



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: AR2005/212-[090V-TASS]

Ms Suzanne Strugnell
Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Tasmanian Branch
GPO Box 54A
HOBART TAS 7001

Dear Ms Strugnell

**Re: CPSU, the Community and Public Sector Union-SPSF Group, Tasmanian
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: **AR2005/212**.

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]*.

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



Community and Public Sector Union
State Public Services Federation Group, Tasmanian Branch

18 May 2005

Deputy Industrial Registrar
Office of Industrial relations
1st Floor, Commonwealth Law court
39-41 Davey Street
HOBART 7000

Dear Sir,

**RE: Annual Return: CPSU (SPSF Group, Tasmanian Branch) – AR
2005/212_090-tas-spsf**

Please find attached the prescribed information required to be lodged under s233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B of the *Workplace Relations Act 1996*).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tom Lynch', is written over a small black dot.

Tom Lynch
Branch Secretary
Community and Public Sector Union
(State Public Services federation Group, Tasmanian Branch)

Registered Office
157 Collins Street, Hobart 7000
GPO Box 54, HOBART 7001



Community and Public Sector Union
State Public Services Federation Group, Tasmanian Branch

DECLARATION

I, **Thomas Gerard Lynch**, Branch Secretary of the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch), C/- 157 Collins Street, Hobart, Tasmania, declare:

THAT I am the Branch Secretary of the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch) and report as follows in accordance with s233(1) Registration and Accountability of Organisations Schedule (Schedule 1B of the *Workplace Relations Act 1996*).

THAT the register of members for 2004, has been kept and maintained as required by s230(1)(a) and (2).

THAT the Offices and Office-holders of the Branch for the year 2005 are as per attachment "A" (in accordance with s230 (1)(b) and(c)).

THAT the name of the Branch is the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch) and the registered office is located at 157 Collins Street, Hobart (GPO Box 54, Hobart 7001).

THAT no new Branches commenced operation in the preceding 12 months and **THAT** no old Branches ceased operation in the preceding 12 months.

THAT the elections to be conducted in 2005 for the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch) are as per attachment "B".

A handwritten signature in black ink, appearing to read 'Tom Lynch', is written over a horizontal dotted line.

Tom Lynch

Declared...Hobart..on the ... eighteen ...day of...May...2005.

Registered Office
157 Collins Street, Hobart 7000
GPO Box 54, HOBART 7001



Community and Public Sector Union

State Public Services Federation Group, Tasmanian Branch

ATTACHMENT A.

The Officers and Office-holders of the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch) for 2005 are:

- President:** Lindsay Jones, Executive Officer
C/- 157 Collins Street, Hobart
- Senior Vice-President:** Trevor Keating, Valuation Field Assistant
C/- 157 Collins Street, Hobart
- Junior Vice-President:** Jan Chipman, Parliamentary Officer
C/- 157 Collins Street, Hobart
- Branch Secretary:** Thomas Gerard Lynch
C/- 157 Collins Street, Hobart
- Ass Branch Secretary** Matthew Johnston
C/- 157 Collins Street, Hobart
- Treasurer:** Christine Mitchell, School Executive Officer
C/- 157 Collins Street, Hobart
- Executive Councillors:** Bruce Barr, Librarian
C/- 157 Collins Street, Hobart
Grant Ransley, Clerk
C/- 157 Collins Street, Hobart
Wendy Wolf, Occupational Therapist
C/- 157 Collins Street, Hobart
- Branch Councillors:** Dennis Aitken
C/- 157 Collins Street, Hobart
Allan Kenny, Manager
C/- 157 Collins Street, Hobart
Elizabeth Witt, Clerk
C/- 157 Collins Street, Hobart
Christine Treloggen, School Executive Officer
C/- 157 Collins Street, Hobart
John Jeffery, Senior Systems Officer
C/- 157 Collins Street, Hobart
Flo Hurst, Project Officer
C/- 157 Collins Street, Hobart

Registered Office
157 Collins Street, Hobart 7000
GPO Box 54, HOBART 7001



Community and Public Sector Union

State Public Services Federation Group, Tasmanian Branch

Branch Delegates to Federal Council:

Thomas Gerard Lynch
C/- 157 Collins Street, Hobart
Matthew Johnston
C/- 157 Collins Street, Hobart
Lindsay Jones, Executive Officer
C/- 157 Collins Street, Hobart
Wendy Wolf, Occupational Therapist
C/- 157 Collins Street, Hobart

Branch Delegate to Federal Executive:

Lindsay Jones, Executive Officer
C/- 157 Collins Street, Hobart

CPSU(SPSF,Group) Vice President:

Thomas Gerard Lynch
C/- 157 Collins Street, Hobart

ATTACHMENT B.

Under the rules of the Community & Public Sector Union (State Public Services Federation Group, Tasmanian Branch), there are no elections that must be conducted during the year commencing 1 Jan 2005.

Registered Office
157 Collins Street, Hobart 7000
GPO Box 54, HOBART 7001



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 Tom Lynch
Branch Secretary
Community and Public Sector Union
SPSF Group - Tasmanian Branch
GPO Box 54
HOBART TAS 7001

Dear Mr Lynch,

**Re: Community and Public Sector Union - SPSF Group - Tasmanian Branch
Annual Return of information contained in records kept by branch
(AR 2005/212)**

I have received your declaration dated 18 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 19 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