



**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: AR2005/211-[090V-SPSF]**

Mr David John Carey  
Joint National Secretary  
CPSU, the Community and Public Sector Union  
SPSF Group  
4th Floor 160 Clarence Street  
SYDNEY NSW 2000

Dear Mr Carey

**Re: CPSU, the Community and Public Sector Union-SPSF Group  
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: **AR2005/211**.

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

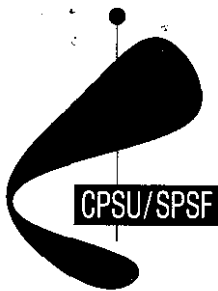
**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

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.



COMMUNITY & PUBLIC SECTOR UNION  
STATE PUBLIC SERVICES FEDERATION GROUP

In reply please quote  
reference number:

5 May 2005

Federal Office  
4th Floor, 160 Clarence Street  
Sydney NSW 2000  
AUSTRALIA

Tel: (02) 9299 5655  
Fax: (02) 9299 7181

Joint National Secretariat

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

**Attention: Lyn Markovski – Ref: AR2005/211**

Dear Sir

**Re: CPSU-SPSF Group Federal Office  
The Community and Public Sector Union – State Public Services Federation  
Annual Return of Information for Year Ending 2004**

**Maintenance of Register of Members (Sch230 (1) (a))**

The Federal Office of the SPSF Group is a reporting unit. However, it does not have members as such. The Federal Office operates under the direction of the Federal Council comprising of delegates from each of the State Branches. Members of the organisation join the associated bodies which then in turn forward a Branch capitation. Members of the organisation are members of the State Branch which respectively keeps the register of its members and no part has been kept at the Federal Office of the Group.

**List of Offices (Sch230 (1) (b))**

Federal President

Six Federal Vice-Presidents (one of whom shall be the Federal President)

Federal Secretary

Six Branch Representatives on Federal Executive (one from each of the six Branches)

Federal Councillors

New South Wales Branch	11 delegates *
Victorian Branch	5 delegates
South Australian Branch	5 delegates
Western Australian Branch	5 delegates
Tasmanian Branch	4 delegates
Queensland Branch	8 delegates

\* one delegate from the NSW Branch to be elected from the NSW Special Sub-Branch

---

I declare the above to be a correct statement of the information provided.

Yours faithfully

A handwritten signature in black ink, appearing to read 'D. Carey', with a long horizontal flourish extending to the right.

David Carey  
**Federal Secretary**

**List of Names, Addresses and Occupations (Sch230(1)(c))**

NAME	Title	BRANCH	ADDRESS1	ADDRESS2	ADDRESS3	OCCUPATION
David Griffin	Federal Councillor	Branch				Professional Officer
Sue Walsh	Federal Councillor	NSW				President NSW PSA
John Cahill	Federal Councillor	NSW				Assistant General Secretary
Adrienne Harris	Federal Councillor	NSW				Librarian
Ayshe Lewis	Federal Councillor	NSW				Principal Industrial Officer
Cheryl McGuire	Federal Councillor	NSW				Team Leader, Finance
John McKellar	Federal Councillor	NSW				Inspector, Dept Education & Training
Shane O'Brien	Federal Councillor	NSW				Assistant General Secretary
Leon Parissi	Federal Councillor	NSW				Librarian TAFE
Steve Turner	Federal Councillor	NSW				Assistant General Secretary
Brian Webb	Federal Councillor	NSW				Scientific Officer
Leonard Haigh	Federal Councillor	QLD				Solicitor
Vivienne Doogan	Federal Councillor	QLD				Biometrician
Phil Gray	Federal Councillor	QLD				Principal Education Officer
Alexander Scott	Federal Councillor	QLD				General Secretary
Brett McCreddie	Federal Councillor	QLD				Assistant General Secretary
Jeffrey Allan Morris	Federal Councillor	QLD				TAFE Teacher
Toni Deaves	Federal Councillor	QLD				Laboratory Technician
Liam McKay	Federal Councillor	QLD				Manager
Maureen Armstrong	Federal Councillor	WA				Library Officer
Toni Walkington	Federal Councillor	WA				Branch Secretary
Brian Ellis	Federal Councillor	WA				Public Servant
Tom Lynch	Federal Councillor	TAS				Branch Secretary, Vice President
Lindsay Jones	Federal Councillor	TAS				Executive Officer
Mat Johnston	Federal Councillor	TAS				Librarian
Wendy Wolf	Federal Councillor	TAS				Occupational Therapist
Jim Walton	Federal Councillor	VIC				Assistant Secretary
Karen Batt	Federal Councillor	VIC				Branch Secretary
Kelvin Goodall	Federal Councillor	VIC				Governance & Legislation Analyst - Branch President
Peter Lilywhite	Federal Councillor	VIC				Collection Manager Entomology/Arachnology - Branch Vice-President
Judy Mead	Federal Councillor	VIC				Manager (Human Resources) Education - Branch Vice-President
Jeff Hadaway	Federal Councillor	SA				Manager Clinical Photography
Jan McMahon	Federal Councillor	SA				General Secretary
Margaret Warner	Federal Councillor	SA				Training Officer
Lindsay Oxlad	Federal Councillor	SA				Civil Engineer
Neville Kitchin	Federal Councillor	SA				Asst 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 David Carey  
Federal Secretary  
Community and Public Sector Union  
SPSF Group  
4th Floor, 160 Clarence Street  
SYDNEY NSW 2000

Dear Mr Carey,

**Re: Community and Public Sector Union - SPSF Group**  
**Annual Return of information contained in records kept by branch**  
**(AR 2005/211)**

I have received your declaration dated 5 May 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 11 May 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

14 June 2005