



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: AR2005/207-[090V-NSWS]

Mr Maurie O'Sullivan
Branch Secretary
CPSU, the Community and Public Sector Union
SPSF Group, New South Wales Branch
GPO Box 3365
SYDNEY NSW 2001

Dear Mr O'Sullivan

**Re: CPSU, the Community and Public Sector Union-SPSF Group, New South
Wales Branch
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 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 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, 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
- 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: **AR2005/207**.

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

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
Maintenance of Register of Members	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>
List of Offices - 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>
List of Office-holders - 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>
List of Branches - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	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>
Old Branches	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>
Addresses of Organisation and Branches - 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>
Elections in Organisation and Branches	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>
Statement concerning number of members	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]*.

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

AR 2005/207.

DECLARATION

I, JOHN CAHILL, of 160 Clarence Street, Sydney 2000 in the State of New South Wales, as Branch Secretary of the ~~Community and Public Sector Union SPSF Group New South Wales Branch~~, do solemnly and sincerely declare that the name of the branch for the year 2005, in accordance with s230(1)(d) of the Workplace Relations Act 1996, is:

The Community and Public Sector Union State Public Services Federation Group New South Wales Branch; and

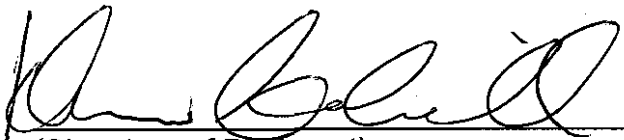
The Community and Public Sector Union State Public Services Federation Group New South Wales Sub-Branch Number One.

That the address and office of the branches for the year 2005 in accordance with s230(1)(d) of the Workplace Relations Act 1996, is:

160 Clarence Street, Sydney, New South Wales 2000.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Declared at 160 Clarence Street, Sydney in the State of New South Wales, this 16th day of February, 2005.




(Signature of Declarant)

DECLARATION

I, JOHN CAHILL, of 160 Clarence Street, Sydney 2000 in the State of New South Wales, as Branch Secretary of the Community and Public Sector Union SPSF Group New South Wales Branch, do solemnly and sincerely declare that pursuant to s233(1) of the Workplace Relations Act 1996 and Regulations, the register of members has, during the calendar year 2004, been kept and maintained as required by s230(1)(a) and (2) of the Workplace Relations Act 1996.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Declared at 160 Clarence Street, Sydney in the State of New South Wales, this
16th day of February, 2005.



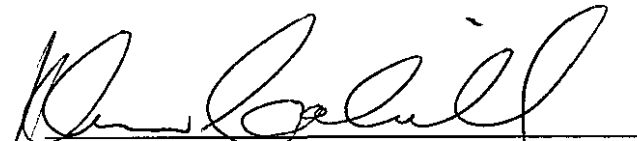
(Signature of Declarant)

DECLARATION

I, JOHN CAHILL, of 160 Clarence Street, Sydney 2000 in the State of New South Wales, as Branch Secretary of the Community and Public Sector Union SPSF Group New South Wales Branch, do solemnly and sincerely declare that pursuant to s230(1) of the Workplace Relations Act 1996 and Regulations, the number of members of our organisation as at 31 December 2004 is:

44650 financial members and 882 unfinancial members
Total: 45532

Declared at 160 Clarence Street, Sydney in the State of New South Wales, this
16th day of February, 2005.



(Signature of Declarant)

DECLARATION


I, JOHN CAHILL, of 160 Clarence Street, Sydney 2000 in the State of New South Wales, as Branch Secretary of the Community and Public Sector Union SPSF Group New South Wales Branch, do solemnly and sincerely declare that the List of Office-holders for the year 2005 in accordance with s230(1)(c) of the Workplace Relations Act 1996 is as follows:

Office Held	Name	Address	Occupation
President	Sue WALSH	160 Clarence St, Sydney 2000	School Admin Support Staff
Secretary	John CAHILL	160 Clarence St, Sydney 2000	General Secretary
Assistant Secretary	Steve TURNER	160 Clarence St Sydney 2000	Assistant General Secretary
Assistant Secretary	Shane O'BRIEN	160 Clarence St, Sydney 2000	Assistant General Secretary
Assistant Secretary Sub-Branch No. 1	Ron DAVIS	C/- SAS & FSS Trustee Corp, Level 14, 83 Clarence St, Sydney 2000	Valuer
Vice President	George DENNETT	C/- 160 Clarence St, Sydney 2000	Clerk
Vice President	Adrienne HARRIS	C/- University of NSW KENSINGTON 2052	
Vice President	Cheryl MCGUIRE	C/- DLAWC, P O Box 143, Bathurst 2795	Clerk
Branch Councillor	Laurie BRADY	C/- PSA, P O Box 1470, Wollongong 2500	Community Programme Officer
Branch Councillor	Julie BROWN	C/- NSW Police Service, P O Box 780, Batemans Bay 2536	Clerk
Branch Councillor	Jessie CHOY	C/- Health Care Complaints Commission, Level 13, 323 Castlereagh St, Sydney 2000	Hearings Officer
Branch Councillor	Eryn John KNOBEL	C/- DPI, 539 Kiewa St,	Regulatory Officer

Office Held	Name	Address	Occupation
		Albury 2640	
Branch Councillor	Ayshe LEWIS	160 Clarence St, Sydney 2000	Principal Industrial Officer, PSA
Branch Councillor	Desmond John MCKELLAR	P O Box 34, Tamworth 2340	Sheriffs Officer
Branch Councillor	Joan O'DWYER	C/- Office of the Protective Commission, 133 Castlereagh St, Piccadilly Tower, Sydney 2000	Clerk
Branch Councillor	Leon PARISSI	C/- TAFECOM, SIT Library, Building D, Mary-Ann St, Ultimo 2007	Librarian
Branch Councillor	Paul PETERSEN	C/- Premier's Dept, 4-6 Bligh St, Sydney 2000	Clerk
Branch Councillor	Brian WEBB	C/- University of Wollongong, P O box 1144, Wollongong 2500	Senior Technical Officer
Branch Councillor Sub-Branch No. 1	– Anthony DELUCA	C/- SARD, Level 43 and 44 Grosvenor PI, 225 George St, 2000	Business Development Manager
Branch Councillor Sub-Branch No. 1	– Mark GORDON	C/- P O Box 240, NSW 2124	Survey Services Manager
Branch Councillor Sub-Branch No. 1	– David GRIFFIN	C/- Veterinary Pathology, University of Sydney NSW 2006	Professional Officer, Uni of Sydney
Federal Councillor	John CAHILL	160 Clarence St, Sydney 2000	General Secretary
Federal Councillor	Ayshe LEWIS	160 Clarence St, Sydney	Principal Industrial Officer PSA
Federal Councillor	Adrienne HARRIS	C/- University of NSW, Kensington 2052	Librarian
Federal Councillor	Cheryl MCGUIRE	C/- DLAWC, P O Box 143, Bathurst 2795	Clerk
Federal Councillor	Desmond MCKELLAR	P O Box 34, Tamworth 2340	Sheriffs Officer
Federal Councillor	Shane O'BRIEN	160 Clarence Street,	Assistant General Secretary

Office Held	Name	Address	Occupation
		Sydney 2000	
Federal Councillor	Leon PARISSI	C/- TAFECOM, SIT Library, Building D, Mary-Ann St, Ultimo 2007	Librarian
Federal Councillor	Stephen TURNER	160 Clarence Street, Sydney 2000	Assistant General Secretary
Federal Councillor	Suzanne WALSH	160 Clarence Street, Sydney 2000	School Admin Support Staff
Federal Councillor	Brian WEBB	C/- University of Wollongong, P O Box 1144, Wollongong 2500	Senior Technical Officer
Sub-Branch No. 1 Federal Councillor	David GRIFFIN	C/- Veterinary Pathology, University of Sydney NSW 2006	Professional Officer, Uni of Sydney

Declared at 160 Clarence Street, Sydney in the State of New South Wales, this
16th day of February, 2005.



(Signature)



Australian Government
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Mr John Cahill
Branch Secretary
The Community and Public Sector Union
SPSF Group New South Wales Branch
160 Clarence Street
SYDNEY NSW 2000

Dear Mr Cahill,

**Re: The Community and Public Sector Union - SPSF Group New South Wales Branch
Annual Return of information contained in records kept by branch
(AR 2005/207)**

I have received your declaration dated 16 February 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 22 February 2005.

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

The documents have been filed.

Please note you must keep and lodge a record of each election that must, under the rules of the branch, be held during each year commencing 1 January for an office in the branch. Previously, the requirement to lodge a record of each election that must be held applied to each year commencing 1 April. Should there be no election scheduled for the ensuing year, then the words 'no election' would be appreciated on the declaration. Could you please lodge this information as soon as possible.

Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

9 March 2005