



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: AR2005/210-[090V-SAS]

Ms J McMahon
Secretary
CPSU, the Community and Public Sector Union
SPSF Group, South Australian Branch
GPO Box 2170
ADELAIDE SA 5001

Dear Ms McMahon

**Re: CPSU, the Community and Public Sector Union-SPSF Group, South
Australian 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: **AR2005/210**.

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.

WORKPLACE RELATIONS ACT 1996, SECTION 230 AND REGULATION 147

DECLARATION

I, Jan McMahon am the authorised Officer of the;

Community and Public Sector Union, State Public Services Federation, South Australian Branch

and state that the number of persons who were, on **1 January 2005**

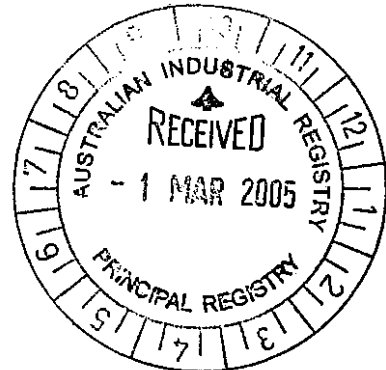
(a) members of the organisation was 15,160

and

(b) the number of members of the organisation who were, on 1 January 2005, ineligible State members in relation to the organisation, within the meaning of S150 of the Act is 8 (included in the above figure).

**JAN MCMAHON
BRANCH SECRETARY**

Date:.....
Jan McMahon
25/2/05



DECLARATION

I, Jan McMahon

Address: 122 Pirie Street Adelaide SA 5000

Occupation: Branch Secretary

state the following:

- (1) That the name of the branch for the year 2004, in accordance with S230 of the Workplace Relations Act 1996, is;

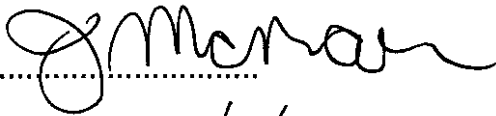
The Community and Public Sector Union, State Public Services Federation Group,
South Australian Branch

- (2) That the address and office of the branch for the year 2004, in accordance with S230 of the Workplace Relations Act 1996, is;

122 Pirie Street, Adelaide SA 5000

JAN MCMAHON
BRANCH SECRETARY

Date:.....



25/2/05

DECLARATION

I, Jan McMahon;

Address: 122 Pirie Street Adelaide SA 5000

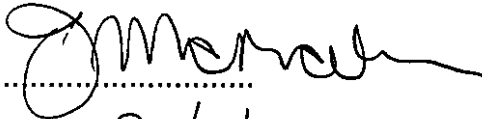
Occupation: Branch Secretary

state the following:

- (1) That pursuant to S233, the register of members has, during the immediately preceding calendar year 2004, been kept and maintained as required by S230 of the workplace Relations Act 1996

**JAN MCMAHON
BRANCH SECRETARY**

Date:.....



25/2/05

DECLARATION

I, Jan McMahon

Address: 122 Pirie Street Adelaide SA 5000

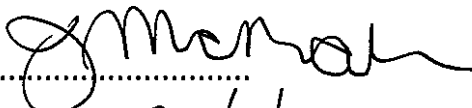
Occupation: Branch Secretary

state the following:

- (1) That pursuant to S233, the list of offices and office holders in accordance with S230 of the Workplace Relations Act 1996, is as per Annexure "A"

JAN MCMAHON
BRANCH SECRETARY

Date:.....



25/4/03

**COMMUNITY AND PUBLIC SECTOR UNION
STATE PUBLIC SERVICES FEDERATION GROUP
SOUTH AUSTRALIAN BRANCH**

ANNEXURE "A" - Office Holders at 1 January 2005

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Andrew	Beck	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lynn	Bryant	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Stephen	Callaghan	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Sonia	Di Pardo	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jeanette	Gale	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Michael	Griffiths	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Chris	Hall	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Sharon	Henderson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Peter	Hewish	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Janice	Hindmarch	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Bernadette	Howell	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lesley	Hughes	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Christine	Jarrett	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Assistant Branch Secretary
Jenny	Lee	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Secretary
Beverley	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jo-anne	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Di	Rankine	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Peter	Reilly	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Stephen	Rust	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Gerry	Stevenson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Malcolm	Townsend	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Margaret	Warner	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Linda	Weber	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Marissa	Wilkinson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Wendy	Williams	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Rosanne	Wilson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor

**COMMUNITY AND PUBLIC SECTOR UNION
STATE PUBLIC SERVICES FEDERATION GROUP
SOUTH AUSTRALIAN BRANCH**

ANNEXURE "A" - Office Holders at 1 January 2005

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Secretary
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Branch Assistant Secretary
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch President
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Treasurer
Lesley	Hughes	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Peter	Hewish	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Beverley	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Di	Rankine	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Malcolm	Townsend	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal council
Margaret	Warner	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council

DECLARATION


I, Jan McMahon;

Address: 122 Pirie Street Adelaide SA 5000

Occupation: Branch Secretary

state the following:

- (1) That the record of the election, set out hereunder, must, under the rules of the organisation, be held during each even numbered year commencing 1 January for office positions in organisations and its branches, which in accordance with S230 is certified to be a correct statement of the information contained in that record.
- (2) That an election for the following offices was held in April/May 2004:
Branch Secretary – 1 position, Branch Assistant Secretary – 1 position (4 year terms), Branch Councillors – 28 positions (2 year term). There has been a change to the list of officers.
- (3) That an election for the following offices was held in June/July 2004:
Branch President – 1 position, Branch Vice President – 5 positions, Branch Treasurer – 1 position. There has been a change to the list of officers.
- (4) That the change to the list of officers in accordance with S230, list of names, postal addresses and occupations of the persons holding that office in accordance with S230 is certified to be a correct statement of the changes made. Refer Annexure "C"



JAN MCMAHON
BRANCH SECRETARY

Date: 25/2/05

**COMMUNITY AND PUBLIC SECTOR UNION
STATE PUBLIC SERVICES FEDERATION GROUP
SOUTH AUSTRALIAN BRANCH**

ANNEXURE "C" - Current Office Holders (February 2005)

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Andrew	Beck	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lynn	Bryant	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Stephen	Callaghan	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Sonia	Di Pardo	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jeanette	Gale	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Michael	Griffiths	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Chris	Hall	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Sharon	Henderson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Peter	Hewish	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Janice	Hindmarch	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Bernadette	Howell	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lesley	Hughes	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Assistant Branch Secretary
Jenny	Lee	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Secretary
Beverley	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Jo-anne	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Di	Rankine	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Peter	Reilly	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Stephen	Rust	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Gerry	Stevenson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Malcolm	Townsend	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Margaret	Warner	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Linda	Weber	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Marissa	Wilkinson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Wendy	Williams	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor
Rosanne	Wilson	122 Pirie Street	Adelaide SA	Public Servant	Branch Councillor

**COMMUNITY AND PUBLIC SECTOR UNION
STATE PUBLIC SERVICES FEDERATION GROUP
SOUTH AUSTRALIAN BRANCH**

ANNEXURE "C" - Current Office Holders (February 2005)

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Secretary
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Branch Assistant Secretary
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch President
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Treasurer
Lesley	Hughes	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Peter	Hewish	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Beverley	Martin	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Di	Rankine	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President
Malcolm	Townsend	122 Pirie Street	Adelaide SA	Public Servant	Branch Vice President

<i>First Name</i>	<i>Surname</i>	<i>Address</i>		<i>Occupation</i>	<i>Position</i>
Jeff	Hadaway	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Neville	Kitchin	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Jan	McMahon	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council
Lindsay	Oxlad	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal council
Margaret	Warner	122 Pirie Street	Adelaide SA	Public Servant	Branch Delegate to Federal Council



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Fax: (03) 9654 6672

Ms Jan McMahon
Branch Secretary
CPSU, The Community and Public Sector Union
SPSF Group, SA Branch
GPO Box 2170
ADELAIDE SA 5001

Dear Ms McMahon,

Re: CPSU, The Community and Public Sector Union - SPSF Group, SA Branch
Annual Return of information contained in records kept by branch
(AR 2005/210)

I have received your declaration dated 25 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 1 March 2005.

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

The documents have been filed.

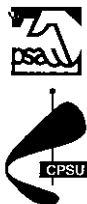
Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

10 March 2005

AR2005/210



Public Service Association of SA Inc

Community and Public Sector Union · SA Branch · SPSF Group

30 March 2005

Ms Lynette Markovski
Australian Industrial Registry
Statutory Services Branch
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Ms Markovski

**RE: CPSU, THE COMMUNITY AND PUBLIC SECTOR UNION – SPSF GROUP, SA BRANCH
CHANGE IN RECORDS**

Please find attached a declaration for a change in records regarding the office of Branch Councillor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Don Mc Coll', written in a cursive style.

**DON MC COLL
ACCOUNTANT**



Public Service Association of SA Inc

Community and Public Sector Union · SA Branch · SPSF Group

WORKPLACE RELATIONS ACT 1996, SECTION 233(2) AND REGULATION 151

DECLARATION

I, Jan McMahon am the authorised Officer of the;

Community and Public Sector Union, State Public Services Federation, South Australian Branch, 122 Pirie Street, Adelaide SA 5000;

state the following:

- (1) That during February 2005, Branch Councillors Christine Jarrett and Gerry Stevenson resigned from the office of Branch Councillor.
- (2) That on 28th February one office of Branch Councillor was filled by Ms Pat Bell, the other office remaining vacant to date.

A handwritten signature in black ink, appearing to read 'Jan McMahon', with a large, stylized initial 'J'.

**JAN MCMAHON
GENERAL SECRETARY**



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

Mr Don Mc Coll
Accountant
Community and Public Sector Union
SPSF Group, South Australian Branch
GPO Box 2170
ADELAIDE SA 5001

Dear Mr Mc Coll,

**Re: Community and Public Sector Union - SPSF Group, South Australian Branch
Notification of changes made to records of branch - (AR2005/210)**

I have received your letter dated 30 March 2005 and the declaration made by Ms Jan McMahon, providing notification of changes made to records in accordance with s233 of Schedule 1B of the *Workplace Relations Act 1996*. The document was lodged in the Industrial Registry on 1 April 2005.

The document lodged cover changes made to the records kept by the branch.

The document has been filed.

Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

5 May 2005