



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7989
Fax: (03) 9654 8872

Mr. D. E. Huett
Executive Director
Civil Contractors Federation
1/8 Glan Avon Road
Hawthorn VIC 3122

Dear Mr. Huett,

**Re: Civil Contractors Federation
Annual Return of information contained in records kept by organisation
(AR2001/239 - AR2001/245)**

I have received your letter dated 5 November 2001 and statutory declarations (3) declared on 8 November 2001 providing information in accordance with subsection 268(3) and 268(4) of the Workplace Relations Act 1996. The documents were lodged in the Industrial Registry on 13 November 2001.

The documents lodged cover the following information for the **2001** Annual Returns of the organisation:-

- Certification in respect of the register of members of the organisation
- Address of the office of the organisation
- List of offices in the Civil Contractors Federation and of the persons holding those offices
- List of the name of each branch of the organisation
- List of offices in the New South Wales, Victoria, Western Australia, Tasmania, Queensland, South Australia, Northern Territory and ACT branches of the organisation and of the persons holding those offices
- Addresses of the New South Wales, Victoria, Western Australia, Tasmania, Queensland, South Australia, Northern Territory and ACT branches of the organisation
- The documents lodged also cover changes to:
 - list of offices and office-holders of the federal office
 - change of address to Northern Territory and Tasmanian branch offices

The documents have been filed.

Yours sincerely,



Marylyn Mendonça
Statutory Services Branch

13 November, 2001



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Mr. D. E. Huett
Executive Director
Civil Contractors Federation
1/8 Glan Avon Road
Hawthorn VIC 3122

Dear Mr. Huett,

Re: Outstanding Annual Returns of Information AR 2001/239 to 2001/245

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 under subsection 268(1) of the Act and regulation 102 of the Workplace Relations Regulations to be kept by the organisation. Such information should be lodged once in each year at any time during the period of three months commencing on 1 January (see regulation 103).

From the records held in the Industrial Registry, it would appear that the following information is outstanding from the abovenamed organisation:

Federal Office

- register of members declaration for the **2001** Annual Returns - that is, in relation to the 2000 calendar year
- list of offices
- list of office-holders
- address of the office of the organisation
- list of the name and address of the office of each branch of the organisation

Australian Capital Territory Branch, New South Wales Branch, Northern Territory Branch, Tasmanian Branch, Victorian Branch, Western Australian Branch

- list of offices for 2001
- list of office-holders for 2001

Detailed advice as to the information required to be lodged under subsection 268(3) of the Act is set out in the enclosure.

As there is a mandatory obligation on organisations to supply this information, you are requested to lodge the outstanding information under cover of a (Commonwealth) statutory declaration by **Monday, 8 October 2001**.

Should you wish to discuss this matter, I may be contacted on (03) 8661 7989.

Yours sincerely,



Marylyn Mendonça
Statutory Services Branch

17 September, 2001