order Requiring Production of Documents etc. to
the Road Safety Remuneration Tribunal**

(Rule 18, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form.]

Applicant:

[Insert the name of the Applicant from the main application form.]

Respondent(s):

[Insert the name of the Respondent from the main application form.]

**ORDER REQUIRING PRODUCTION OF DOCUMENTS ETC. TO
THE ROAD SAFETY REMUNERATION TRIBUNAL**

Road Safety Remuneration Act 2012—s.86(2)(c)

TO:

[Name]

[Address]

Pursuant to s.86(2) of the *Road Safety Remuneration Act 2012* you are **ORDERED** to provide the documents, records and other information specified in the Schedule to this order to the Road Safety Remuneration Tribunal at the following time, date and place:

Time:

Date:

Place:

Dated:

Member of the Road Safety Remuneration Tribunal

Note:

- This order has been issued at the request of *[party applying for order]*.

-
- You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of Fair Work Australia at the place specified above not later than 4.00 pm on the day before the day mentioned above.
 - If you have any queries in relation to this order contact the Associate to [member] on [telephone number].

SCHEDULE

1. [List the documents, records and/or information sought.]
2. ...

Form F13 Notice of Representative Commencing to Act

(Subrule 15.1, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert the RSRT matter number appearing on the main application form, if known.]

Applicant:

[Insert the name of Applicant from the main application form.]

Respondent(s):

[Insert the name of Respondent from the main application form.]

NOTICE OF REPRESENTATIVE COMMENCING TO ACT

Take Notice that:

Name:			
Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:			
Address:			
Suburb:	State:	Postcode:	
If the representative is a company, organisation or law firm:			
Contact person:		ABN: [if applicable]	
Contact details for the representative or contact person (if one is specified):			
Telephone:		Mobile:	
Fax:		Email:	

Now acts for [insert party] and may seek permission to represent such party before the Road Safety Remuneration Tribunal.

Date:
Signature:
Name:
Capacity/Position:

Service requirements

This notice must be served on the other party or parties to the proceeding as soon as practicable after the document is lodged with the RSRT.

Note: Rules 8 and 10 deal with service.

Form F14 Notice of Representative Ceasing to Act

(Subrule 15.2, Road Safety Remuneration Tribunal Rules 2012)

IN THE ROAD SAFETY REMUNERATION TRIBUNAL

RSRT Matter No.:

[Insert RSRT matter number appearing on the main application form, if known.]

Applicant:

[Insert the name of the Applicant from the main application form.]

Respondent(s):

[Insert the name of the Respondent from the main application form.]

NOTICE OF REPRESENTATIVE CEASING TO ACT

Take Notice that:

Name:		
Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:		
Address:		
Suburb:	State:	Postcode:
If the representative is a company, organisation or law firm:		
Contact person:	ABN:	
	[if applicable]	
Contact details for the representative or contact person (if one is specified):		
Telephone:	Mobile:	
Fax:	Email:	

Has ceased to act for [insert party] whose current/last known contact details are:

Name:		
Title [if applicable] Mr [] Mrs [] Ms [] Other [] specify:		
Address:		
Suburb:	State:	Postcode:
If the party is a company or organisation:		
Contact person:	ABN:	
	[if applicable]	

Contact details for the party or contact person (if one is specified):

Telephone:

Mobile:

Fax:

Email:

Date:

Signature:

Name:

Capacity/Position:

Service requirements

This notice must be served on the other party or parties to the proceeding as soon as practicable after the document is lodged with the RSRT.

Note: Rules 8 and 10 deal with service.

Note

1. All legislative instruments and compilations are registered on the Federal Register of Legislative Instruments kept under the *Legislative Instruments Act 2003*. See www.comlaw.gov.au.