



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: AR2003/27 -[052V-TASU]

Mr Sean Kelly
Branch Secretary
Australian Municipal, Administrative, Clerical and
Services Union - Tasmanian Branch
265 Macquarie Street
HOBART TAS 7000

Dear Mr Kelly

**Re: Australian Municipal, Administrative, Clerical and Services Union - Tasmanian
Branch
Outstanding Annual Return of Information for Year 2003**

From the records held in the Industrial Registry it would seem that the Annual Return of Information for Year 2003 is outstanding 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) 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.

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 **21 May, 2003**.

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.

Should you wish to discuss this matter, please do not hesitate to contact me on (03) 8661 7993.

In reply please quote: **AR2003/27**.

Yours sincerely

Larry Powell
E-mail: larry.powell@air.gov.au

30 April, 2003

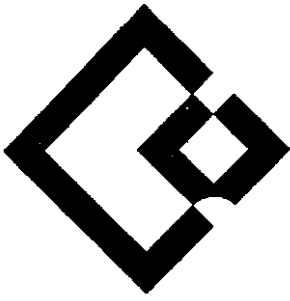
Annual Return of Information required under the Workplace Relations Act 1996 and Regulations

<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



A•S•U

23 April, 2003



Liz Mercovich
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

**Australian
Services
Union**

**Tasmanian
Branch**

ABN 40 086 538 504

265 Macquarie Street
Hobart
TAS 7000

Tel: (03) 6224 3411
Fax: (03) 6223 7115

Branch Secretary:
Sean Kelly

Dear Ms Mercovich

**ASU – TASMANIA BRANCH – RETURNS PURSUANT TO
WORKPLACE RELATIONS ACT 1996**

Further to your letter of 17th January, 2003 seeking information, I
advise as follows:

1. Thank you for advice that this Branch is required to lodge with the Registry advice re the changes to Officers of this Organisation pursuant to s.268 (4) of the *Workplace Relations act 1996*.
2. I have listed the following:
 - The offices in the Tasmanian Branch of the ASU
 - The names, postal addresses and occupations of the persons holding the offices
 - The address of the office of the ASU Tasmania Branch.

<u>OFFICE</u>	<u>NAME</u>	<u>POSTAL ADDRESS</u>	<u>OCCUPATION</u>
Branch Secretary	Kelly, Sean Thomas	[REDACTED]	Branch Secretary
First National Conference Delegate/First National Executive Representative	Kelly, Sean Thomas	[REDACTED]	Branch Secretary
National Conference Delegates (3)	Henderson, Frank Anketell Horgan, Elaine Phillips, John Charles	[REDACTED] [REDACTED] [REDACTED]	Technical Services Officer Clerk Finance Officer
Second National Executive Representative	Ralph, Robert Chaperon	[REDACTED]	Clerk
Alternate National Executive Representative	Phillips, John Charles	[REDACTED]	Finance Officer
<u>SERVICES DIVISION</u>			
Joint Branch President	Henderson, Frank Anketell	[REDACTED]	Technical Officer
Joint Branch Vice President	Phillips, John Charles	[REDACTED]	Finance Officer
Branch Councillors (3)	Rosendale, Steven Michael Peisker, Will Crombleholme, Kevin Arthur	[REDACTED] [REDACTED] [REDACTED]	Asst Snr Clerk Payroll Meter Inspector Technical Officer
Branch Conference Delegates (3)	Manten, Scott Cornelius Cooke, Kaye Jennifer Patmore, Kevin William	[REDACTED] [REDACTED] [REDACTED]	State Public Service Officer Employment Consultant Inspection Officer

Alternate National Conference Delegate	Crombleholme, Kevin Arthur	[REDACTED]	Technical Officer
<u>CLERICAL AND ADMINISTRATIVE DIVISION</u>			
Joint Branch President	Ralph, Robert Chaperon	[REDACTED]	Clerk
Joint Branch Vice President	Horgan, Elaine	[REDACTED]	Clerk
Branch Councillors (3)	Turnbull, Marilyn Anne	[REDACTED]	Clerk
	Fleming, William Thomas	[REDACTED]	PS Operator
	Usher, Robert Roy	[REDACTED]	CSO
Branch Conference Delegates (3)	Harris, Aniela	[REDACTED]	Clerk
	Steinbauer, Maree Alice	[REDACTED]	Training Co-ordinator
	Vallis, Susan H	[REDACTED]	Clerk
Alternate National Conference Delegate	Ralph, Robert Chaperon	[REDACTED]	Clerk
<u>MEU DIVISION</u>			
Joint Branch President	Lynd, Michael Robert	[REDACTED]	Pipe Layer
Joint Branch Vice President	Manser, Steven Andrew	[REDACTED]	Driver
Branch Councillors (3)	Dawson, Peter Reginald	[REDACTED]	Tradesman Sueprvisor
	Holohan, Perry Thomas	[REDACTED]	Co-ordinator
	Best, John	[REDACTED]	Municipal Employee
Branch Conference Delegates (3)	McKenzie, Anthony Craig	[REDACTED]	Storeman

	Parremore, Stephen Earl	[REDACTED]	Driver
	Dutton, David	[REDACTED]	Fitter
Alternate National Conference Delegate	Manser, Steven Andrew	[REDACTED]	Driver

The above information has been lodged, certified by a Statutory Declaration, by myself as required by section 268(3) of the Act and Regulation 103 of the Workplace Relations Regulations.

Thank you.



Sean Kelly
Branch Secretary.

STATUTORY DECLARATION

(1) Here insert name,
of
address and occupation
of person making the
declaration

I, (1) *SEAN T. KELLY*
265 Macquarie St Hobart Tas
Branch Secretary

do solemnly and sincerely declare

(2) Here insert matter
declared to. Where the
matter is long, add the
words "as follows . . ."
and then set the matter
out in numbered
paragraphs.

(2) *The attached documentation*
is true & correct.

And I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person
making the declaration (3)

[Signature]
Declared at *HOBART*
day of *MAY* the *9th*
2003.

Before me,

(4) Signature of
person before whom
the declaration is made

(4) *[Signature]*
(5) *3905 J.P.*

(5) Here insert title of
person before whom
the declaration is made



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7764
Fax: (03) 9654 6672

Mr. Sean Kelly
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union -
Tasmanian Branch
265 Macquarie Street
Hobart TAS 7000

Dear Mr. Kelly

Re: Australian Municipal, Administrative, Clerical and Services Union -
Tasmanian Branch
Annual Return of information contained in records kept by branch (AR2003/27)

I have received your letter dated the 23th April 2003 and statutory declaration declared on the 9th May 2003 providing information in accordance with subsection 268(3) of the Workplace Relations Act 1996. The documents were lodged in the Industrial Registry on 15 May 2003.

The documents lodged cover the following information for the 2003 Annual Return of the branch: -

- Name and address of the office of the branch
- List of offices and the names, addresses and occupations of the persons holding those offices

The documents have been filed.

However, the information is incomplete as the following information was not provided:-

- Statement complying with the requirements of section 268 and subregulation 102(c) of the Act concerning a record of elections that must, under the rules of the organisation, be held during each year commencing 1 April. In the case of a statement required to be lodged this year the statement should refer to any election to be held between 1 April 2003 and 31 March 2004. It would be appreciated if, where no election is required to be held within the relevant period, a statement to that effect is lodged.
- Certification in respect of the maintenance of register of members of the branch
- A statement concerning the number of members of the branch

**Please provide this information under cover of a statutory declaration before the
30th May 2003**

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Mathys', written over a vertical line.

Leigh-Ann Mathys
Statutory Services Branch

16 May 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. Sean Kelly
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
Tasmanian Branch
265 Macquarie Street
Hobart TAS 7000

Dear Mr Kelly,

**Re: Annual Return of information contained in records kept by organisation
(AR2003/27)**

I have received your letter dated 14 June 2003 providing further information in accordance with subsection 268(3) of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 10 July 2003.

The documents lodged cover the following information:

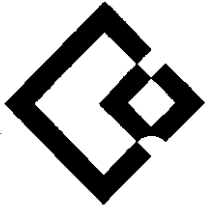
- ❖ Certification in respect of the register of members of the Branch
- ❖ Certification of the number of members in the Branch
- ❖ Statement in respect of future elections

The documents have been filed.

Yours sincerely,

E. (Liz) Mercovich
Statutory Services Branch

17 July 2003



A•S•U

14 June 2003

Ms L Mathys
Statutory Services Branch
Australian Industrial Registry
GPO Box 1994S
MELBOURNE VIC 3001

**Australian
Services
Union**

**Tasmanian
Branch**

265
Macquarie St
Hobart 7000
Tel: (03) 6224
3411
Fax: (03) 6223
7115

**Branch
Secretary:**

Sean Kelly

Dear Ms Mathys

ANNUAL RETURN RE BRANCH RECORDS (AR 2003/27)

Thank you for your letter of 16th May, 2003 following the lodgement of the Tasmanian Branch Return of Officers of this Union in which you have sought further information.

Pursuant to the requirements of Section 268 and sub reg. 102(c) of the Act concerning a record of elections [should they be required to be held during the period 1 April 2003 to 31 March 2004] I advise that no election is required to be held during that period.

I also certify that a Register of members of the Branch is held in the Branch and is maintained on a regular and routine basis.

I advise that the number of members of the Branch as at 1 January 2003 was 2674.

This information is provided under the cover of a Statutory Declaration [see attached]

Should the information supplied not be adequate, please do not hesitate to contact me for clarification.

Sean Kelly
Branch Secretary.

OATHS ACT 2001
FORM 1 STATUTORY DECLARATION

I, SEAN KELLY
265 MACQUARIE ST
HOBART TAS 7000

(name, address and occupations)

Branch Secretary

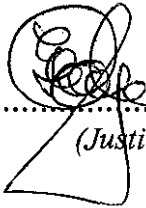
do solemnly and sincerely declare that

the contents of the attached (J'4/6/2003)
are true + correct.

I make this solemn declaration under the Oaths Act 2001.

Declared at HOBART S. J. Kelly
(place)

on 3/7/2003 before me
(date)



JACOB

(Justice, commissioner for declarations
or authorised person)