



**Australian Government**  
**Australian Industrial Registry**

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

**Ref: AR2005/206-[090V-CSIR]**

Mr David Ross  
Division Secretary  
CPSU, the Community and Public Sector Union  
PSU Group, CSIRO Section  
Level 11 575 Bourke Street  
MELBOURNE VIC 3000

Dear Mr Ross

**Re: CPSU, the Community and Public Sector Union-PSU Group, CSIRO Section  
Annual Return of Information for Year 2005**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2005 in respect of the body specified above.

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. Such information must, in respect of the year 2005, be lodged (preferably by email via the AIRC eFiling site at [www.airc.gov.au](http://www.airc.gov.au) or by facsimile on (03) 9654 6672) in the Industrial Registry before **31 March 2005**.

**Summary of Requirements - see attached table**

The table attached to this letter summarises the requirements and refers to relevant legislation. You may wish to use the table as a checklist in preparing your return. You can find the legislation on our website [www.airc.gov.au](http://www.airc.gov.au) under the heading "Procedures and Legislation".

**Format of Declarations Accompanying Return**

You no longer need to lodge witnessed "statutory" declarations. However you must still lodge:

- a declaration certifying the matters referred to in s233(1) (a) and (b) of the RAO Schedule.

A declaration must be signed by the secretary or other prescribed officer. It need not be witnessed.

**Ongoing Reporting Obligations**

You must also notify this office of any changes made to such records within 35 days of the changes made, which include changes to:

- List of Offices
- List of Office-holders
- List of Branches
- Addresses of Organisation and Branches

The secretary or other prescribed officer must sign a declaration certifying the notification is a correct statement of the changes made refer [s233(2) and reg. 151].

## Private Addresses of Office-holders

Annual Returns lodged in the Industrial Registry will be available on the AIRC website for viewing by your members and the public. You may wish to ensure the privacy of your office-holders by providing their work postal addresses only in your return.

## Information about Registered Organisations on AIRC website

Information about registered organisations is available on our website at: [www.airc.gov.au](http://www.airc.gov.au), under the heading Organisations, click on the link 'Electronic Organisations Files'.

Your organisation, its members and the public will now be able to view on-line copies of documents filed in the Industrial Registry, including annual returns. Copies of any documents on line can be downloaded and printed.

## Electronic lodgment of Registered Organisation information

It is possible for all registered organisations to electronically lodge any documents which are required or permitted by the AIRC Rules to be lodged with the Australian Industrial Registry (refer rule 70A).

I strongly encourage your organisation to take advantage of the electronic lodgment service. It offers greater convenience to you and will help us quickly finalise your matter.

If you decide to lodge electronically you have these choices:

- register as a user and then lodge your documents via the eFiling page on the AIRC website.
- send an email with the documents you wish to lodge attached to: [melbourne@air.gov.au](mailto:melbourne@air.gov.au)
- send your documents by fax to: 03 9654 6672.

Please note that any of your email attachments which include documents requiring signatures should include those signatures. You may find that scanning the documents into a TIF or PDF format and attaching them to the email is the easiest option.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2005/206**.

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

Yours sincerely



Lyn Markovski

E-mail: [lynette.markovski@air.gov.au](mailto:lynette.markovski@air.gov.au)

24 January, 2005

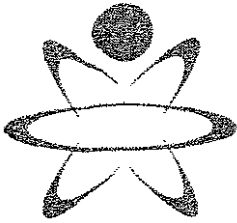
**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

Information	Key Contents
<b>Maintenance of Register of Members</b>	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
<b>List of Offices</b> - see Note 2	A list of the offices in the organisation and each branch (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(b)]</i>
<b>List of Office-holders</b> - see Note 2	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
<b>Addresses of Organisation and Branches</b> - see Note 2	A record of the address of the office of the organisation and the office of each branch <i>[s230(1)(d) and reg.147(d)]</i>
<b>Elections in Organisation and Branches</b>	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
<b>Statement concerning number of members</b>	A record of the number of members on 31 December in the previous year.  If the organisation has entered into an agreement under ss151(1) of the Schedule - a record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members in relation to the organisation, within the meaning of s150 of the Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151]*.

- 
- 
3. The above requirements apply to documents required to be lodged from 1 January 2004.



CSIRO Staff - CSIRO'S Future

## CSIRO Staff Association

A Section of the Community and Public Sector Union

30 March 2005  
Your Ref: AR2005/206

Ms Lyn Markovski  
Australian Industrial Registry  
Level 35 Nauru House  
80 Collins Street  
MELBOURNE VIC 3000

Dear Ms Markovski

**Re: CPSU, the Community and Public Sector Union – PSU Group, CSIRO Section  
Annual Return of Information for Year 2005**

I refer to your courtesy letter dated 25 January 2005 in which you reminded the CSIRO Section (a section of the CPSU) of its obligation to lodge an Annual Return of Information for the year 2005.

I, Pauline Gallagher, Secretary, CSIRO Section, CPSU hereby declare that:

1. The registered members of the Section and each Sub-Section during 2004 calendar year have been kept and maintained with this office of the CPSU as required by the ss230(1) (a) and (2) of the Workplace Relations Act.
2. The names of each Sub-Section for 2004 were as follows:
  - Australian Capital Territory Sub-Section
  - Northern Australia Sub-Section
  - New South Wales Sub-Section
  - Queensland Sub-Section
  - South Australia Sub-Section
  - Tasmania Sub-Section
  - Victorian Sub-Section
  - Western Australia Sub-Section
3. The Annexure B attached is a list of names and postal addresses of the persons currently holding offices. Annexure B is divided into nine parts:
 

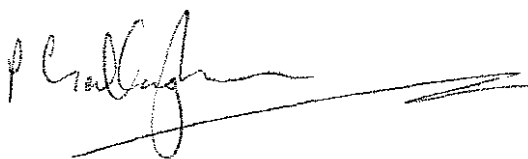
Annexure B1	List of Section Officers of the CSIRO Section – CPSU for the year 2004.
Annexure B2	List of Section Officers of the Australian Capital Territory Sub-Section for the year 2004.

- Annexure B3 List of Section Officers of the Northern Australia Sub-Section for the year 2004.
- Annexure B4 List of Section Officers of the New South Wales Sub-Section for the year 2004.
- Annexure B5 List of Section Officers of the Queensland Sub-Section for the year 2004.
- Annexure B6 List of Section Officers of the South Australian Sub-Section for the year 2004.
- Annexure B7 List of Section Officers of the Tasmanian Sub-Section for the year 2004.
- Annexure B8 List of Section Officers of the Victorian Sub-Section for the year 2004.
- Annexure B9 List of Section Officers of the Western Australia Sub-Section for the year 2004.

4. All persons listed in Annexure B1 – B9 are employed by the CSIRO except Dr Pauline Gallagher, who is a full-time officer of the Union.
5. No Sub-Sections commenced operation in the previous 12 months.
6. No old Sub-Sections ceased operation in the previous 12 months.
7. The address of the Section in 2004 was 11<sup>th</sup> floor, 575 Bourke Street, Melbourne VIC 3000.
8. An election was held September 2003. The following were elected:  
Dr Pauline Gallagher, Section Secretary, CSIRO Section.  
Mr Stephen McEvoy, Section Councillor, CSIRO Section, New South Wales.  
Mr Benjamin Scherer, Section Councillor, CSIRO Section, South Australia.  
Mr Greg Short, National Councillor, CSIRO Section.
9. The Section's number of members on 31 December 2004 was 3262.

Should you have any questions concerning this annual return, please contact me on (03) 8620 6348 or by email [Pauline.Gallagher@cpsu.org.au](mailto:Pauline.Gallagher@cpsu.org.au).

Yours sincerely



Dr Pauline Gallagher  
Secretary

**CSIRO STAFF ASSOCIATION**

**SECTION OFFICERS - 2004**

**PRESIDENT**

DR MICHAEL BORGAS  
CSIRO ATMOSPHERIC RESEARCH  
PRIVATE BAG 1  
ASPENDALE VIC 3195  
(03) 9239 4543  
FAX (03) 9239 4688  
EMail michael.borgas@csiro.au

**DEPUTY  
PRESIDENT**

MR WARREN HICKS  
CSIRO LAND & WATER  
GPO BOX 1666  
CANBERRA ACT 2601  
(02) 6246 5949  
FAX (02) 6246 5965  
EMail warren.hicks@csiro.au

**DEPUTY  
PRESIDENT**

MS CHRISTIANE LUDWIG  
CSIRO PLANT INDUSTRY  
PRIVATE BAG PO  
WEMBLEY WA 6913  
(08) 9333 6607  
FAX (08) 9387 8991  
Email christiane.ludwig@csiro.au

**SECRETARY**

DR PAULINE GALLAGHER  
CSIRO STAFF ASSOCIATION  
11/ 575 BOURKE STREET  
MELBOURNE VIC 3000  
(03) 8620 6348  
FAX (03) 8620 6347  
EMail pauline.gallagher@cpsu.org.au

**TREASURER**

MR RUSSELL MARNOCK  
CSIRO MANUFACTURING  
& INFRASTRUCTURE  
TECHNOLOGY  
PRIVATE BAG 33  
CLAYTON SOUTH MDC VIC 3169  
(03) 9545 2820  
FAX (03) 9545 2933  
EMail russell.marnock@csiro.au

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION DELEGATES 2004 - NORTHERN AUSTRALIA**

<b>NA PRESIDENT</b>	MS LYN LOWE CSIRO SUSTAINABLE ECOSYSTEMS PRIVATE BAG 44 WINNELLIE NT 0821	(08) 8944 8433 FAX (08) 8944 8444 EMail lyn.lowe@csiro.au
<b>DEPUTY PRESIDENT</b>		(VACANT)
<b>SECRETARY</b>		(VACANT)
<b>TREASURER</b>		(VACANT)
<b>COUNCILLOR</b>	MR GARRY RABBETT CSIRO SUSTAINABLE ECOSYSTEMS PRIVATE BAG 44 WINNELLIE NT 0821	(08) 8944 8407 FAX (08) 8944 8444 EMail Garry.Rabbett@csiro.au



**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - NEW SOUTH WALES**

<b>PRESIDENT</b>	DR PHILIP HENDRY CSIRO MOLECULAR SCIENCE PO BOX 184 NORTH RYDE NSW 1670	(02) 9490 5099 FAX (02) 9490 5005 EMail phil.hendry@csiro.au
<b>DEPUTY PRESIDENT</b>	MS ALISON M. MITCHELL CSIRO LAND & WATER PO BOX 921 ALBURY NSW 2640	(02) 6058 2359 FAX (02) 6043 1626 EMail alison.mitchell@csiro.au
<b>SECRETARY</b>		(VACANT)
<b>TREASURER</b>	MR STEPHEN PACE CSIRO REPAIRS & MAINTENANCE PO BOX 52 NORTH RDYE NSW 1670	(02) 9490 8832 FAX (02) 9490 5413 EMail stephen.pace@csiro.au
<b>COUNCILLOR</b>	MR STEVE MCEVOY CSIRO ENERGY TECHNOLOGY PO BOX 330 NEWCASTLE NSW 1670	(02) 4960 6118 FAX (02) 9490 6021 EMail steve.mcevoy@csiro.au

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - QUEENSLAND**

**PRESIDENT**

(VACANT)

**DEPUTY PRESIDENT**

MR MATTHEW PURCELL  
CSIRO ENTOMOLOGY  
120 MEIERS ROAD  
INDOOROOPILLY QLD 4068

(07) 3214 2847  
FAX (07) 3214 2815  
EMail matthew.purcell@csiro.au

**SECRETARY**

(VACANT)

**TREASURER**

MR IAN MCLEOD  
CSIRO MARINE RESEARCH  
PO BOX 120  
CLEVELAND QLD 4163

(07) 3826 7220  
FAX (07) 3826 7222  
EMail ian.mcleod@csiro.au

**COUNCILLOR**

MS MERLE THOMAS  
CSIRO LIVESTOCK INDUSTRIES  
QLD BIOSCIENCE PRECINCT  
306 CARMODY ROAD  
ST LUCIA QLD 4067

(07) 3214 2443  
FAX (07) 3214 2480  
EMail merle.thomas@csiro.au

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - SOUTH AUSTRALIA**

<b>PRESIDENT</b>	DR PETER COOK CSIRO LAND & WATER PRIVATE BAG 2 GLEN OSMOND SA 5064	(08) 8303 8744 FAX (08) 8303 8750 EMail peter.g.cook@csiro.au
<b>DEPUTY PRESIDENT</b>	DR CHRIS SOAR CSIRO PLANT INDUSTRY GPO BOX 350 GLEN OSMOND SA 5064	(08) 8303 8613 FAX (08) 8303 8601 EMail chris.soar@csiro.au
<b>SECRETARY</b>	MR BRUCE HAWKE CSIRO LAND & WATER PRIVATE BAG 2 GLEN OSMOND SA 5064	(08) 8303 8554 FAX (08) 8303 8684 EMail bruce.hawke@csiro.au
<b>TREASURER</b>		(VACANT)
<b>COUNCILLOR</b>	MR BEN SCHERER CSIRO HEALTH SCIENCES & NUTRITION PO BOX 10041 ADELAIDE BC SA 5000	(08) 8303 8948 FAX (08) 8303 8899 EMail ben.scherer@csiro.au

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - TASMANIA**

**PRESIDENT  
& COUNCILLOR**

DR NEIL WHITE  
CSIRO MARINE RESEARCH  
GPO BOX 1538  
HOBART TAS 7001

(03) 6232 5301  
FAX (03) 6232 5000  
EMail [neil.white@csiro.au](mailto:neil.white@csiro.au)

**DEPUTY PRESIDENT**

(VACANT)

**SECRETARY**

MR MARK GREEN  
CSIRO MARINE RESEARCH  
GPO BOX 1538  
HOBART TAS 7001

(03) 6232 5064  
FAX (03) 6232 5000  
EMail [mark.green@csiro.au](mailto:mark.green@csiro.au)

**TREASURER**

DR ANN THRESHER  
CSIRO MARINE RESEARCH  
GPO BOX 1538  
HOBART TAS 7001

(03) 6232 5419  
FAX (03) 6232 5000  
EMail [ann.thresher@csiro.au](mailto:ann.thresher@csiro.au)

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - VICTORIA**

**PRESIDENT** MR DAVID FREEMAN (03) 9545 8825  
CSIRO MINERALS FAX (03) 9562 8919  
BOX 312 EMail david.freeman@csiro.au  
CLAYTON SOUTH VIC 3169

**DEPUTY PRESIDENT** (VACANT)

**SECRETARY** MS MARY REILLY (03) 9545 2308  
CSIRO FORESTRY FAX (03) 9545 2314  
& FOREST PRODUCTS EMail mary.reilly@csiro.au  
PRIVATE BAG 10  
CLAYTON SOUTH MDC VIC 3169

**TREASURER** MR STEWART BURN (03) 9252 6032  
CSIRO MANUFACTURING FAX (03) 9252 6244  
& INFRASTRUCTURE EMail stewart.burn@csiro.au  
TECHNOLOGY  
PO BOX 56  
HIGHETT VIC 3190

**COUNCILLOR** MR GREG SHORT (03) 9545 8891  
CSIRO MINERALS FAX (03) 9562 8919  
BOX 312 EMail greg.short@csiro.au  
CLAYTON SOUTH VIC 3169

**CSIRO STAFF ASSOCIATION**

**SUB-SECTION OFFICERS 2004 - WESTERN AUSTRALIA**

<b>PRESIDENT</b>	MS ELIZABETH HULM CSIRO LIVESTOCK INDUSTRIES PRIVATE BAG 5 WEMBLEY WA 6913	(08) 9333 6650 FAX (08) 9387 8991 EMail elizabeth.hulm@csiro.au
<b>DEPUTY PRESIDENT</b>		(VACANT)
<b>SECRETARY</b>	MR JOHN ADENEY CSIRO LAND & WATER PRIVATE BAG 5 WEMBLEY WA 6913	(08) 9333 6310 FAX (08) 9333 6000 EMail john.adeney@csiro.au
<b>TREASURER</b>		(VACANT)
<b>COUNCILLOR</b>	DR TONY SCHLINK CSIRO LIVESTOCK INDUSTRIES PRIVATE BAG 5 WEMBLEY WA 6913	(08) 9333 6628 FAX (08) 9387 8991 EMail tony.schlink@csiro.au



**Australian Government**  
**Australian Industrial Registry**

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

Dr Pauline Gallagher  
Secretary  
The Community and Public Sector Union  
PSU Group, CSIRO Section  
11th Floor, 575 Bourke Street  
MELBOURNE VIC 3000

Dear Dr Gallagher,

**Re: The Community and Public Sector Union - PSU Group, CSIRO Section  
Annual Return of information contained in records kept by section  
(AR 2005/206)**

I have received your declaration dated 30 March 2005 providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 30 March 2005.

The documents lodged cover the required information for the **2005** Annual Return of the section.

The documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads 'L. Markovski'.

Lynette Markovski  
Statutory Services Branch

7 April 2005