



## 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

Ms K Batt  
Branch Secretary  
CPSU, the Community and Public Sector Union  
SPSF Group, Victorian Branch  
P O Box 200  
**CARLTON SOUTH VIC 3053**

Dear Ms Batt

**Re: Annual Return of information contained in records kept by organisation  
(AR 2004/150)**

I have received your letter dated 24 March 2004 and declaration of 24 February 2004 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 26 March 2004.

The documents lodged cover the required information for the **2004** Annual Returns of the organisation:

The documents have been filed.

Your comments about the discrepancy in the number of members have been noted. I understand that the discrepancy does not affect the number of delegates to be elected from the various branch electorates as previously advised.

### Documents on website

The Registry has created an electronic file for each registered organisation and branch which is accessible through the AIRC web site. The documents lodged will be placed on the AIRC Website at [www.e-airc.gov.au/090vspsf](http://www.e-airc.gov.au/090vspsf).

### Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to [riateam3@air.gov.au](mailto:riateam3@air.gov.au).

Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). As you would be aware, documents lodged under RAO section 233 are no longer required to be certified by "statutory declaration". A "declaration" will suffice. Where documents are lodged electronically, there will be no need to forward hard copies of the documents to the Registry."

Yours sincerely,

Clency Lapierre  
Statutory Services Branch

29 March 2004



24<sup>th</sup> March 2004

Australian Industrial Registry  
Mr C Lapierre, Team Leader  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE 3000

Dear Mr Lapierre

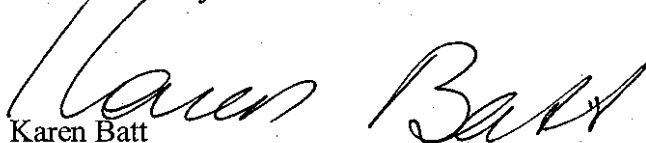
**Re: Community and Public Sector Union – SPSF Group, Victorian Branch  
Annual Return of Information for Year 2004  
Your Reference Number: AR2004/150**

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), please find attached the information to be lodged in the Industrial Registry relating to records to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations to be lodged prior to the 31<sup>st</sup> of March 2004.

Furthermore, we have attached a copy of a letter dated 24<sup>th</sup> February 2004 relating to the CPSU/SPSF Group, Victorian Branch Election Request. Please be aware that the Victorian Branch has located an administration oversight on the statement relating to the Prescribed Information in Respect of Election: Regulation 138 (1). The number of members as detailed in item two (2) of this statement has been overstated by five members. That is, the number of members as at 31<sup>st</sup> December 2003 on the statement total 13,159 whereas on the enclosed statement relating to the number of members as at 31<sup>st</sup> December 2003 the audited membership total is 13,154.

Should you require any further information or clarification pertaining to the attached documents please do not hesitate to contact Liz Howlett on 03 9639 1822 or [lhowlett@cpsuVIC.org](mailto:lhowlett@cpsuVIC.org).

Yours faithfully

  
Karen Batt  
**Branch Secretary**

24 February 2004

The Industrial Registrar  
Australian Industrial Registry  
80 Collins Street  
**MELBOURNE 3000**

Dear Sir,

**RE: CPSU/SPSF GROUP, VICTORIAN BRANCH ELECTION REQUEST**

Please find attached the prescribed information required under Regulation 138(1) and the statement required under Regulation 138(2) in relation to elections required by the Victorian Branch under the rules of the CPSU/SPSF Group.

In lodging these documents I wish to draw your attention to the requirement of CPSU/SPSF Group Rule 54A that each election shall be conducted so that the result is declared not earlier than the 1<sup>st</sup> May and not later than the 30<sup>th</sup> June in each election year. The Executive has resolved that these elections be conducted so that the result is declared and that the persons elected take office with effect from 1<sup>st</sup> June 2004.

Please contact Mr Julian Kennelly on 0418 552 925 if you have any queries or wish to discuss this request.

Yours sincerely

**Karen Batt**  
**Branch Secretary**  
**CPSU/SPSF Group, Victorian Branch**

**WORKPLACE RELATIONS ACT 1996**

**IN THE MATTER OF** the CPSU, the Community and Public Sector Union, State Public Services Federation Group, Victorian Branch.

**AND**

**IN THE MATTER OF** a request pursuant to Section 189 of the Act for the Registrar to arrange for the conduct of certain elections by the Australian Electoral Commission.

**STATEMENT BY AUTHORISED OFFICER : REGULATION 138(2)**

I, KAREN BATT, of 54 Victoria Street, Carlton South in the State of Victoria, Union Official, state that I am the Branch Secretary of the CPSU, the Community and Public Sector Union, State Public Services Federation Group, Victorian Branch and am duly authorised to sign this statement that the information in the accompanying document is being lodged in accordance with subsection 189(1) of the Act.

**DATED** this 24<sup>th</sup> day of February 2004

**SIGNED**

**Karen Batt  
Branch Secretary  
CPSU, SPSF Group  
Victorian Branch**

**WORKPLACE RELATIONS ACT 1996**

**IN THE MATTER OF** the CPSU, the Community and Public Sector Union, State Public Services Federation Group, Victorian Branch.

**AND**

**IN THE MATTER OF** a request pursuant to Section 189 of Schedule 1B of the Workplace Relations Act for the Registrar to arrange for the conduct of certain elections by the Australian Electoral Commission.

**PRESCRIBED INFORMATION IN RESPECT OF ELECTION : REGULATION 138(1)**

The following information is lodged in accordance with Regulation 138 of the Act in relation to elections required by the CPSU, SPSF Group, Victorian Branch.

1. In accordance with CPSU, SPSF Group Rule 54A elections are required to be conducted for the Branch Officer positions as specified under Rule 7 of the Branch Rules, ie,

Branch President

Branch Vice Presidents (2)

Branch Secretary,

Branch Assistant Secretary.

2. In accordance with CPSU, SPSF Group Rule 54A elections are required to be conducted for the positions of Delegates to the Branch Council as specified under Rules 8 and 9 of the Branch Rules, ie,

The relevant information (as at 31 December 2003) is as follows :

ELECTORATE	MEMBERSHIP	BRANCH COUNCIL DELEGATES
Electorate 1	2520	7 Delegates
Electorate 2	109	1 Delegate
Electorate 3	1081	3 Delegates
Electorate 4	1484	4 Delegates
Electorate 5	2830	8 Delegates
Electorate 6	1982	5 Delegates
Electorate 7	976	3 Delegates
Electorate 8	554	2 Delegates
Electorate 9	580	2 Delegates
Electorate 10	453	2 Delegates
Electorate 11	590	2 Delegates

3. The reasons for these elections are that as follows:
  - (a) In the case of the Branch Officers, CPSU, SPSF Group Rule 54A requires that each Branch shall elect its Branch Officers four yearly. The previous elections for these positions were conducted in 2000.
  - (b) In the case of the Delegates to the Branch Council, CPSU, SPSF Group Rule 54A, together with Victorian Branch Rule 8 requires that the Victorian Branch shall elect its Delegates to the Branch Council four yearly. The previous elections for these positions were conducted in 2000.
4. CPSU, SPSF Group Rule 54A specifies the procedures for conducting these elections. It provides that the returning officer shall fix the date on which nominations close, and that nominations shall be called for at least 14 days prior to the date on which nominations close. The rule further specifies that each election shall be conducted so that the result is declared not earlier than the 1<sup>st</sup> May and not later than the 30<sup>th</sup> June in each election year.
5. The voting system to be employed is a direct voting system, and CPSU, SPSF Group Rule 57C provides that the election shall be by secret ballot and shall be conducted by the proportional preferential voting system as set out in the Schedule to the Group Rules.

**DATED** this 24<sup>th</sup> day of February 2004

**SIGNED**

**Karen Batt  
Branch Secretary  
CPSU, SPSF Group  
Victorian Branch**

**Workplace Relations Act 1996**

**Schedule 1B - Registration and Accountability of Organisations**

**STATEMENT**

As prescribed in Schedule 1B – Registration and Accountability of Organisations, Part 2 – Records to be kept and lodged by organisations, Section 230 Records to be kept and lodged by organisations, Sub-Section 233(1)(a) and (2) as follows:

*(1) An organisation must lodge in the Industrial Registry once in each year, at such time as is prescribed:*

*(a) a declaration signed by the secretary or other prescribed officer of the organisation certifying that the register of its members has, during the immediately preceding calendar year, been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2)*

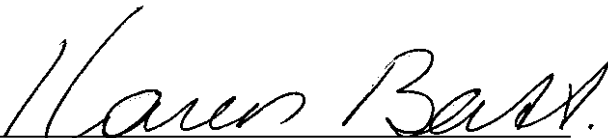
*(2) An organisation must:*

*(a) enter in the register of its members the name and postal address of each person who becomes a member, within 28 days after the person becomes a member;*

*(b) remove from that register the name and postal address of each person who ceases to be a member under the rules of the organisation, within 28 days after the person ceases to be a member; and*

*(c) enter in that register any change in the particulars shown on the register, within 28 days after the matters necessitating the change become known to the organisation.*

I, **Karen Batt**, am the authorised officer of the **Community and Public Sector Union, SPSF Group, Victorian Branch** state that the register of members, during the immediately preceding calendar year, being **31<sup>st</sup> December 2003**, has been kept and maintained as required by ss230(1)(a) and (2).



Authorising Officer

17<sup>th</sup> March 2004

Date

**REFERENCE NUMBER: 2004/150**



## Workplace Relations Act 1996

### Schedule 1B - Registration and Accountability of Organisations

#### STATEMENT

As prescribed in Schedule 1B – Registration and Accountability of Organisations, Part 2 – Records to be kept and lodged by organisations, Section 230 (1)(b) and Section 230 (1)(c):

*(1) An organisation must lodge in the Industrial Registry once in each year, at such time as is prescribed:*

*(b) a list of the offices in the organisation and each branch of the organisation;*

*(c) a list of the names, postal addresses and occupations of the persons holding the offices;*

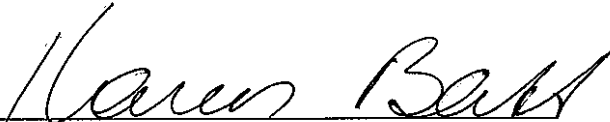
I, **Karen Batt**, am the authorised officer of the **Community and Public Sector Union, SPSF Group, Victorian Branch** and state that the office of the organisation is **Level Five, The Annexe, Victorian Trades Hall, 54 Victoria Street, Carlton South, Victoria** with the persons holding office as follows:

Office Held	Name	Address	Occupation
Branch Secretary	Karen M Batt	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Elected Official
Asst Branch Secretary	James Walton	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Elected Official
President	Kelvin Goodall	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Governance and Legislation Analyst
Vice-President	Judith Mead	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Manager, Human Resources
Vice-President	Peter Lillywhite	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Collection Manager, Entomology & Arachnology

<b>Office Held</b>	<b>Name</b>	<b>Address</b>	<b>Occupation</b>
Delegate	Jeremy Barnes	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Administration Officer
Delegate	Rosalia Bruzzese	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Technical Officer
Delegate	Gwendoline Cornelius	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Manager, Student Records and Results
Delegate	John Crane	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Industrial Officer
Delegate	Michael Donohoe	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Performance Reports Coordinator
Delegate	Karen Douglas	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Industrial Officer
Delegate	Elizabeth Free	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Transcript Officer
Delegate	Ian Goulden	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Acting Chief Prison Officer
Delegate	Christine Hughes	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Group Leader, Dept. Human Services
Delegate	Ronald Kennelly	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Retired Officer
Delegate	Andrew Liston	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Legal Officer

<b>Office Held</b>	<b>Name</b>	<b>Address</b>	<b>Occupation</b>
Delegate	Malcolm D Nugara	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Customer Service Officer, State Revenue Office
Delegate	Greg Pargeter	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Training Officer
Delegate	Mark Renshaw	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Industrial Officer
Delegate	Mary Roose	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Intake Team Leader, Child Protection
Delegate	Rodney Spence	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Prison Officer
Delegate	Mary Sullivan	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Health Statistician
Delegate	Susan Taylor	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Flora and Fauna Officer
Delegate	Ian Thomas	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Retired Officer
Delegate	Michael Tiliacos	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Project Officer
Delegate	Mia Vitue	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Administration Officer
Delegate	Richard Wadsworth	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Tourism Planner

Office Held	Name	Address	Occupation
Delegate	Alan Woodroffe	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Manager Policy and Legislation
Delegate	Pauline Zealley	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	School Business Manager

  
 Authorising Officer

17<sup>th</sup> March 2004

Date

**REFERENCE NUMBER: 2004/150**

## Workplace Relations Act 1996

### Schedule 1B - Registration and Accountability of Organisations

#### STATEMENT

As prescribed in Schedule 1B – Registration and Accountability of Organisations, Part 2 – Records to be kept and lodged by organisations, Section 230(1)(d) and Regulation 147(e):

*(1) An organisation must keep the following records:*

*(d) such other records as are prescribed.*

*For paragraph 230 (1) (d) of the RAO Schedule, the following records are prescribed in relation to an organisation:*

*(e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:*

*(i) for an office in the organisation; and*

*(ii) for an office in a branch of the organisation;*

I, **Karen Batt** the authorising officer for the **Community and Public Sector Union – SPSF Group, Victorian Branch** state that in accordance with the Community and Public Sector Union - SPSF Group Victorian Branch Rules an election **will** be held during the year commencing 1<sup>st</sup> January 2004.

In accordance with CPSU, SPSF Group Rule 54A elections are required to be conducted for the Branch Officer positions as specified under Rule 7 of the Branch Rules, that is

Branch President  
Branch Vice Presidents (2)  
Branch Secretary  
Branch Assistant Secretary.

In accordance with CPSU, SPSF Group Rule 54A elections are required to be conducted for the positions of Delegates to the Branch Council as specified under Rules 8 and 9 of the Branch Rules, that is

ELECTORATE

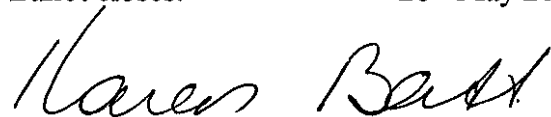
BRANCH COUNCIL DELEGATES

Electorate 1	7 Delegates
Electorate 2	1 Delegate
Electorate 3	3 Delegates
Electorate 4	4 Delegates
Electorate 5	8 Delegates
Electorate 6	5 Delegates
Electorate 7	3 Delegates
Electorate 8	2 Delegates
Electorate 9	2 Delegates
Electorate 10	2 Delegates
Electorate 11	2 Delegates

The timetable of the Community and Public Sector Union – SPSF Group, Victorian Branch Election is as follows:

Nominations open: 24<sup>th</sup> March 2004  
Nominations close: 14<sup>th</sup> April 2004 at 12:00 noon

Ballot opens: 7<sup>th</sup> May 2004  
Ballot closes: 26<sup>th</sup> May 2004 at 9:00 am



Authorising Officer

17<sup>th</sup> March 2004

Date

**REFERENCE NUMBER: 2004/150**

**Workplace Relations Act 1996**

**Schedule 1B - Registration and Accountability of Organisations**

**STATEMENT**

As prescribed in Schedule 1B – Registration and Accountability of Organisations, Part 2 – Records to be kept and lodged by organisations, Section 230(1)(d) and Regulation 147(f) and (g):

*(2) An organisation must keep the following records:*


*(d) such other records as are prescribed.*

*For paragraph 230 (1) (d) of the RAO Schedule, the following records are prescribed in relation to an organisation:*

*(f) a record of the number of members on 31 December in the previous year;*

*(g) if the organisation has entered into an agreement mentioned in subsection 151 (1) of the RAO 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 section 150 of the RAO Schedule.*

I, **Karen Batt**, being the authorised officer of the **Community and Public Sector Union – SPSF Group, Victorian Branch** state that the number of persons who were, on **31<sup>st</sup> December 2003** members was **13,154**.

  
\_\_\_\_\_  
Authorising Officer

17<sup>th</sup> March 2004

Date

**REFERENCE NUMBER: 2004/150**