



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: AR2005/213-[090V-VICS]

Ms Karen Batt
Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Victorian Branch
PO Box 200
CARLTON SOUTH VIC 3053

Dear Ms Batt

**Re: CPSU, the Community and Public Sector Union-SPSF Group, Victorian
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: **AR2005/213**.

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

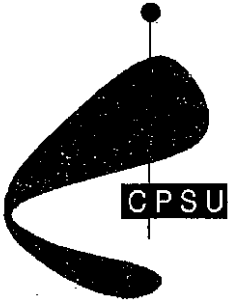
Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations

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.



Community and Public Sector Union
SPSF Group • Victorian Branch

10th February 2005

Australian Industrial Registry
Ms Lyn Markovski
Level 35, Nauru House
80 Collins Street
MELBOURNE 3000

Dear Ms Markovski

**Re: Community and Public Sector Union – SPSF Group, Victorian Branch
Annual Return of Information for Year 2005
Your Reference Number: AR2005/213**

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule IB 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 31st of March 2005.

Should you require any further information or clarification pertaining to the attached documents please do not hesitate to contact Lisa Marquez on 03 9639 1822 or lmarquez@cpsuVIC.org.

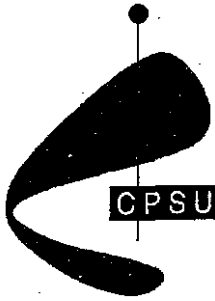
Yours sincerely

A handwritten signature in black ink, appearing to read 'Karen Batt', is written over a faint, larger version of the same signature.

Karen Batt
Branch Secretary

Att.

Victorian Trades Hall, Level 5 Rear Building, 54 Victoria Street, Carlton South 3053.
P.O. Box 200 Carlton South 3053
Phone: (03) 9639 1822 or 1800 810 153 Fax: (03) 9662 4591 Internet: enquiry@cpsuVIC.org
World Wide Web Address:- <http://www.cpsuVIC.org>



Community and Public Sector Union

Workplace Relations Act 1996 SPSF Group • Victorian Branch

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)

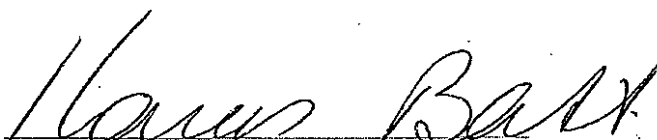
(2) An organisation must:

(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.

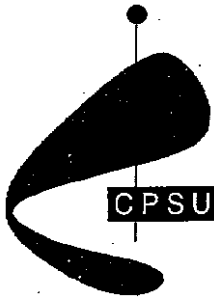
I, **Karen Batt**, am the authorised officer of the **Community and Public Sector Union, SPSF Group, Victorian Branch** state that the register of members, during the immediately preceding calendar year, being **31st December 2004**, has been kept and maintained as required by ss230(1)(a) and (2).


Authorising Officer

10 February 2005

Date

Victorian Trades Hall, Level 5 Rear Building, 54 Victoria Street, Carlton South 3053
P.O. Box 200 Carlton South 3053
Phone: (03) 9639 1822 or 1800 810 153 Fax: (03) 9662 4591 Internet: enquiry@cpsuvic.org
World Wide Web Address:- <http://www.cpsuvic.org>



Community and Public Sector Union

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 (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

Victorian Trades Hall, Level 5 Rear Building, 54 Victoria Street, Carlton South 3053
P.O. Box 200 Carlton South 3053

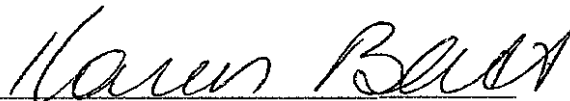
Phone: (03) 9639 1822 or 1800 810 153 Fax: (03) 9662 4591 Internet: enquiry@cpsuvic.org
World Wide Web Address:- <http://www.cpsuvic.org>

Office Held	Name	Address	Occupation
Delegate	Jeremy Barnes	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Administration Officer
Delegate	Pushparani Brown	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	Roy Burns	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Student Support Service Officer
Delegate	Deidre Carlile	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Dental Therapist
Delegate	Paul Coglan	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Customer Service Manager
Delegate	Gavan Cook	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Intelligence Analyst
Delegate	Catherine Davies	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Forensic Officer
Delegate	Ronald Dean	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Property Officer
Delegate	Michael Donohoe	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Performance Reports Coordinator

Office Held	Name	Address	Occupation
Delegate	Cheryl Douglas	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Business Manager
Delegate	Helen Fatouros	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Legal Officer
Delegate	Elizabeth Free	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Transcript Officer
Delegate	Alan Gee	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Project Officer
Delegate	Franca Genio	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Business Analyst
Delegate	Ian Goulden	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Prison Officer, Supervisor
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	Peter Kershaw	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Ranger in Charge
Delegate	Jenny Leishman	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Laboratory Technician
Delegate	Andrew Liston	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Legal Officer
Delegate	William Lyons	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Property Officer

Office Held	Name	Address	Occupation
Delegate	Christine Mitchell	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Archivist
Delegate	Christopher Naqvi	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Case Manager, Social Worker
Delegate	Mark Nestor	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Industry Supervisor
Delegate	Malcolm D Nugara	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Senior Customer Service Officer, State Revenue Office
Delegate	Pierre Rispoli	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Child & Family Worker
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	Lydia Spicer	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Sherrifs 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

Office Held	Name	Address	Occupation
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	Alice Tudehope	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Media Officer
Delegate	Richard Wadsworth	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Tourism Planner
Delegate	Steven Walsh	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Water Services Officer
Delegate	Alan Woodroffe	Level 5, The Annexe, Victorian Trades Hall 54 Victoria Street Carlton South	Manager Policy and Legislation


Authorising Officer

10 February 2005

Date



Community and Public Sector Union

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(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;

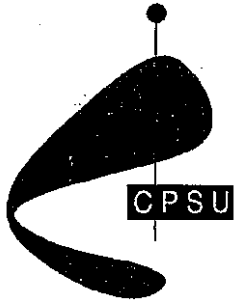
I, **Karen Batt** the authorising officer for the **Community and Public Sector Union – SPSF Group, Victorian Branch** state that in accordance with the Community and Public Sector Union - SPSF Group Victorian Branch Rules an election **will not** be held during the year commencing 1st January 2005.

A handwritten signature in black ink, appearing to read 'Karen Batt', is written over a horizontal line.

Authorising Officer

10 February 2005

Date



Community and Public Sector Union

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(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 **31st December 2004** members was **13,233**.

A handwritten signature in black ink, appearing to read 'Karen Batt', is written over a horizontal line.

Authorising Officer

15 February 2005

Date



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

Ms Lisa Marquez
Community and Public Sector Union
SPSF Group, Victorian Branch
P.O. Box 200
CARLTON SOUTH VIC 3053

Dear Ms Marquez,

**Re: Community and Public Sector Union - SPSF Group, Victorian Branch
Annual Return of information contained in records kept by branch
(AR 2005/213)**

I have received the declaration by Ms Karen Batt dated 10 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 by facsimile on 10 February 2005.

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

The documents have been filed.

Yours sincerely,

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

Lynette Markovski
Statutory Services Branch

17 February 2005