



AUSTRALIAN decsummINDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Our ref: AR 2002/51

Mr P Crumlin,
National Secretary,
Maritime Union of Australia
365 Sussex Street
Sydney, NSW, 2000

Dear Mr Crumlin,

**RE: MARITIME UNION OF AUSTRALIA
- ANNUAL RETURN OF INFORMATION
CONTAINED IN RECORDS KEPT BY ORGANISATION**

I have received a statutory declaration dated 16 May 2002 signed by William Giddens 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 2002 .

The documents lodged cover the following information for the year 2001.

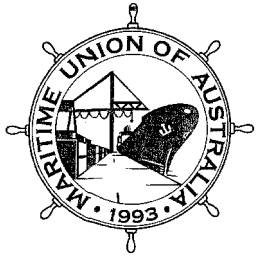
- a list of the addresses of registered offices and branch offices of the organisation

The documents have been filed.

Yours sincerely

Caroline Pryor
Statutory Services Branch

18 May 2002



THE MARITIME UNION OF AUSTRALIA

NATIONAL OFFICE

P. Crumlin
National Secretary

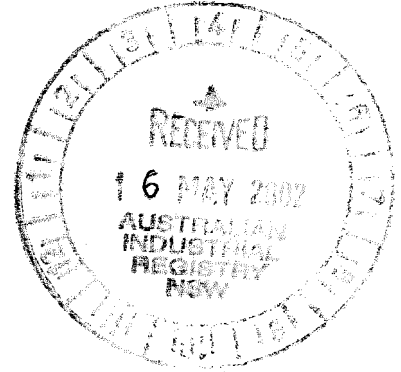
J. Tannock
Deputy National Secretary

M. Doleman
R. Newlyn
Assistant National Secretaries

WG-K527

16 May 2002

Deputy Industrial Registrar
Australian Industrial Registry
Terrace Towers
80 William Street
EAST SYDNEY NSW 2011
Facsimile No: (02) 9380 6990



Attention: Ms Caroline Pryor

Dear Registrar,

Re: Sub-section 268(3) and Regulation 102 of the WR Act 1996

I refer to correspondence dated 8 May 2002 (your reference AR2002/51) to Mr Crumlin relating to Annual Returns of Information.

In conformity with the above mentioned Regulation, I enclose a Statutory Declaration and Annexure (marked "C") in compliance with Regulation 102 of the Workplace Relations Regulations.

Thanking you for your assistance.

Yours sincerely

W Giddins
National Industrial Officer

(Encl.)

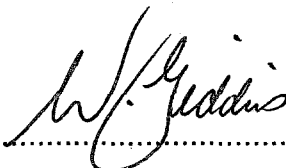
COMMONWEALTH OF AUSTRALIA

STATUTORY DECLARATION

I, WILLIAM JOHN GIDDINS of 365 Sussex Street, Sydney, in the State of New South Wales, Trade Union Officer, do solemnly and sincerely declare as follows:

1. I am employed by the Maritime Union of Australia ("MUA") which is an organisation registered under the Workplace Relations Act 1996 as a National Industrial Officer.
2. I annex to this Declaration the list of Registered Offices and Branch Offices of the MUA that exist at the time of making this Declaration.
3. I certify that the information contained in the Annexure marked "C" is true and correct to the best of my knowledge and belief.

AND I make this solemn declaration by virtue of the (Commonwealth) *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.




.....

William Giddins

National Industrial Officer

Declared at SYDNEY on this 16th Day of May 2002

Before me,



.....
JUSTICE OF THE PEACE

ANNEXURE "C"

THE MARITIME UNION OF AUSTRALIA


LIST OF REGISTERED OFFICES AND BRANCH OFFICES AS AT 1 JANUARY 2002

1. **Maritime Union of Australia National Office**
Level 2, 365 Sussex Street, Sydney, NSW 2000
Phone: 02 9267 9134 Fax: 02 9261 3481

2. **Maritime Union of Australia Central New South Wales Branch**
Level 2, 365 Sussex Street, Sydney, NSW 2000
Phone: 02 9264 5024 Fax: 02 9261 4548

3. **Maritime Union of Australia Northern New South Wales Branch**
406-408 King Street, Newcastle, NSW 2302
Phone: 02 4929 2149 Fax: 02 4929 6618

4. **Maritime Union of Australia Southern New South Wales Branch**
Unit 6, Victoria Street, Wollongong, NSW 2500
PO Box 1562, Wollongong, NSW 2500
Phone: 02 4229 2999 Fax: 02 4228 7057

5. **Maritime Union of Australia Northern Queensland Branch**

PO Box 277, Townsville, QLD 4810
Phone: 07 4771 4311 Fax: 07 4721 2459

6. **Maritime Union of Australia Southern Queensland Branch**
73 Southgate Avenue, Southgate Park, Cannon Hill, QLD 4170
Phone: 07 3395 7215 Fax: 07 3395 7688

7. **Maritime Union of Australia Victorian Branch**
46-54 Ireland Street, West Melbourne, VIC 3003
Phone: 03 9329 5477 Fax: 03 9328 1682

8. Maritime Union of Australia Tasmanian Branch

Port Services Road, Burnie, TAS 7320

PO Box 689, Burnie, TAS 7320

Phone: 03 6431 3312

Fax: 03 6431 5091

9. Maritime Union of Australia South Australian Branch

65 St Vincent Street, Port Adelaide, SA 5015

Phone: 08 8447 1779

Fax: 08 8447 5811

10. Maritime Union of Australia Western Australian Branch

Level 2, 2-4 Kwong Alley, North Fremantle, WA 6159

Phone: 08 9335 0500

Fax: 08 9335 0510

11. Maritime Union of Australia Northern Territory Branch

Forthill Wharf, Darwin, NT 0801

GPO Box 1174, Darwin, NT 0801

Phone: 08 8981 6830

Fax: 08 8941 1492



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Our ref: AR 2002/51

Mr P Crumlin,
National Secretary,
Maritime Union of Australia
365 Sussex Street
Sydney, NSW, 2000

Dear Mr Crumlin,

**RE: MARITIME UNION OF AUSTRALIA
- ANNUAL RETURN OF INFORMATION
CONTAINED IN RECORDS KEPT BY ORGANISATION**

I have received your statutory declaration dated 3 May 2002 providing information in accordance with subsection 268(3) and reg 43(1) of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 3 May 2002 .

The documents lodged cover the following information for the year 2001.

- Number of members and employees as at 1/1/2002.
- Declaration in respect of the register of members of the organisation.
- List of offices of the organisation and its branches and of the persons holding those offices.
- a statement ~~listing~~ that no elections must be held according to your organisation's rules during the year commencing 1 April 2002 to 31 March 2003

The documents have been filed.

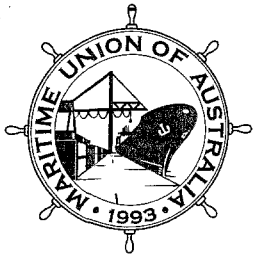
You have omitted a list of registered offices of the union. Subsection 268(3) and reg 102 of the Act requires a full list of the addresses of registered offices and branch offices of the organisation to be lodged in the Registry. It would appear the information previously lodged is insufficient in this regard. You are therefore requested to lodge a full list of registered offices and branch offices of the organisation, with postal addresses and other relevant contact information, under cover of a statutory declaration, in the Registry at your earliest convenience.

Please do not hesitate to contact me on (02) 8374 6516 if you wish to discuss the reporting requirements.

Yours sincerely

Caroline Pryor
Statutory Services Branch

8 May 2002



THE MARITIME UNION OF AUSTRALIA

NATIONAL OFFICE

P. Crumlin
National Secretary

J. Tannock
Deputy National Secretary

M. Doleman
R. Newlyn
Assistant National Secretaries

Our Ref: WG-K521

3 May 2002

Industrial Registrar
Australian Industrial Relations Commission
80 William Street
EAST SYDNEY NSW 2011

Fax No: 9380 6990

Dear Sir/Madam

**Re: The Maritime Union of Australia Annual Return of Information for
Year 2002**



Please find enclosed original of Statutory Declaration of Pdraig Crumlin dated 3 May 2002.

Yours faithfully,

W Giddins
National Industrial Officer

COMMONWEALTH OF AUSTRALIA

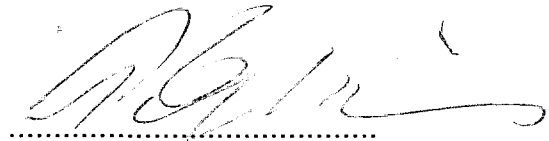
STATUTORY DECLARATION

I, PADRAIG CRUMLIN of 365 Sussex Street, Sydney, in the State of New South Wales, Trade Union Official, do solemnly and sincerely declare as follows:

1. I am the National Secretary of The Maritime Union of Australia ("MUA") which is an organisation registered under the Workplace Relations Act 1996 ("WR Act").
2. I certify that a register of members ("the register") has been maintained and kept as required under section 268 (1) and (2) of the WR Act for the 2001 calendar year.
3. I certify that the register is true and correct to my best knowledge and belief.
4. A copy of the records that are required to be maintained under section 268 (1) (b) and (c) of the WR Act are annexed and marked "A" and "B".
5. I certify that the information contained in the records is true and correct to my best knowledge and belief.

6. In accordance with s268(1) (d) and sub regulation 102 (c) of the WR Act I certify that Quadrennial elections were held in 1999. Thus, there are no elections scheduled to be held for any positions under the Rules of the MUA for the year 2002.

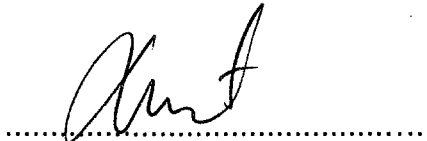
AND I make this solemn declaration by virtue of the (Commonwealth) *Statutory Declarations Act 1959* and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every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



Padraig Crumlin
National Secretary

Declared at SYDNEY on this 3RD Day of May 2002

Before me,



Joanne White
Solicitor

ANNEXURE "A"

THE MARITIME UNION OF AUSTRALIA LIST OF OFFICES AS AT 1 JANUARY 2002

1. NATIONAL COUNCIL

- National Secretary
- Deputy National Secretary
- ❖ National Presiding Officer
- ❖ Deputy National Presiding Officer
- ❖ National Vice Presiding Officer
- ❖ National Vice Presiding Officer
- Assistant National Secretary
- Assistant National Secretary
- Northern Queensland Branch - Branch Secretary - Honorary
- Southern Queensland Branch - Branch Secretary
- Southern Queensland Branch - Branch Deputy Secretary
- Northern New South Wales Branch - Branch Secretary
- Northern New South Wales Branch - Branch Deputy Secretary - Honorary
- Central New South Wales Branch - Branch Secretary
- Central New South Wales Branch - Branch Deputy Secretary
- Southern New South Wales Branch - Branch Secretary
- Southern New South Wales Branch - Branch Deputy Secretary - Honorary
- Victorian Branch - Branch Secretary
- Victorian Branch - Branch Deputy Secretary
- Tasmanian Branch - Branch Secretary
- Tasmanian Branch - Deputy Branch Secretary - Honorary
- South Australian Branch - Branch Secretary
- South Australian Branch - Branch Deputy Secretary - Honorary
- Western Australian Branch - Branch Secretary
- Western Australian Branch - Branch Deputy Secretary
- Northern Territory Branch - Branch Secretary - Honorary

- ❖ The National Presiding Officer, Deputy National Presiding Officer, National Vice Presiding Officer and National Vice Presiding Officer are elected by and from the National Council.

2. NATIONAL OFFICES IN THE UNION

National Secretary
Deputy National Secretary
Assistant National Secretary
Assistant National Secretary

3. NORTHERN QUEENSLAND BRANCH OFFICES IN THE UNION

Northern Queensland Branch - Branch Secretary - Honorary

4. SOUTHERN QUEENSLAND BRANCH OFFICES IN THE UNION

Southern Queensland Branch - Branch Secretary
Southern Queensland Branch - Deputy Branch Secretary
Southern Queensland Branch - Assistant Branch Secretary

5. NORTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

Northern New South Wales Branch - Branch Secretary
Northern New South Wales Branch - Deputy Branch Secretary - Honorary

6. CENTRAL NEW SOUTH WALES BRANCH OFFICES IN THE UNION

Central New South Wales Branch - Branch Secretary
Central New South Wales Branch - Deputy Branch Secretary
Central New South Wales Branch - Assistant Branch Secretary
Central New South Wales Branch - Assistant Branch Secretary

7. SOUTHERN NEW SOUTH WALES BRANCH OFFICES IN THE UNION

Southern New South Wales Branch - Branch Secretary
Southern New South Wales Branch - Deputy Branch Secretary - Honorary

8. VICTORIAN BRANCH OFFICES IN THE UNION

Victorian Branch - Branch Secretary
Victorian Branch - Deputy Branch Secretary
Victorian Branch - Assistant Branch Secretary
Victorian Branch - Assistant Branch Secretary

9. TASMANIAN BRANCH OFFICES IN THE UNION

Tasmanian Branch - Branch Secretary
Tasmanian Branch - Deputy Branch Secretary - Honorary

10. SOUTH AUSTRALIAN BRANCH OFFICES IN THE UNION

South Australian Branch - Branch Secretary
South Australian Branch - Deputy Branch Secretary - Honorary

11. WESTERN AUSTRALIAN BRANCH OFFICES IN THE UNION

Western Australian Branch - Branch Secretary
Western Australian Branch - Deputy Branch Secretary
Western Australian Branch - Assistant Branch Secretary

12. NORTHERN TERRITORY BRANCH OFFICES IN THE UNION

Northern Territory Branch - Branch Secretary - Honorary

ANNEXURE "B"

**MARITIME UNION OF AUSTRALIA
LIST OF OFFICE HOLDERS AS AT 1 JANUARY 2002**

1. NATIONAL COUNCIL

National Secretary

Padraig Crumlin
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Deputy National Secretary

Michael O'Leary
Trade Union Official
365 Sussex Street
Sydney NSW 2000

National Presiding Officer

John Higgins
Trade Union Official
46-54 Ireland St
West Melbourne Vic 3003

Deputy National Presiding Officer

Derrick R Newlyn
Trade Union Official
65 St Vincent Street
Port Adelaide SA 5015

National Vice Presiding Officer

Vacant

National Vice Presiding Officer

Vacant

Assistant National Secretary

James Tannock
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Assistant National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Northern Queensland Branch - Branch Secretary - Honorary

Laurence Horgan
Trade Union Official



Southern Queensland Branch - Branch Secretary

Michael Carr
Trade Union Official
73 Southgate Avenue
Southgate Park
Cannon Hill QLD 4170

Southern Queensland Branch - Branch Deputy Secretary

Trevor Munday
Trade Union Official
73 Southgate Avenue
Southgate Park
Cannon Hill QLD 4170

Northern New South Wales Branch - Branch Secretary

James Boyle
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
Newcastle West NSW 2302

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

Leonard Covell
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
Newcastle West NSW 2302

Central New South Wales Branch - Branch Secretary

Robert Coombs
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Central New South Wales Branch - Deputy Branch Secretary

John Garrett
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Southern New South Wales Branch - Branch Secretary

Mark Armstrong
Trade Union Official
PO Box 1562
Wollongong NSW 2500

**Southern New South Wales Branch - Deputy Branch Secretary -
Honorary**

Gary Keane
Trade Union Official
PO Box 1562
Wollongong NSW 2500

Victorian Branch - Branch Secretary

Michael Cottrell
Trade Union Official
46-54 Ireland Street
West Melbourne VIC 3003

Victorian Branch - Deputy Branch Secretary

John Higgins
Trade Union Official
46-54 Ireland Street
West Melbourne VIC 3003

Tasmanian Branch - Branch Secretary

Michael Wickham
Trade Union Official
PO Box 689
Burnie TAS 7320

Tasmanian Branch - Deputy Branch Secretary - Honorary

Gerard Gaffney
Trade Union Official
PO Box 689
Burnie TAS 7320

Northern Territory Branch - Branch Secretary - Honorary

Andrew Burford
Trade Union Official
PO Box 1174
Darwin NT 0801

South Australian Branch - Branch Secretary

Derrick R Newlyn
Trade Union Official
65 St Vincent Street
Port Adelaide SA 5015

South Australian Branch - Deputy Branch Secretary - Honorary

Keith Ridgeway
Trade Union Official
65 St Vincent Street
Port Adelaide SA 5015

Western Australian Branch - Branch Secretary

Terrence Buck
Trade Union Official
Level 2/2-4 Kwong Alley
North Fremantle WA 6159

Western Australian Branch - Deputy Branch Secretary

Walter Pritchard
Trade Union Official
Level 2/2-4 Kwong Alley
North Fremantle WA 6159

2. NATIONAL OFFICE HOLDERS

National Secretary

Padraig Crumlin
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Deputy National Secretary

Michael O'Leary
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Assistant National Secretary

James Tannock
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Assistant National Secretary

Michael Doleman
Trade Union Official
365 Sussex Street
Sydney NSW 2000

3. NORTHERN QUEENSLAND BRANCH OFFICE-HOLDERS IN THE UNION

Northern Queensland Branch - Branch Secretary - Honorary

Laurence Horgan
Trade Union Official



4. SOUTHERN QUEENSLAND BRANCH OFFICE-HOLDERS IN THE UNION

Southern Queensland Branch - Branch Secretary

Michael Carr
Trade Union Official
73 Southgate Avenue
Southgate Park
Cannon Hill QLD 4170

Southern Queensland Branch - Deputy Branch Secretary

Trevor Munday
Trade Union Official
73 Southgate Avenue
Southgate Park
Cannon Hill QLD 4170

Southern Queensland Branch – Assistant Branch Secretary

David Perry
Trade Union Official
73 Southgate Avenue
Southgate Park
Cannon Hill QLD 4170

5. NORTHERN NEW SOUTH WALES BRANCH OFFICE-HOLDERS IN THE UNION

Northern New South Wales Branch - Branch Secretary

James Boyle
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
Newcastle West NSW 2302

Northern New South Wales Branch - Deputy Branch Secretary - Honorary

Leonard Covell
Trade Union Official
Suite 1, Devonshire House
406-408 King Street
Newcastle West NSW 2302

6. CENTRAL NEW SOUTH WALES BRANCH OFFICE-HOLDERS IN THE UNION

Central New South Wales Branch - Branch Secretary

Robert Coombs
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Central New South Wales Branch - Deputy Branch Secretary

John Garrett
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Central New South Wales Branch - Assistant Branch Secretary

Sean Chaffer
Trade Union Official
365 Sussex Street
Sydney NSW 2000

Central New South Wales Branch – Assistant Branch Secretary

Barry Robson
Trade Union Official
365 Sussex Street
Sydney NSW 2000

7. SOUTHERN NEW SOUTH WALES BRANCH OFFICE-HOLDERS IN THE UNION

Southern New South Wales Branch - Branch Secretary

Mark Armstrong
Trade Union Official
PO Box 1562
Wollongong NSW 2500

Southern New South Wales Branch - Deputy Branch Secretary - Honorary

Gary Keane
Trade Union Official
PO Box 1562
Wollongong NSW 2500

8. VICTORIAN BRANCH OFFICE-HOLDERS IN THE UNION

Victorian Branch - Branch Secretary

Michael Cottrell
Trade Union Official,
46-54 Ireland Street
West Melbourne VIC 3003

Victorian Branch - Deputy Branch Secretary

John Higgins
Trade Union Official
46-54 Ireland Street
West Melbourne VIC 3003

Victorian Branch - Assistant Branch Secretary

Richard Ryan
Trade Union Official
46 - 54 Ireland St
West Melbourne Vic 3003

Victorian Branch - Assistant Branch Secretary

David Cushion
Trade Union Official
46-54 Ireland St
West Melbourne VIC 3003

9. TASMANIAN BRANCH OFFICE-HOLDERS IN THE UNION

Tasmanian Branch - Branch Secretary

Michael Wickham
Trade Union Official
PO Box 689
Burnie TAS 7320

Tasmanian Branch - Deputy Branch Secretary - Honorary

Gerard Gaffney
Trade Union Official
PO Box 689
Burnie TAS 7320

10. NORTHERN TERRITORY BRANCH OFFICE-HOLDERS IN THE UNION

Northern Territory Branch - Branch Secretary - Honorary

Andrew Burford
Trade Union Official
PO Box 1174
Darwin NT 0801

11. SOUTH AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

South Australian Branch - Branch Secretary

Derrick Newlyn
Trade Union Official
65 St Vincent Street
Port Adelaide SA 5015

South Australian Branch - Deputy Branch Secretary - Honorary

Keith Ridgeway
Trade Union Official
65 St Vincent Street
Port Adelaide SA 5015

13. WESTERN AUSTRALIAN BRANCH OFFICE-HOLDERS IN THE UNION

Western Australian Branch - Branch Secretary

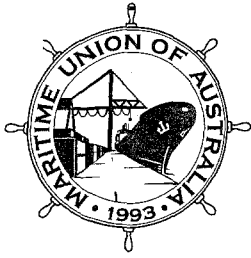
Terrence Buck
Trade Union Official
Level 2/2-4 Kwong Alley
North Fremantle WA 6159

Western Australian Branch - Deputy Branch Secretary

Walter Pritchard
Trade Union Official
Level 2/2-4 Kwong Alley
North Fremantle WA 6159

Western Australian Branch - Assistant Branch Secretary

Dean Summers
Trade Union Official
Level 2/2-4 Kwong Alley
North Fremantle WA 6159



THE MARITIME UNION OF AUSTRALIA

NATIONAL OFFICE

P. Crumlin
National Secretary

J. Tannock
Deputy National Secretary

M. Doleman
R. Newlyn
Assistant National Secretaries

WG-K522

3 May 2002

Deputy Industrial Registrar
Australian Industrial Registry
Terrace Towers
80 William Street
EAST SYDNEY NSW 2011
Facsimile No: (02) 9380 6990

Attention: Ms Caroline Pryor

Dear Registrar,

Re: Regulation 43, Workplace Relations Regulations



I refer to correspondence dated 10 April 2002 to Mr Crumlin relating to Annual Returns of Information.

In conformity with the above mentioned Regulation, I enclose a Statement in compliance with Regulation 43(i)(a) of the Workplace Relations Regulations.

Thanking you for your assistance.

Yours sincerely

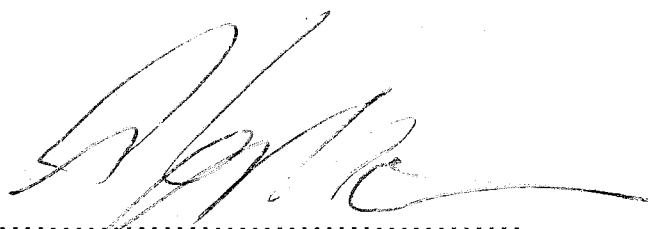
W Giddins
National Industrial Officer

STATEMENT

I, Padraig Crumlin, National Secretary of the Maritime Union of Australia (MUA), having knowledge of the facts and being duly authorised by the MUA to provide this statement, state that on 1 January 2002, the MUA had 9,733 members who were employees or independent contractors.

This statement is provided to the best of my knowledge and belief and in compliance with Regulation 43(i)(a) of the Workplace Relations Regulations.

Dated: 3rd May 2002



.....
Padraig Crumlin
National Secretary
Maritime Union of Australia

AR 2002/57



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 9332 0666
Fax: (02) 9380 6990

Mr P Crumlin
National Secretary
Maritime Union of Australia
365 Sussex Street
SYDNEY NSW 2000

Dear Mr Crumlin

Re: Annual Returns of Information as at 1 January 2002

I refer to previous correspondence from the Industrial Registry in February 2002 concerning the requirement under subsection 268(3) of the *Workplace Relations Act 1996* that each organisation lodge in the Registry certain information relating to records that the organisation is required to keep.

From the records held in the Industrial Registry, it would appear that a statutory declaration certifying the following information has not been lodged for your organisation:

- Maintenance of the register of members;
- List of offices;
- List of office-holders including names, postal addresses and occupations;
- Address of the office of the organisation; including postal and actual addresses and
- A record of each election that must, under the rules of the organisation, be held during the year commencing 1 April 2002.

This information was due on **31 March 2002**.

You will also be aware that Workplace Relations Regulation 43 requires organisations of employees (unions) to lodge annual statements concerning the number of members as at 1 January each year. This information was required no later than 1 March 2002.

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 **Friday 3 May 2002**.

Should you wish to discuss this matter, I may be contacted on (02) 8374 6516.

Yours sincerely

Caroline Pryor
for Deputy Industrial Registrar

10 April 2002



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 9332 0666
Fax: (02) 9380 6990

Mr P Crumlin
National Secretary
The Maritime Union of Australia
365 Sussex Street
Sydney NSW 2000

Dear Mr Crumlin

Re: Annual Returns of Information

You will be aware that each registered organisation is required under subsection 268(3) of the *Workplace Relations Act 1996* to lodge in the Registry certain information relating to records that the organisation is required to keep **prior to the 31st March each year**. It is a mandatory obligation on organisations to supply this information, I am writing to you to outline the information required and offer assistance if the requirements are unclear.

Subsection 268(3)(b) requires the following documents to be lodged:

- List of offices;
- List of office-holders including names, postal addresses and occupations as at January 1st 2002;
- Address of the office of the organisation; and
- A record of each election that must, under the rules of the organisation, be held during the year commencing 1 April 2002. (reg 102)

Each of the above is required to be lodged under cover of a Commonwealth statutory declaration certifying that the information is correct. The statutory declaration must also declare that the register of members has been kept and maintained in accordance with the requirements of Subsection 268(3)(a).

You will also be aware that Workplace Relations Regulation 43 requires organisations of employees (unions) to lodge annual statements concerning the number of members as at 1 January each year. This information is required no later than the 1 March 2002. It may be convenient for you to include this information with the above.

Should you wish to discuss this matter, I may be contacted on (02) 8374 2612.

Yours sincerely

Caroline Pryor
for Deputy Industrial Registrar

18/2/2002