

12 March 2025

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: PSU Group kathryn.landsberry@cpsu.org.au SPSF Group WA Branch postbox@cpsucsa.org

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
28 February 2025	PSU Group	S20 PM&C Section Secretary	Yes
3 March 2025	SPSF Group WA Branch	Branch Councillor	Yes
7 March 2025	PSU Group	S09.05 CSIRO, Section Councillor SA	Yes

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

#### **ANNEXURE A**

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for Change	Name of <u>New</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
WAPOU Branch	05-03-2025	Acacia Delegate to Branch Council	Vacant	E2024/209	Steven Makinson	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Acacia Delegate to Branch Council	Vacant	E2024/209	Caroline Jane Ellis	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Academy Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Albany Delegate to Branch Council	Vacant	E2024/209	Charlotte Abbott	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Bandyup Delegate to Branch Council	Vacant	E2024/209	Bernardine Deimel	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Boronia Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Bunbury Delegate to Branch Council	Vacant	E2024/209	John Kerr	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Drug Detection Unit Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Eastern Goldfields Regional Delegate to Branch Council	Vacant	E2024/209	Stephen Parker	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Greenough Delegate to Branch Council	Vacant	E2024/209	Jason Staiger	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Greenough Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer

WAPOU Branch	05-03-2025	Hakea Delegate to Branch Council	Vacant	E2024/209	Andrew Powell	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Hakea Delegate to Branch Council	Vacant	E2024/209	Mathew Bender	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Hakea Delegate to Branch Council	Vacant	E2024/209	Shadd Elson	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Karnet Delegate to Branch Council	Vacant	E2024/209	Daniel Brodie	107.Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Karnet Delegate to Branch Council	Vacant	E2024/209	Peter Nield	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Melaleuca Delegate to Branch Council	Vacant	E2024/209	Alusine Kamara	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Melaleuca Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Roebourne Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	SOG Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	Wooroloo Delegate to Branch Council	Vacant	E2024/209	Barrie Curtis	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU <sup>•</sup> Branch	05-03-2025	Wooroloo Delegate to Branch Council	Vacant	E2024/209	Vacant - Insufficient Nominations	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	05-03-2025	West Kimberley Delegate to Branch Council	Vacant	E2024/209	Paul Morris	107 Abernethy Road, Belmont WA 6104	Prison Officer

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 3 March 2025

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	21 February 2025	S09.05 CSIRO, Section Councillor SA	Vacant	Rachel Hennessy (acting appointment pending CPSU casual elections 2025)	c/- 101 Henley Beach Road, Mile End, SA, 5031	Public Servant

I, Melanie Bray, being the Branch Secretary of the Community and Public Sector Union SPSF Group WA Branch, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- The incoming officers within Annexure A are appointed to casual vacancies as per section 44 of the CPSU, the Community and Public Sector Union; Chapter C – SPSF Rules.

Signed: Melanie Bray

Dated: 27th February 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

## **ANNEXURE A**

## THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
CPSU SPSF Group WA Branch	18.02.2025	Branch Councillor	Karen Handley			

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

1. I am authorised to make this declaration.

2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of

the Fair Work (Registered Organisations) Act 2009:

 A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and

forms part of this declaration.



Signed: Melissa Donnelly

Dated: 17 February 2025

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@fwc.org.au.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	31 January 2025	S20 PM&C, Section Secretary	Charlie Gonzalez	Vacant		
CPSU PSU Group	12 February 2025	S20 PM&C, Section Secretary	Vacant	Adam Magee (acting appointment pending CPSU casual elections 2025)	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant



22 January 2025

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: SPSF Group Tasmania Branch

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
13 January 2025	SPSF Group Tasmania Branch	Branch Councillor	Yes

I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:

1.1 am authorised to make this declaration.

- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:	 	*************************	
Signod:			

Thirza White – Branch Secretary
CPSU (SPSF Group, Tasmanian Branch)

Dated: 13 January 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

## **ANNEXURE A**

### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
Tasmania	06.01.2025	Branch Councillor	Stewart Huxtable	Vacant		



23 December 2024

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc:

SPSF TAS- cpsu@tas.cpsu.com.au SPSF WA- postbox@cpsucsa.org PSU Group- kathryn.landsberry@cpsu.org.au

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).
			If No, how many days late
10/12/2024	SPSF TAS	Councillor (5)	Yes
11/12/2024	SPSF WA	Branch Secretary (2), Federal Vice President	Yes
		(2), Federal Council Delegate (2), Branch Assistant Secretary (2)	
12/12/2024	PSU Group	Councillor, Treasury & Finance, Section Secretary – Name Changed	Yes

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 11 December 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	22 November 2024	S09 CSIRO Section Councillor, NSW	Vacant	Tony Murphy (acting position pending CPSU casual elections 2025)	c/- PO Box K243, Haymarket, NSW, 1240	Public Servant
CPSU PSU Group	20 November 2024	S03 Treasury & Finance, Section Secretary	Michael Thrower	Name changed to Michael Thrower Chowdhury following marriage	c/- PO Box K243, Haymarket, NSW, 1240	Public Servant

I, Melanie Bray, being the Branch Secretary of the Community and Public Sector Union SPSF Group WA Branch, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- 3. The incoming officers within Annexure A are appointed to casual vacancies as per section 44 of the CPSU, the Community and Public Sector Union; Chapter C SPSF Rules.



Signed: Melanie Bray

Dated: 11th December 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

## **ANNEXURE A**

## THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
CPSU SPSF Group WA Branch	01.12.2024	Branch Secretary	Rikki Hendon			Elected Official
CPSU SPSF Group WA Branch	01.12.2024	Federal Vice President	Rikki Hendon			Elected Official
CPSU SPSF Group WA Branch	01.12.2024	Federal Council Delegate	Rikki Hendon			Elected Official
CPSU SPSF Group WA Branch	02.12.2024	Branch Assistant Secretary	Melanie Bray			Elected Official
CPSU SPSF Group WA Branch	02.12.2024	Branch Secretary		Melanie Bray	Level 5/445 Hay Street, Perth WA 6000	Elected Official
CPSU SPSF Group WA Branch	02.12.2024	Federal Vice President		Melanie Bray	Level 5/445 Hay Street, Perth WA 6000	Elected Official

CPSU SPSF Group WA Branch	02.12.2024	Federal Council Delegate	Melanie Bray	Level 5/445 Hay Street, Perth WA 6000	Elected Official
CPSU SPSF Group WA Branch	02.12.2024	Branch Assistant Secretary	Vanessa Brett	Level 5/445 Hay Street, Perth WA 6000	Elected Official

I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Thirza White – Branch Secretary
CPSU (SPSF Group, Tasmanian Branch)

Dated: 10 December 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

### **ANNEXURE A**

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
Tasmania	28.11.2024	Executive Councillor	Vacant	Mark Rippon	c/- 157 Collins Street Hobart Tas 7000	Technical Officer
Tasmania	28.11.2024	Councillor	Vacant	Christopher Beis	c/- 157 Collins Street Hobart Tas 7000	Public Servant
Tasmania	28.11.2024	Councillor	Vacant	Nikki Manley	c/- 157 Collins Street Hobart Tas 7000	Public Servant
Tasmania	28.11.2024	Councillor	Vacant	Natalie Bown	c/- 157 Collins Street Hobart Tas 7000	Public Servant
Tasmania	28.11.2024	Councillor	Mark Rippon	Vacant	c/- 157 Collins Street Hobart Tas 7000	



#### 11 November 2024

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: SPSF Group slittle@psa.asn.au WAPOU Branch wapou@wapou.asn.au

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/23.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

#### **Fair Work Commission**

# Appendix A

The table below outlines the changes notified and when they were lodged.

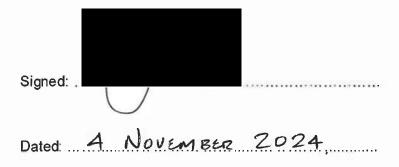
Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement Branch		Change	Within prescribed period (Yes/No).	
			If No, how many days late	
30 October 2024	SPSF Group	Address	Yes	
5 November 2024	WAPOU Branch	Casuarina Delegate to Branch Council	Yes	
5 November2024	WAPOU Branch	Broome Regional Prison Delegate to Branch Council Eastern Goldfields Regional Prison Delegate to Branch Council Hakea Prison Delegate to Branch Council	No, 25 days	

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

#### **ANNEXURE A**

• Changes te Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
WAPOU Branch	6-09-2024	Broome Regional Prison Delegate to Branch Council		E2024/35	Peter Shaw	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	6-09-2024	Eastern Goldfields Regional Prison Delegate to Branch Council		E2024/35	Keith Cavazzi	107 Abernethy Road, Belmont WA 6104	Prison Officer
WAPOU Branch	6-09-2024	Hakea Prison Delegate to Branch Council		E2024/35	Chris Jones	107 Abernethy Road, Belmont WA 6104	Prison Officer

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (W.APOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:	U					
Dated:	4	Nove	MBER	20	24	

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Cccupation of <u>New</u> Office Holder
WAPOU Branch	31/10/24	Casuarina Delegate to Branch Council	Robert Sheehan	Resigned as Delegate	Vacant		

I, Stewart Little being the Federal Secretary of the Community and Public Sector Union (State Public Services Federation) declare the following:

- 1 Lam authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:

On 28 September the address of the organisation changed to 160 Clarence Street, Sydney, NSW 2000.1

NB: The former address of the Federal Office was Level 10, 128 Exhibition Street, Melbourne, VIC, 3000



Signed:

Dated: 29 October 2024

<sup>&</sup>lt;sup>1</sup> s.230(1)(d); reg.147(d)



28 October 2024

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: SPSF Group Tasmania Branch cpsu@tas.cpsu.com.au

**Dear Stewart Little** 

#### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
22 October 2024	SPSF Group Tasmania Branch	Branch Assistant Secretary	Yes

I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those
  offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:	
Jigiicu.	***************************************

Thirza White — Branch Secretary
CPSU (SPSF Group, Tasmanian Branch)

Dated: 17 October 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

#### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
Tasmania	27.9.2024	Branch Assistant Secretary	Thomas Lynch	Natalie Jones	c/- 157 Collins Street Hobart Tas 7000	Union Official
8						



#### 21 October 2024

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: SPSF VIC - enquiry@cpsuvic.org

PSU Group - kathryn.landsberry@cpsu.org.au

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
02/10/2024	SPSF VIC	Branch Councillor	Yes
21/10/2024	PSU Group	Councillor (6), Section Secretary (3), Section Treasurer	Yes

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU

Group) declare the following:

1. I am authorised to make this declaration.

2. The following is a correct statement of the changes made to the information contained in the

records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of

the Fair Work (Registered Organisations) Act 2009:

A list of changes to offices and the names, postal addresses and occupations of

persons holding those offices is attached to this declaration at Annexure A and

forms part of this declaration.



Signed: Melissa Donnelly

Dated: 21 October 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission

within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

## ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	20 September 2024	S09 CSIRO Staff Association TAS Section Councillor	Scott Philip	Vacant		
CPSU PSU Group	16 October 2024	S06 Attorney General's, Section Secretary	Robin Browne - acting	Robin Brown	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
CPSU PSU Group	16 October 2024	S09 CSIRO, Governing Councillor	Vacant	Everard Edwards	c/- 101 Henley Beach Road, Mile End, SA, 5031	Public Servant
CPSU PSU Group	16 October 2024	S09 CSIRO, Section Treasurer	Scott Wilkinson – acting	Scott Wilkinson	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
CPSU PSU Group	16 October 2024	S16 Foreign Affairs, Aid and Trade, Section Secretary	Vacant	Catherine Herron	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
CPSU PSU Group	16 October 2024	S22 Statistics, Governing Councillor	Silvana Sherman – acting	Silvana Sherman	c/- PO Box 13046, Law Courts, Melbourne, VIC, 8010	Public Servant
CPSU PSU Group	16 October 2024	S23 Tax, Governing Councillor	Ed Coogan – acting	Ed Coogan	c/- PO Box 13046, Law Courts, Melbourne, VIC, 8010	Public Servant

CPSU PSU Group	16 October 2024	S34 Services Australia ACT, Governing Councillor	Don De Silva	Scott Curline-Wandl	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
CPSU PSU Group	16 October 2024	S36 Employment, Skills, and Workplace Relations, Section Secretary	Alice Farquharson – acting	Alice Farquharson	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
CPSU PSU Group	16 October 2024	S0 CSIRO Section Councillor, ACT	Nunzio Kerr (acting position pending CPSU Casual Elections 2024)	Vacant		

I, KAREN BATT, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF GROUP VICTORIAN BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those
  offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

Karen Batt Branch Secretary

Dated:

2 October 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

#### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU/SPSF Victorian Branch	30-9- 2024	Branch Councillor		Seema Maharaj	c/- CPSU/SPSF Victorian Branch, PO Box 24233, Melbourne 3000	Public servant



26 September 2024

Stewart Little
National Joint Secretary
CPSU, the Community and Public Sector Union
Sent via email: slittle@psa.asn.au

cc: WAPOU- wapou@wapou.asn.au

**Dear Stewart Little** 

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/23.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- · keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

#### **Fair Work Commission**

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
19/09/2024	National	National Joint Secretary	No, 46 Days
26/09/2024	WAPOU	Delegate to Branch Council	Yes

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change		Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
WAPOU Branch	25/9/24	Wooroloo Delegate to Branch Council	Alasdair Kirwan	Resigned as Delegate	Vacant		

I, TOM LYNCH, being the NATIONAL JOINT PRESIDENT of the COMMUNITY AND PUBLIC SECTOR UNION, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those
  offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed:

Tom Lynch National Joint President

Dated: 19/09/2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

#### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
CPSU	30 June 2024	National Joint Secretary	Karen Batt	Stewart Little	L12 160 Clarence Street, Sydney NSW 2000	Branch Secretary



18 September 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Group, Tasmanian Branch- cpsu@tas.cpsu.com.au

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
10/09/2024	TAS, Federal	Vice President, Federal Councillor	Yes

- I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:
  - 1. I am authorised to make this declaration.
  - 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signad:	
Signed: .	••••••

Thirza White – Branch Secretary CPSU (SPSF Group, Tasmanian Branch)

Dated: 9 September 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

## THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
Tasmania	29.8.2024	Vice President	Rosmyn Faulks	Emil Kavic	c/- 157 Collins Street Hobart Tas 7000	Public Servant

- I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:
  - 1. I am authorised to make this declaration.
  - 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed				
0			V. 7000000000000000000000000000000000000	
			(5)	

Thirza White – Branch Secretary CPSU (SPSF Group, Tasmanian Branch)

Dated: 09 September 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

## THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
CPSU	29.8.2024	Federal Councillor	Rosmyn Faulks	Tania Shilcock	c/- 157 Collins Street Hobart Tas 7000	Public Servant
SPSF Federal		(From Tasmania)				
Council						
				:		



21 August 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Vic Branch enquiry@cpsuvic.org WAPOU Branch wapou@wapou.asn.au

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

# eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

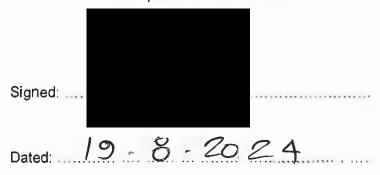
Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
9 August 2024	SPSF Victoria Branch	Branch Councillor	Yes
19 August 2024	WAPOU Branch	Hakea Delegate to Branch Council	Yes

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[.PLE.ASE. NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change		Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of New Office Holder
WAPOU Branch	15/8/24	Hakea Delegate to Branch Council	Clive Mitchell	Medical Retirement	Vacant		

I, KAREN BATT, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF GROUP VICTORIAN BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

Karen Batt

Dated:

8 August 2024

**Branch Secretary** 

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

# [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU/SPSF Victorian Branch	5-8-2024	Branch Councillor	Mitchell Vandewerdt- Holman			



1 August 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF NSW- psa@psa.asn.au SPSF TAS-cpsu@tas.cpsu.com.au SPSF WAPOU- wapou@wapou.asn.au

Dear Karen Batt

# Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

# eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
18/07/2024 (amended 25/07/2024)	SPSF NSW	Branch Federal Vice President, Branch Representative to Federal Executive.	Yes
18/07/2024 (amended- 22/07/2024)	SPSF TAS	Councillor	Yes
19/07/2024 (amended-22/07/2024)	SPSF WAPOU	Delegate to Branch Council	Yes
29/07/2024	SPSF WAPOU	Change of Address	Yes

I, Andy Smith, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:

[delete all that do not apply]

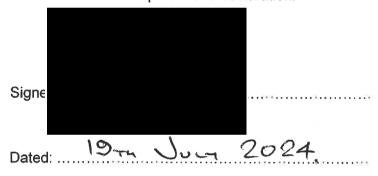
• On 26/07/2024 the address of the organisation changed to 107 Abernethy Road, Belmont WA 6104

Dated: 26 JULY 2024



I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
WAPOU Branch	19/7/2024	Bandyup Women's Prison Delegate to Branch Council	Jenny Chadwick	Resigned as Delegate	Vacant		

- I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:
  - 1. I am authorised to make this declaration.
  - 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed .....

Thirza White – Branch Secretary CPSU (SPSF Group, Tasmanian Branch)

Dated: 22 July 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

	that has changed	Holder	Holder		Occupation of  New Office  Holder
		Rosmyn Faulks	Nil	Nil	Nil
7		Federal Councillor (From Tasmania)		(From Tasmania)	(From Tasmania)

I, Stewart Little, being the State Branch Secretary of the Community and Public Sector Union (SPSF Group) NSW Branch, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those
  offices is attached to this declaration at Annexure A and forms part of this declaration.

# Signed:



Stewart Little State Branch Secretary CPSU NSW Branch

Dated: 25 July 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
CPSU SPSF (NSW Branch)	1 July 2024	Federal Vice President (Federal Executive)	Stewart Little (1 July 2024)	Troy Wright (4 July 2024)	c/o 160 Clarence St, Sydney, 2000	Union Official
CPSU SPSF (NSW Branch)	1 July 2024	Branch Representative to Federal Executive	Troy Wright (1 July 2024)	Nicole Jess (4 July 2024)	c/o 160 Clarence St, Sydney, 2000	Union Official



15 July 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Group Tasmania Branch cpsu@tas.cpsu.com.au PSU Group kathryn.landsberry@cpsu.org.au SPSF Group WA Branch postbox@cpsucsa.org

Dear Karen Batt

# Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

# eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late8
10 July 2024	SPSF Group Tasmania Branch	Vice President	Yes
12 July 2024	PSU Group	S06 Attorney General's Section Secretary (2)	Yes
15 July 2024	SPSF Group WA Branch	Branch Councillor (8) Branch Proxy Councillor	Yes

I, Rikki Hendon, being the Branch Secretary of the Community and Public Sector Union SPSF Group WA Branch, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- 3. The incoming officers within Annexure A are appointed to casual vacancies as per section 44 of the CPSU, the Community and Public Sector Union; Chapter C SPSF Rules.



Signed: Rikki Hendon

Dated: 10/7/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Alex McInnes	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Karen Handley	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Michelle O'Rourke	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		John Savill	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Derek Winters	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Brianna Rositano	Level 5/445 Hay Street, Perth WA 6000	Public Servant

CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		Nikki Theil-Harkin	Level 5/445 Hay Street, Perth WA 6000	Public Servant
CPSU SPSF Group WA Branch	26/06/2024	Branch Proxy Councillor	Nikki Theil-Harkin			
CPSU SPSF Group WA Branch	26/06/2024	Branch Councillor		James O'Neill	Level 5/445 Hay Street, Perth WA 6000	Public Servant

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

1. I am authorised to make this declaration.

2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:

 A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 12 July 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@fwc.org.au.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	24 June 2024	S06 Attorney General's, Section Secretary	Nelson Tang	Vacant		
CPSU PSU Group	28 June 2024	S06 Attorney General's, Section Secretary	Vacant	Robin Brown	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant

- I, Thirza White, being the Branch Secretary of the CPSU (SPSF Group, Tasmanian Branch), declare the following:
  - 1. I am authorised to make this declaration.
  - 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work* (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those
    offices is attached to this declaration at Annexure A and forms part of this declaration.



Thirza White – Branch Secretary CPSU (SPSF Group, Tasmanian Branch)

Dated: 8 July 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to regorgs@fwc.gov.au].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

# [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of  New Office  Holder
Tasmania	27.6.2024	Vice President	Rosmyn Faulks	Vacant		



8 July 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Group slittle@psa.asn.au

Dear Karen Batt

# Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

## What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

# Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

# Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

# eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

# Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
1 July 2024	SPSF Group	Federal Secretary	Yes

I, TOM LYNCH, being the FEDERAL PRESIDENT of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF GROUP, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those
  offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed:

Tom Lynch Federal President

Dated: 01/07/2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

# THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

# [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
CPSU/SPSF Group	30 June 2024	Federal Secretary	Karen Batt	Stewart Little	L12 160 Clarence Street, Sydney NSW 2000	Branch Secretary



26 June 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF SA - enquiries@cpsu.asn.au

Dear Karen Batt

# Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

## What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

# Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

# Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
21/06/2024	SPSF SA	Branch Councillor	Yes

- I, Natasha Brown, being the Branch Secretary of the CPSU (SPSF Group) SA Branch, declare the following:
- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Natasha Brown

Dated: 20 June 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to regorgs@fwc.gov.au.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	12.7070	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder		Occupation of <u>New</u> Office Holder
SA	17/06/24	Branch Councillor (Electorate 5)	VACANT	,	C/- CPSU (SPSF) SA Branch, 122 Pirie Street, Adelaide, SA 5000	Public Servant



3 June 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Group, Victorian Branch- enquiry@cpsuvic.org PSU Group- kathryn.landsberry@cpsu.org.au

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
29/05/2024	SPSF Group, Victorian Branch	Branch Councillor (2)	Yes
31/05/2024	PSU Group	Councillor	Yes

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU

Group) declare the following:

1. I am authorised to make this declaration.

2. The following is a correct statement of the changes made to the information contained in the

records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of

the Fair Work (Registered Organisations) Act 2009:

A list of changes to offices and the names, postal addresses and occupations of

persons holding those offices is attached to this declaration at Annexure A and

forms part of this declaration.



Signed: Melissa Donnelly

Dated: 31 May 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@fwc.org.au.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	14 May 2024	S22 Statistics, Governing Councillor	Vacant	Silvana Sherman (acting appointment pending CPSU casual elections 2024)	c/- PO Box 13046, Law Courts, Melbourne, VIC, 8010	Public Servant

I, KAREN BATT, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF GROUP VICTORIAN BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

Karen Batt Branch Secretary

Dated:

28 May 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

#### **ANNEXURE A**

#### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
CPSU/SPSF Victorian Branch	27-5- 2024	Branch Councillor		Sandeep Sarathy	C/- CPSF/SPSF Group Victorian Branch, PO Box 24233	Public servant
CPSU/SPSF Victorian Branch	27-5- 2024	Branch Councillor		Nicolaas Van Den Bronk	C/- CPSF/SPSF Group Victorian Branch, PO Box 24233	Public servant



27 May 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: SPSF Group SA Branch enquiries@cpsu.asn.au

Dear Karen Batt

#### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
23 May 2024	SPSF Group, SA Branch	Branch Vice President	Yes

I, Natasha Brown, being the Branch Secretary of the CPSU (SPSF Group) SA Branch, declare the

following:

1. I am authorised to make this declaration.

2. The following is a correct statement of the changes made to the information contained in the

records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of

the Fair Work (Registered Organisations) Act 2009:

• A list of changes to offices and the names, postal addresses and occupations of

persons holding those offices is attached to this declaration at Annexure A and

forms part of this declaration.

Signed: Natasha Brown

Dated: 23 May 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days

of the change. It can be submitted to <u>regorgs@fwc.gov.au</u>.]

1

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	 Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder		Occupation of <u>New</u> Office Holder
SA	Branch Vice President	VACANT		C/- CPSU (SPSF) SA Branch, 122 Pirie Street, Adelaide, SA 5000	Public Servant



8 May 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: WAPOU- wapou@wapou.asn.au PSU- kathryn.landsberry@cpsu.org.au SPSF VIC- enquiry@cpsuvic.org

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
07/05/2024	WAPOU	Delegate to Branch Council	Yes
07/05/2024	PSU Group	Governing Councillor (2)	Yes
08/05/2024	SPSF VIC	Branch Councillor (2)	Yes

I, KAREN BATT, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF GROUP VICTORIAN BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

Karen Batt Branch Secretary

Dated:

7 May 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days.** It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>].

#### **ANNEXURE A**

#### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

#### [Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and cannot be notified in advance of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
CPSU/SPSF Victorian Branch	29-4- 2024	Branch Councillor	Travis Batesmith			
CPSU/SPSF Victorian Branch	2-5- 2024	Branch Councillor	Charlie Marmara			

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 7 May 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

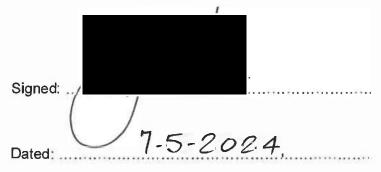
• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	18 April 2024	S34.1 Services Australia ACT, Governing Councillor	Vacant	Don De Silva (acting appointment pending CPSU casual elections 2024	c/- 4/224 Bunda Street, Canberra City ACT,2601	Public Servant
CPSU PSU Group	2 May 2024	S22 Statistics, Governing Councillor	Mark Manea (resignation)	Vacant		

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU)BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



[.PLEASE.NOT.E: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to <a href="regorgs@roc.gov.au">regorgs@roc.gov.au</a>]

#### **ANNEXUREA**

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
W.APOU Branch	4/5/2024	Hakea Delegate to Branch Council	Kevan Mills	Resigned as Delegate	V.acant		



29 April 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

cc: WAPOU wapou@wapou.asn.au PSU Group kathryn.landsberry@cpsu.org.au

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an Officer Induction Kit to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's Disclosures Fact Sheet.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work* (*Registered Organisations*) *Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
22 April 2024	WAPOU Branch	Training Academy Delegate to Branch Council	Yes
24 April 2024	PSU Group	S16 Foreign Affairs, Aid and Trade Section Secretary	Yes

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 24 April 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
CPSU PSU Group	15 April 2024	S16 Foreign Affairs, Aid and Trade, Section Secretary	Blain Canning (resigned)	Vacant		

I, ANDY SMITH, being the BRANCH SECRETARY of the COMMUNITY AND PUBLIC SECTOR UNION/SPSF WESTERN AUSTRALIAN PRISON OFFICERS (WAPOU) BRANCH, declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:					••••••	
Dated:	22	Apr	1	20	24	

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au]

#### **ANNEXURE A**

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>NeW</u> Office Holder	Postal Address of New Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
WAPOU Branch	22/4/24	Training Academy Delegate to Branch Council	Stojan Stojanovic	Resigned as Delegate	Vacant		



11 April 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: <a href="mailto:kbatt@cpsuvic.org">kbatt@cpsuvic.org</a>

cc: Melissa Donnelly, PSU Group National Secretary, melissa.donnelly@cpsu.org.au

Dear Karen Batt

#### Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the CPSU, the Community and Public Sector Union (AR2024/23).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) MUST do <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete <u>financial training</u> (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an <u>officer training online panel</u> with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our officer financial training fact sheet.

#### Help for new officers: Officer Induction Kit

The Commission has created an <u>Officer Induction Kit</u> to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's officers and disclosures page.

#### Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's <u>Disclosures Fact Sheet</u>.

The organisation and officers are both responsible for meeting this obligation.

#### Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

#### These resources include:

- notification of change template
- a podcast that answers the question who is an officer?
- and a fact sheet on notifications of change that explains the requirement

#### eLearning module - notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The <u>eLearning module</u> is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a> if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission** 

## **Appendix A**

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

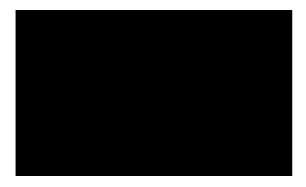
The notification of change and this filing letter can be viewed on the Commission Website through the <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).  If No, how many days late
9 April 2024	PSU Group	S36 Employment, Skills, and Workplace Relations Section Secretary	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 Fair Work (Registered Organisations) Act 2009 and regulation 147 Fair Work (Registered Organisations) Regulations 2009

I, Melissa Donnelly, being the National Secretary of the Community and Public Sector Union (PSU Group) declare the following:

- 1. I am authorised to make this declaration.
- 2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Melissa Donnelly

Dated: 8 April 2024

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to <a href="mailto:regorgs@fwc.org.au">regorgs@fwc.org.au</a>.]

# ANNEXURE A THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

• Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder		Occupation of <u>New</u> Office Holder
CPSU PSU Group	29 March 2024	S36 Employment, Skills, and Workplace Relations, Section Secretary	Luke O'Connor	Alice Farquharson (acting position pending CPSU casual elections 2024)	c/- 4/224 Bunda Street, Canberra City ACT,2601	Public Servant



11 April 2024

Karen Batt
Joint National Secretary
CPSU, the Community and Public Sector Union
Sent via email: kbatt@cpsuvic.org

Dear Karen Batt

The CPSU, the Community and Public Sector Union's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

#### Summary of your annual return and its assessment

Year 2024

Matter number AR2024/23

Lodgement date 27 March 2024

Review Primary Review

Result FILED

#### Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.

#### The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's advanced review checklists are published on our website.

#### Do you have any questions?

Information and education materials are available on our <u>website</u>. These materials are regularly updated. We recommend you <u>subscribe to the Commission's subscription service to find out when we release new materials</u>.

If you have any queries we can be contacted on 1300 341 665 or by email at <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>.

Yours sincerely

**Fair Work Commission** 

# ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 & 233 Fair Work (Registered Organisations) Act 2009

- I, Karen Batt, a Joint National Secretary of the CPSU, the Community and Public Sector Union, declare the following:
- 1. I am authorised to make this declaration.
- 2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work* (*Registered Organisations*) *Act 2009* (the Act).
- 3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is
    - CPSU, the Community and Public Sector Union Level 3, 54 Foveaux Street Surry Hills NEW SOUTH WALES 2010.<sup>1</sup>

.

- The name and address of each branch of the organisation is:2

  - CPSU, the Community and Public Sector Union (PSU Group) CSIRO Section
     Level 3, 99 William Street
     Melbourne VICTORIA 3000

<sup>1</sup> s.230(1)(d); reg.147(d)

TF 004 Annual Return of Information (organisation with branches) Template Form

<sup>&</sup>lt;sup>2</sup> s.230(1)(d); reg.147(a) & (d)

- 3. CPSU, the Community and Public Sector Union
  State Public Services Federation (SPSF) Group Federal Office
  Level 10, 128 Exhibition Street
  Melbourne VICTORIA 3000
- CPSU, the Community and Public Sector Union, SPSF Group, Victorian Branch Level 10, 128 Exhibition Street Melbourne VICTORIA 3000
- CPSU, the Community and Public Sector Union SPSF Group, New South Wales Branch Level 12, 160 Clarence St Sydney NEW SOUTH WALES 2000
- 6. CPSU, the Community and Public Sector Union SPSF Group Tasmanian Branch 157 Collins Street Hobart TASMANIA 7000
- 7. CPSU, the Community and Public Sector Union SPSF Group South Australian Branch 122 Pirie Street Adelaide SOUTH AUSTRALIA 5000
- 8. CPSU, the Community and Public Sector Union, Western Australian Branch445 Hay StreetPerth WESTERN AUSTRALIA 6000
- CPSU, the Community and Public Sector Union,
   SPSF Group, Western Australian Prison Officers' Union Branch
   Railway Parade
   Mt Lawley WESTERN AUSTRALIA 6050

On 31 December in the previous year the number of members was 122,802

A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at **Annexure A** and forms part of this declaration.

#### 1. PSU Group

Under the rules of the organisation, the following elections must be held between 1 January and 31 December of this year.

Elections of offices where positions were not filled in the previous election or casual vacancies within the PSU group in accordance with Section 3 of Chapter B of the CPSU rules.

#### 2. STATE PUBLIC SERVICES FEDERATION GROUP

Under the rules of the organisation, the following elections must be held between 1 January and 31 December of this year.

CPSU WAPOU Branch- Northern Electorates, Positions not filled at previous election, Casual Vacancies occurring in the first 12 months after officers were elected.<sup>3</sup>

- During the previous 12 months<sup>4</sup> no branches commenced or ceased operation.
- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.<sup>5</sup>



#### **Karen Batt, Joint National Secretary**

Dated: 26<sup>th</sup> March 2023

[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to <a href="mailto:regorgs@fwc.gov.au">regorgs@fwc.gov.au</a>. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change.<sup>6</sup>]

#### ANNEXURE A FOLLOWS

Signed:

<sup>&</sup>lt;sup>3</sup> Rules Changes to vary the term, and a prescribed information were lodged on the 21 of March 2024.

<sup>&</sup>lt;sup>4</sup> s.230(1)(d); reg.147(b) & (c)

<sup>&</sup>lt;sup>5</sup> s.230(1)(d); reg.147(b) & (c)

<sup>&</sup>lt;sup>6</sup> s.233(2); reg. 151

#### ANNEXURE A

### Offices and Office Holders in the Organisation and its Branches:

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	<b>National Officers Committee</b>			
GROUP	Joint National President	Thomas Lynch	c/- CPSU SPSF Group, Tasmanian Branch 157 Collins Street, Hobart TAS 7000	Paid Official
GROUP	Joint National President	Brooke Muscat	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Union Official
GROUP	Joint National Secretary	Karen Batt	c/- CPSU SPSF Group, Victorian Branch PO Box 24233 Melbourne VIC 3001	Paid Official
GROUP	Joint National Secretary	Melissa Donnelly	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
GROUP	National Officers Committee member	Rikki Hendon	c/- CPSU SPSF Group, Western Australian Branch PO Box X2252 Perth WA 6847	Paid Official
GROUP	National Officer Committee member	Natasha Brown	c/- CPSU SPSF Group, South Australian Branch GPO Box 2170 Adelaide SA 5001	Paid Official
GROUP	National Officers Committee member	Peter Lillywhite	c/- CPSU SPSF Group, Victorian Branch PO Box 24233 Melbourne VIC 3001	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	National Officers Committee member	Stewart Little	c/- CPSU SPSF Group, NSW Branch GPO Box 3365 Sydney NSW 2001	Paid Official
GROUP	National Officers Committee member	Matthew Harrison	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Union Official
GROUP	National Officers Committee member	Melissa Payne	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
GROUP	National Officers Committee member	Andrew J Smith	c/- CPSU SPSF Group, Western Australian Prison Officers Union Branch 63 Railway Parade Mount Lawley WA 6050	Paid Official
GROUP	National Officers Committee member	Beth Vincent-Pietsch	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Union Official
GROUP	National Officers Committee member	Thirza White	c/- CPSU SPSF Group, Tasmanian Branch 157 Collins Street, Hobart TAS 7000	Paid Official
CPSU	PSU Group			•
	National President	Brooke Muscat	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Union Official
	Deputy National President	Matthew Harrison	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Union Official
	Deputy National President	Beth Vincent-Pietsch	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	National Secretary	Melissa Donnelly	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
	Assistant National Secretary	Melissa Payne	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
	Deputy Secretary	Rebecca Fawcett	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
	ABC Section Secretary	Jocelyn Gammie	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Union Official
	ACT Government Section Secretary	Maria Amaro	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	ACT Governing Councillor	Rebecca Adams	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	ACT Governing Councillor	Sean Hambrook	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Agriculture, Water and Environment Section Secretary	Kelly Miller	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Agriculture, Water and Environment Section Secretary	Graeme Stewart	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Courts and Tribunals Section secretary	Marko Casule	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Attorney Generals Section Secretary	Nelson Tang	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	Australia Post Section Secretary	Judy Svarcs	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	AusPost Employee
	Aviation Section Secretary	Dave Waterson	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	Broadcasting Section Secretary	VACANT		
	Cultural Institutions Section Secretary	Catherine Aldersey	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Industry Section Secretary	Jonathan Stallard	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Defence Section Secretary	Evan Walton	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Defence Governing Councillor	Rhys Albress	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Electoral and Employment Regulations Section Secretary	Tamsin Anspach	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant
	Electoral and Employment Regulations Section Secretary	Phil Brennan	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Education Section Secretary	Sarah Dinsmore	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	Food Inspectorial Section Secretary	Anthony Lees	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Foreign Affairs, Aid and Trade Section Secretary	Blain Canning	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Health Section Secretary	Louis Larcan	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Home Affairs Section President (Direct)	Andrew Kensy	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Home Affairs Section Secretary	Richard Selim	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	Public Servant
	Home Affairs Immigration and ABF Governing Councillor	Carolyn Austion	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Home Affairs Governing Councillor	Theresa Wallace	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	Indigenous Peoples Organisations Section Secretary	Jo Kerr	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Industry, Intellectual Property & Communication Section Secretary	Kate McLean	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Meteorology Section Secretary	Steven McGibbony	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	National Security Section Secretary	Craig Freeman	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	PSO
	NDIA Section Secretary	Paul Wray	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	NDIA Governing Councillor	Simon Smith	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant
	NT Public Service Section Secretary	Christine Short	c/- 1/38 Woods Street, Darwin NT 0800	Public Servant
	NT Public Service Governing Councillor	Yasmin Fairbrother	c/- 1/38 Woods Street, Darwin NT 0800	Public Servant
	Prime Minister and Cabinet Section Secretary	Charlie Gonzalez	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Private Sector Section Secretary	VACANT		
	Science Resources Section Secretary	Ben Vagnarelli	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Services Australia Section President	Gareth Mills	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Services Australia Section Secretary	Emma White	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	Services Australia Governing Councillor ACT	VACANT		
	Services Australia Governing Councillor NSW	Ikini Frape	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Services Australia Governing Councillor Northern Australia	Donna Van Rynswoud	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	Services Australia Governing Councillor South QLD	Renea McCauley	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	Services Australia Governing Councillor SA	Gavin Davis	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant
	Services Australia Governing Councillor TAS	Scott Plimpton	c/- CPSU PSU Group Level 3, 115 Collins Street Hobart, TAS, 7000	Public Servant
	Services Australia Governing Councillor VIC	Susan Dennehy	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Services Australia Governing Councillor WA	Piers Harbin	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	Public Servant
	Social Services Section Secretary	Lee Forace	c/- Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Statistics Section Secretary	Donna Chapman	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	Statistics Section Governing Councillor	Mark Manea	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	Public Servant
	Tax Governing Councillor	Ed Coogan	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	Tax Governing Councillor	Karina McKinnell-Rogers	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane QLD 4000	Public Servant
	Tax Section President (direct)	Siobhan McIver	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	Public Servant
	Tax Section Secretary	Samuel Roehr	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	Telstra Section Secretary	Benjamin Daly	c/- 551 Flinders Street, Townsville, QLD, 4180	Telstra Employee
	Treasury and Finance	Michael Thrower	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	Veterans' Affairs Section Secretary	Shane Wright	c/- CPSU PSU Group Level 3, 115 Collins Street Hobart, TAS, 7000	Public Servant
	Environment Section Secretary	William Barrett	c/- CPSU PSU Group, Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	Employment, Skills and Workplace Relations	Luke O'Connor	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
	CSIRO Section President (direct)	Sonia Grocke	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant
	CSIRO Section Deputy President	Anna Campbell	c/- CPSU PSU Group Level 15, 300 Adelaide Street Brisbane, QLD, 4000	Public Servant
	CSIRO Section Deputy President	Melissa Skidmore	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant
	CSIRO Section Secretary	Susan Tonks	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Union Official
	CSIRO Treasurer	Scott Wilkinson	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	CSIRO Governing Councillor	VACANT		
	CSIRO ACT Section Councillor	Nunzio Knerr	c/- CPSU PSU Group Level 4, 224 Bunda Street, Canberra, ACT, 2601	Public Servant
	CSIRO Northern Australia Section Councillor	Tracey Rehbein	c/- CPSU PSU Group PO Box K243, Haymarket, NSW, 1240	Public Servant
	CSIRO NSW Section Councillor	VACANT		
	CSIRO WA Section Councillor	Steve Charles	c/- CPSU PSU Group Level 1, 445 Hay Street Perth, WA, 6000	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation	
	CSIRO SA Section Councillor	Everard Edwards	c/- CPSU PSU Group 101 Henley Beach Road Mile End, SA, 5031	Public Servant	
	CSIRO Southern Qld Section Councillor	VACANT			
	CSIRO Tas Section Councillor	Scott Philip	c/- CPSU PSU Group Level 3, 115 Collins Street Hobart, TAS, 7000	Public Servant	
	CSIRO Vic Section Councillor	Nicholas Lupton	c/- CPSU PSU Group Level 3, 99 William Street, Melbourne Vic 3000	Public Servant	
GRP/BR	OFFICE	NAME OF OFFICE HOLDER	OFFICE HOLDERS POSTAL ADDRESS	OFFICE HOLDERS OCCUPATION	
CPSU	SPSF Group				
GROUP	Federal Secretary	Karen Batt	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Paid Official	
GROUP	Federal President	Thomas Lynch	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official	
CPSU	SPSF Group New South Wales Branch				
GROUP	Federal Vice President - NSW	Stewart Little	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official	
GROUP	Branch Representative to Federal Executive - NSW	Troy Wright	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official	

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	Federal Council delegate - NSW	Jason Charlton	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Prison Officer
GROUP	Federal Council delegate - NSW	Brook Down	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Public Servant
GROUP	Federal Council delegate - NSW	Nicole Jess	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Prison Officer
GROUP	Federal Council delegate - NSW	Stewart Little	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official
GROUP	Federal Council delegate - NSW	Stephen O'Brien	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Librarian/Archivist
GROUP	Federal Council delegate - NSW	Shelley Odewahn	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Inclusion Support Co- ordinator
GROUP	Federal Council delegate - NSW	Scott Pendlebury	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Campus Support Manager
GROUP	Federal Council delegate - NSW	Rachel Smoothy	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Team Leader Disability/ Electorate officer
GROUP	Federal Council delegate - NSW	Julie Westacott	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Executive Assistant
GROUP	Federal Council delegate - NSW	Troy Wright	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official
BRANCH	Branch President	Nicole Jess	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Prison Officer

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Vice President	Stephen O'Brien	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Librarian/Archivist
BRANCH	Branch Vice President	Shelley Odewahn	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Inclusion Support Co- ordinator
BRANCH	Branch Vice President	Rachel Smoothy	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Team Leader Disability/ Electorate officer
BRANCH	Branch Secretary	Stewart Little	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official
BRANCH	Branch Assistant Secretary	Troy Wright	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Union official
BRANCH	Branch Councillor	Jason Charlton	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Prison Officer
BRANCH	Branch Councillor	Brook Down	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Public Servant
BRANCH	Branch Councillor	Judith Greenwood	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	A/Principal Operations & Policy Officer
BRANCH	Branch Councillor	Ed Kirby	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Technology Support Officer
BRANCH	Branch Councillor	Kylie McKelvie	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Senior Services & Programs Officer
BRANCH	Branch Councillor	Scott Pendlebury	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Campus Support Manager

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Leanne Smith	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Data Translation Officer
BRANCH	Branch Councillor	Julie Westacott	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Executive Assistant
BRANCH	Branch Councillor	Tim Smith	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	Heavy Vehicle Inspector
BRANCH	Branch Councillor	Juliette Sizer	c/- CPSU/SPSF Group, NSW Branch, GPO Box 3365, Sydney NSW 2001	School Administration Officer
CPSU	SPSF Group South Australian	Branch		
GROUP	Federal Vice President – SA	Natasha Brown	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
GROUP	Branch Representative to Federal Executive – SA	Lillia Rozaklis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
GROUP	Federal Council delegate – SA	Andrew Beck	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
GROUP	Federal Council delegate – SA	Natasha Brown	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
GROUP	Federal Council delegate – SA	Christian Hagivassilis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
GROUP	Federal Council delegate – SA	Lillia Rozaklis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	Federal Council delegate – SA	Vacant		
BRANCH	Branch President	Lillia Rozaklis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Vice President	Gemma Correnti	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Vice President	Raylene Dawson	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Vice President	Jenny Dunstan	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Vice President	Peter Hewish	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Vice President	Vacant		
BRANCH	Branch Secretary	Natasha Brown	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Paid Official
BRANCH	Branch Assistant Secretary	Christian Hagivasssilis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Paid Official
BRANCH	Branch Treasurer	Andrew Beck	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Craig Bates	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Andrew Beck	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Mary-Anne Chen	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Anthony Cooke	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Gemma Correnti	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Raylene Dawson	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Jenny Dunstan	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Renee Edwards	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Derek Francis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Robert Thompson	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Peter Hewish	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Heather Muggridge	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Lillia Rozaklis	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Anita Rubini	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Julie Watson	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Bronwyn Ludlam	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Miriam Wallman	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Mark Stevens	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Kate Pearson	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Cate Mussared	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	Joanne McEntee	c/- CPSU/SPSF Group, SA Branch, GPO Box 2170, Adelaide SA 5001	Public Servant
BRANCH	Branch Councillor	VACANT x 2		

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation			
CPSU	SPSF Group Tasmanian Branc	SPSF Group Tasmanian Branch					
GROUP	Federal President – TASMANIA	Thomas Lynch	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official			
GROUP	Federal Vice President - TASMANIA	Thirza White	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official			
GROUP	Branch Representative to Federal Executive - TASMANIA	Thomas Lynch	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official			
GROUP	Federal Council delegate - TASMANIA	Thomas Lynch	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official			
GROUP	Federal Council delegate - TASMANIA	Grant David Ransley	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant			
GROUP	Federal Council delegate - TASMANIA	Thirza White	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official			
GROUP	Federal Council delegate - TASMANIA	Rosmyn Faulks	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant			

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch President	Grant David Ransley	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Vice President	Rosmyn Faulks	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Vice President	Tania Shilcock	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Secretary	Thirza White	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official
BRANCH	Branch Assistant Secretary	Thomas Lynch	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Paid Official
BRANCH	Branch Executive Councillor	Emil Kavic	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Executive Councillor	Thomas John Courto	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Executive Councillor	Jodie Elmer	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Treasurer	Frances Hall	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Natalie Barkoczy	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Damian Hingston	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Stewart Huxtable	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Natalie Luttrell	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Mark Rippon	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Manager
BRANCH	Branch Councillor	Amanda Louise Smith	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	Tanya Targett	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Leah Woolford	c/- CPSU/SPSF Group, Tasmanian Branch, 157 Collins Street, Hobart TAS 7000	Public Servant
BRANCH	Branch Councillor	VACANT x 5		
CPSU	SPSF Group Victorian Branch			I
GROUP	Federal Vice President - VICTORIA	Peter Lillywhite	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
GROUP	Branch Representative to Federal Executive - VICTORIA	Wayne Townsend	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Union official
GROUP	Federal Council delegate - VICTORIA	Carol Bakker	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
GROUP	Federal Council delegate - VICTORIA	Mark Halden	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
GROUP	Federal Council delegate - VICTORIA	Peter Lillywhite	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
GROUP	Federal Council delegate - VICTORIA	Meaghan Smith	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
GROUP	Federal Council delegate - VICTORIA	Wayne Townsend	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Union Offical
BRANCH	Branch President	Peter Lillywhite	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Vice President	Carol Bakker	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
BRANCH	Branch Vice President	Mark Halden	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
BRANCH	Branch Secretary	Karen Batt	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Paid Official
BRANCH	Branch Assistant Secretary	Wayne Townsend	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Paid Official
BRANCH	Branch Councillor	Catherine Baldwin	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Travis Batesmith	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Chris Comeros	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Dean Crouch	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Aaron Crump	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Ross Grant	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Marina Grobisa	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Patricia Harty	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Greg Healy	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant
BRANCH	Branch Councillor	Adam Lehmann	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Aaron Letica	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Aiden Marcucci	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Charlie Marmara	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Chris Perry	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Project Manager
BRANCH	Branch Councillor	Kathleen Poel	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Forensic Scientist
BRANCH	Branch Councillor	Lee-Anne Raymond	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Candice Sallama	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant
BRANCH	Branch Councillor	Meaghan Smith	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation	
BRANCH	Branch Councillor	Eleanor Snowdon	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public Servant	
BRANCH	Branch Councillor	Aaron Van Winden	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Program manager	
BRANCH	Branch Councillor	Mitchell Vandewerdt-Holman	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001	Public servant	
BRANCH	Branch Councillor	Vacant x10*	c/- CPSU/SPSF Group, Victorian Branch, PO Box 24233, Melbourne VIC 3001		
CPSU	SPSF Group Western Australian Branch				
GROUP	Federal Vice President – WA	Rikki Hendon	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Paid Official	
GROUP	Branch Representative to Federal Executive – WA	Matthew Abrahamson	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant	
GROUP	Federal Council delegate – WA	Matthew Abrahamson	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant	
GROUP	Federal Council delegate – WA	Melanie Bray	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Paid Official	

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	Federal Council delegate – WA	Denise Henden	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
GROUP	Federal Council delegate – WA	Rikki Hendon	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Paid Official
GROUP	Federal Council delegate – WA	Kurt Mayerhofer	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch President	Matthew Abrahamson	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Vice President	Becky Anderson	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Vice President	Lewis Stevens	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Government Officer
BRANCH	Branch Secretary	Rikki Hendon	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Paid Official
BRANCH	Branch Assistant Secretary	Melanie Bray	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Paid Official

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Treasurer	John Lamb	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Anette Bohm	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Denise Henden	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Jeremy Mowe	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Rod Schoneveld	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Kurt Mayerhofer	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Executive Councillor	Vacant x 1	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	
BRANCH	Branch Councillor	Anette Bohm	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Bethany Conway	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Philip Goulding	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Denise Henden	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	John Hughes	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Ursula Konig	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Kurt Mayerhofer	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Jeremy Mowe	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant
BRANCH	Branch Councillor	Rod Schoneveld	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation	
BRANCH	Branch Councillor	Vacant x 23	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847		
BRANCH	Proxy Branch Councillor *37 – Proxy Branch Councillor Transition Rule CPSU, the Community and Public Sector Union; Chapter c – SPSF Group Western Australian Branch Rules	Erin Maher	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant	
BRANCH	Proxy Branch Councillor *37 – Proxy Branch Councillor Transition Rule CPSU, the Community and Public Sector Union; Chapter c – SPSF Group Western Australian Branch Rules	Nikki Theil-Harkin	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847	Public servant	
BRANCH	Proxy Branch Councillor	No longer an office position as at rule alterations of 16/01/2024 (R2023/100)	c/- CPSU/SPSF Group, Western Australian Branch, PO Box X2252, Perth WA 6847		
CPSU	SPSF Group Western Australian Prison Officers' Union Branch				
GROUP	Federal Vice President - WAPOU	Andrew J Smith	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Paid Official	

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
GROUP	Branch Representative to Federal Executive – WAPOU	Michael Cromb	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
GROUP	Federal Council Delegate - WAPOU	Julie Hampton-Meagher	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
GROUP	Federal Council Delegate - WAPOU	Michael Cromb	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
GROUP	Federal Council delegate - WAPOU	Andrew J Smith	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Paid Official
GROUP	Federal Council delegate - WAPOU	Vacant		
BRANCH	Branch President	Michael Cromb	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Vice President	Ben Taulanga	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Secretary	Andrew J Smith	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Paid Official

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Assistant Secretary	Beven Hanlon	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Paid Official
BRANCH	Branch Treasurer	Julie Hampton-Meagher	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Executive Member	Adrian Louw	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Executive Member	Roderick McAteer	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Executive Member	Dennis Dow	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Boyd Burns	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Bernadine Deimel	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Alasdair Kirwan	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Jason Pennicott	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Caroline Pizzey	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Andrew Powell	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Timothy Sheridan	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Martin Snailum	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Stojan Stojanovic	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Neil Branigan	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Jenny Chadwick	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer

Group or Branch	Office	Name of Office Holder	Office Holders Postal Address	Office Holders Occupation
BRANCH	Branch Councillor	Robert Sheehan	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Richard Beet	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Michael Walsh	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Steven Parker	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Keith Cavazzi	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Kevan Mills	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Clive Mitchell	c/- CPSU/SPSF Group, WAPOU Branch, 63 Railway Parade, Mount Lawley WA 6050	Prison Officer
BRANCH	Branch Councillor	Vacant X 15		