



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: AR2003/245-[284V-NT]

Mr Alan Perrin
Secretary
Australian Education Union-Northern Territory
Branch
GPO Box 4494
DARWIN NT 0801

Dear Mr Alan Perrin

**Re: Australian Education Union-Northern Territory Branch
Annual Return of Information for Year 2003**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2003 in respect of the body specified above.

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) and regulation 102 of the Workplace Relations Regulations. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

A summary of the information required to be lodged annually is set out in the accompanying document. Notifications of changes to the annual information required to be lodged under subsection 268(4) are also summarised in the accompanying document.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely

Lyn Markovski
E-mail: lynette.markovski@air.gov.au

13 February, 2003

Annual Return of Information required under the Workplace Relations Act 1996 and Regulations

<p>Statement concerning number of members [reg 43(1)] <i>(federal offices of employee organisations only)</i></p>	<p>A statement, signed by an officer of the organisation who is authorised to sign it, that shows: -</p> <p>(a) the number of persons who were, on 1 January in that year; both:</p> <p style="padding-left: 40px;">(i) members of the organisation; and</p> <p style="padding-left: 40px;">(ii) employees or independent contractors; and</p> <p>(b) if the organisation has entered into an agreement under ss202(1) of the Act - the number of members of the organisation who were, on 1 January in that year, ineligible State members in relation to the organisation, within the meaning of s202 of the Act</p>	<p>Once in each year, not later than 1 March [reg 43(1)]</p>
<p>Maintenance of Register of Members [s268(3)(a)]</p>	<p>A statutory declaration by the secretary or other prescribed officer [reg 104] certifying that the register of members has, during the immediately preceding calendar year; been kept and maintained as required by s268(1) and (2)</p>	<p>Once in each year, at any time during the period of 3 months commencing on 1 January [reg 103]</p>
<p>List of Offices [s268(3)(b)]</p>	<p>A copy of the list of the offices in the organisation and each branch [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record [note definition of "office" in s4(1)]</p>	<p>As above</p>
<p>List of Office-holders [s268(3)(b)]</p>	<p>A copy of the list of the names, postal addresses and occupations of the persons holding offices in the organisation and each branch [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>
<p>List of Branches [s268(3)(b)] <i>(federal offices of organisations only)</i></p>	<p>A copy of the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record</p>	<p>As above</p>

Addresses of Offices of Organisation and Branches [s268(3)(b)]	A copy of the record of the address of the organisation and the office of each branch [s268(1)(d) and sub-reg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the information contained in that record	As above
Record of each Election that must be held during year [s268(3)(b)]	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 April for office positions in organisations and its branches [s268(1)(d) & sub-reg 102(c)] certified by statutory declaration by the secretary or other prescribed officer to be a correct statement of the information contained in that record	As above

Notification of Changes made to records - subsection 268(4) of the Act

Changes in List of Offices [s268(4)]	Notification of any change to the list of offices [s268(1)(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made [note definition of "office" in s4(1)]	Within 35 days after the change [reg 105]
Changes in List of Office-holders [s268(4)]	Notification of any change to the list of the names, postal addresses and occupations of the persons holding offices [s268(1)(c)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in List of Branches [s268(4)] <i>(federal offices of organisations only)</i>	Notification of any change to the record of the name of each branch of the organisation [s268(1)(d) and subreg 102(a)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above
Changes in the Addresses of Offices of Organisation and Branches [s268(4)]	Notification of any change to the record of the address of the office of the organisation and the office of each branch [s268(1)(d) and subreg 102(b)] certified by statutory declaration by the secretary or other prescribed officer [reg 104] to be a correct statement of the changes made	As above



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Mr A Perrin
Secretary
Australian Education Union
Northern Territory Branch
GPO Box 4494
DARWIN NT 0801

Dear Mr Perrin,

**Re: Australian Education Union - Northern Territory Branch
Outstanding 2003 Annual Return of Information**

In accordance with subsection 268(3) of the *Workplace Relations Act 1996*, each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept by the organisation under subsection 268(1) of the Act and regulation 102 of the Workplace Relations Regulations. Such information must be lodged once in each year at any time during the period of three months commencing 1 January.

From the records held in the Industrial Registry it would seem that the information appearing on Annexure A to this letter is outstanding from the organisation.

As there is a mandatory obligation on organisations to supply this information, you are requested to lodge the outstanding information under cover of a statutory declaration by **27 June 2003**.

Detailed advice as to the information required to be lodged under subsections 268(3) and (4) of the Act is set out in the attachment.

Should you wish to discuss this matter, please do not hesitate to contact me on (03) 8661 7988.

In reply please quote: **AR 2003/245**.

Yours sincerely,

Lynette Markovski
Research, Information and Advice

11 June 2003

Annexure A

The outstanding information required is detailed below:

2003

Australian Education Union

Northern Territory Branch

- ◆ List of the offices in the branch and of the persons holding those offices, including their occupations and addresses.
- ◆ Address of the branch.
- ◆ Any elections scheduled for year 2003.

Ref: 23/10 (16063284)

16 June 2003

The Registrar
Attention: Lynette Markovski
Australian Industrial registry
GPO Box 1994S
Melbourne Vic 3001



Dear Ms Karkovski

RE : 2003 Annual return of Information

AR 2003/245.

Please find attached a statutory declaration confirming the required information as outlined in your letter of 11 June 2003.

The following information is listed below as requested.

- List of offices in the branch and the persons holding those positions, and their addresses.
 - President Robert Laird AEU-NT Office
2 Gardiner St Darwin NT
 - Vice President Denyse Bainbridge NTOEC
General Chrisp St Rapid Creek NT
 - Vice President John Carson Northern Territory University
TAFE Casuarina NT
 - Secretary Alan Perrin AEU-NT Office
2 Gardiner St Darwin NT
 - Treasurer Jan McCarthy Numeracy Team
Tamar Hse Darwin NT
 - Indigenous Trish Chisholm AEU-NT Office
Officer 2 Gardiner St Darwin NT
 - Regional Councillors
 - Clare Hart Tamar Hse
Darwin NT
 - Nadine Williams Alice Springs High School
Alice Springs NT
 - Rod Smith Sanderson High School
Sanderson NT
 - Adam Lampe Casuarina Senior College
Casuarina NT
 - Rosemary Sandow Woodroffe Pre School
Palmerston NT

Ashlea Farrell	Ross Park Primary school Alice Springs NT
Ahmet Latifoglu	Borroloola CEC Borroloola NT
Michael Williams	Taminmin High School Humpty Doo NT
Kate Hofstee	Nhulunbuy Primary School Nhulunbuy NT
Lynda Hayes	Katherine High School Katherine NT
Kay Jamieson	Student Services Branch Wulagi Primary School Wulagi NT
Prue Jordan	Alyangula Area School Groote Eylandt NT

The office of the Australian Education Union (NT Branch) is located at
2 Gardiner St Darwin NT 0800
with a mailing address of
GPO Box 4494 Darwin NT 0801.

Elections for the positions of Regional Councillors:

- Darwin Region - 4
- Palmerston & Rural Region - 2
- Katherine Region - 1
- Arnhem Region - 2
- Barkley Region - 1
- Alice Springs Region - 2

are to be held after July 2003 for commencement in 2004.

Yours sincerely



Alan Perrin
Secretary

STATUTORY DECLARATION

I, (1) Alan Perrin (Secretary of the Australian Education Union NT Branch)

do solemnly and sincerely declare (2)

that the information contained within the attached document (Annual return of information) is true and accurate.

And I make this solemn declaration by virtue of the Oaths Act and conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at Darwin the 16 day of June 19 2003.

Signature of the person making the declaration.

Signature of the person before whom the declaration is made.

Here insert name, contact address or telephone number of person before whom the declaration is made, legibly written, typed or stamped.

Before me,

(3)

(4)

(5)

Handwritten signature and name: DUN. GEORGINA KOBOLD, DARWIN CITY POLICE

FULL NAME: ADDRESS: DARWIN POLICE OFFICE, TITLE: COMMISSIONER FOR OATHS ACT

(6) THIS DECLARATION MAY BE MADE BEFORE ANY PERSON WHO HAS ATTAINED THE AGE OF (18) EIGHTEEN YEARS.

NOTE: — A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2000 or imprisonment for 12 months, or both.



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Mr Alan Perrin
Secretary
Australian Education Union
Northern Territory Branch
GPO Box 4494
DARWIN NT 0801

Dear Mr Perrin,

**Re: Australian Education Union - Northern Territory Branch
Annual Return of information contained in records kept by branch
(AR 2003/245)**

I have received your statutory declaration declared on 16 June 2003 providing information in accordance with subsection 268(3) of the Workplace Relations Act 1996. The document was lodged in the Industrial Registry on 19 June 2003.

The document lodged covers the following information for the 2003 Annual Return of the branch: -

- list of offices in the branch and the names and postal addresses of the persons holding those offices.
- registered address and mailing address of the branch.
- information in respect of elections in the branch.

The documents have been filed.

Yours sincerely,

Lynette Markovski
Statutory Services Branch

23 June 2003