



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: AR2005/214-[090V-WAS]

Ms Toni Walkington
Branch Secretary
CPSU, the Community and Public Sector Union
SPSF Group, Western Australian Branch
GPO Box X2252
PERTH WA 6847

Dear Ms Walkington

**Re: CPSU, the Community and Public Sector Union-SPSF Group, Western
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: **AR2005/214**.

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
SPSF Group • WA Branch**

Civil Service Association of WA Inc

445 Hay Street, Perth WA 6000
GPO Box X2252, Perth WA 6847
UnionLink (08) 9323 3888
(08) 9323 3800 ♦ 1300 73 3800
Fax: (08) 9323 3878
Website at: www.cpsucsa.asn.au
e-mail: postbox@cpsucsa.asn.au

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

Your Ref

Our Ref

(Please quote this reference in correspondence)

18 May 2005

Dear Ms Markovski

***CPSU, the Community and Public Sector Union
SPSF Group, Western Australian Branch
Outstanding Annual Return of Information for Year 2005
Your Ref: AR2005/214***

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 31st of March 2005.

Should you require any further information or clarification pertaining to the attached documents please do not hesitate to contact Steve Stacey on (08)93233800 or ss@cpsucsa.asn.au.

Yours sincerely


Toni Walkington
Branch Secretary





445 Hay Street, Perth WA 6000
GPO Box X2252, Perth WA 6847
UnionLink (08) 9323 3888
(08) 9323 3800 ♦ 1300 73 3800
Fax: (08) 9323 3878
Website at: www.cpsucsa.asn.au
e-mail: postbox@cpsucsa.asn.au

Your Ref

Our Ref

(Please quote this reference in correspondence)

Workplace Relations Act 1996

Schedule 1B – Registration and Accountability of Organisations

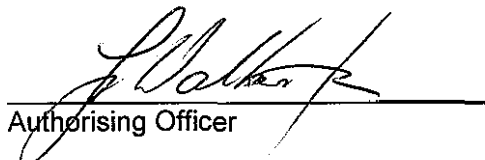
STATEMENT

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



Authorising Officer

19 May 2005

Date



445 Hay Street, Perth WA 6000
GPO Box X2252, Perth WA 6847
UnionLink (08) 9323 3888
(08) 9323 3800 ♦ 1300 73 3800
Fax: (08) 9323 3878
Website at: www.cpsucsa.asn.au
e-mail: postbox@cpsucsa.asn.au

Your Ref

Our Ref

(Please quote this reference in correspondence)

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:

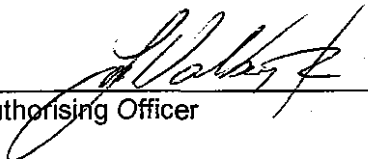
(d) such other records as are prescribed

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, **Toni Beverley Walkington**, the authorising officer for the **Community and Public Sector Union SPSF Group, Western Australian Branch** state that in accordance with the Community and Public Sector Union SPSF Group Western Australian Branch Rules an election **will not** be held during the year commencing 1st January 2005.



Authorising Officer

19 May 2005

Date



445 Hay Street, Perth WA 6000
GPO Box X2252, Perth WA 6847
UnionLink (08) 9323 3888
(08) 9323 3800 ♦ 1300 73 3800
Fax: (08) 9323 3878
Website at: www.cpsucsa.asn.au
e-mail: postbox@cpsucsa.asn.au

Your Ref

Our Ref

(Please quote this reference in correspondence)

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, **Toni Beverley Walkington**, the authorising officer for the **Community and Public Sector Union SPSF Group, Western Australian Branch** state that the number of persons who were, on **31st December 2004**, members was **13,433**.



Authorising Officer

19 May 2005

Date



Your Ref

Our Ref

(Please quote this reference in correspondence)

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, **Toni Beverley Walkington**, am the authorised officer of the **Community and Public Sector Union SPSF Group, Western Australian Branch**, and state that the office of the organisation is the **CSA Centre, 445 Hay Street, Perth, Western Australia, (GPO Box X2252 Perth 6847)** with the persons holding office as attached.



Authorising Officer

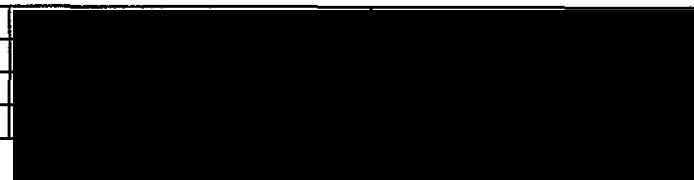
19 May 2005

Date:

OFFICE BEARERS - COMMUNITY AND PUBLIC SECTOR UNION/CIVIL SERVICE ASSOCIATION

POSITION HELD	GIVEN NAMES	SURNAME	OCCUPATION	HOME ADDRESS
PRESIDENT	BRENDON HARLEY	HEWSON	TECHNICAL OFFICER	
BRANCH SECRETARY	TONI BEVERLEY	WALKINGTON	INDUSTRIAL OFFICER	
ASSISTANT SECRETARY	JOANNE MARGARET	GAINES	N/A	
TREASURER	PHILLIP RALPH	MCGUINESS	ANALYST PROGRAMMER	
VICE-PRESIDENT	BRIAN	ELLIS	MANAGER	
VICE PRESIDENT	LEANNE	MCKAY	LIBRARIAN	
COUNCILLOR	PHILIP MICHAEL	GOULDING	TECHNICAL OFFICER	
COUNCILLOR	GARRY ARNOLD	HODGEN	STOCK INSPECTOR	
COUNCILLOR	DEREK KENNETH	WINTERS	TECHNICAL ASSISTANT	
COUNCILLOR	KEVIN RICHARD	TRENT	SUPERVISOR	
COUNCILLOR	BETHANY ERIN	CONWAY	SPECIAL PROJECTS OFFICER	
COUNCILLOR	JOANNE MARGARET	DORAHY	CUSTOMER SERVICE OFFICER	
COUNCILLOR	MURRAY ALAN	HOGARTH	ENVIRONMENTAL OFFICER	
COUNCILLOR	CLINTON HECTOR	FLOATE	CO-ORDINATOR	
COUNCILLOR	COLIN FRANCIS	BEST	ACCOUNTS OFFICER	
EXECUTIVE	DENISE PAULINE	HENDEN	SCHOOL OFFICER	
COUNCILLOR	PETER JOHN	WARE	DISTRICT OFFICER	
COUNCILLOR	CAROL LORRAINE	DURANT	REGISTRAR	
COUNCILLOR	BRUCE MICHAEL	HAWKINS	OFFICER	
COUNCILLOR	PHILIP PETER	CHILTON	ADMISSIONS OFFICER	
COUNCILLOR	MAUREEN	ARMSTRONG	LIBRARY ASSISTANT	
COUNCILLOR	KELVIN	LEEK	PROJECT LEADER	
COUNCILLOR	RAYMOND JOHN	WHITE	LIBRARIAN	
COUNCILLOR	ROBERT	LOOTEN	OFFICER	
COUNCILLOR	IAN WILLIAM	GORMAN	SOCIAL WORKER	
COUNCILLOR	BRIAN JOHN	DODDS	TEAM LEADER	
COUNCILLOR	GUY	WROTH	RESEARCH OFFICER	
COUNCILLOR	TERRANCE JOHN	MILLER	SUPPLY OFFICER	
COUNCILLOR	GRAEME JOHN	MCCULLAGH	BUSINESS ANALYST	
COUNCILLOR	DEXTER	WALFORD	GROUPWORKER	
COUNCILLOR	GREGORY MICHAEL	JOHNSON	SUPERINTENDENT	
COUNCILLOR	DEREK	SPRAY	MANAGER	

POSITION HELD	GIVEN NAMES	SURNAME	OCCUPATION
PROXY COUNCILLOR	BALAN	MANOHAR	OFFICER
PROXY COUNCILLOR	ANTHONY LEE	NEWTON	TECHNICAL OFFICER
PROXY COUNCILLOR	VICKI MARGARET	LAMBERT	POLICY OFFICER





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 Toni Walkington
Branch Secretary
Community and Public Sector Union
SPSF Group, Western Australian Branch
GPO Box X2252
PERTH WA 6847

Dear Ms Walkington,

**Re: Community and Public Sector Union - SPSF Group - Western Australian Branch
Annual Return of information contained in records kept by branch
(AR 2005/214)**

I have received your declaration dated 19 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 25 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

AR2005/214.

**Community and Public Sector Union
SPSF Group • WA Branch**

Civil Service Association of WA Inc



445 Hay Street, Perth WA 6000
GPO Box X2252, Perth WA 6847
UnionLink (08) 9323 3888
(08) 9323 3800 ♦ 1300 73 3800
Fax: (08) 9323 3878
Website at: www.cpsucsa.asn.au
e-mail: postbox@cpsucsa.asn.au

Australian Industrial Registry
GPO Box 1994S
Melbourne
Victoria 3001

Your Ref

Our Ref S210012/05/01

(Please quote this reference in correspondence)

CPSU –SPSF GROUP BRANCH ELECTIONS

Notifications of Changes Made to Records of Branch (AR2005/214)
Section s233(2) Workplace Relations Act RAO Schedule

Dear Sir / Madam

Workplace Relations Act 1996

Schedule 1B – Registration and Accountability of Organisations

STATEMENT

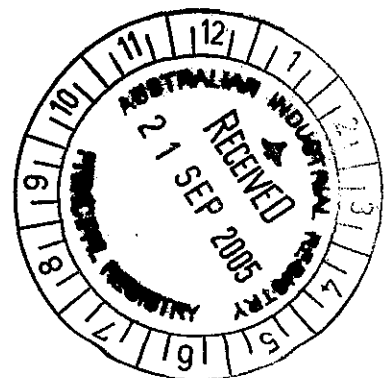
As prescribed in Schedule 1B – Registration and Accountability of Organisations, Part 2 – Records to be kept and lodged by organisations, Section 233(2):

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

*a list of the offices in the organisation and each branch of the organisation;
a list of the names, postal addresses and occupations of the persons holding the offices;*

I, **Toni Beverley Walkington**, am the authorised officer of the **Community and Public Sector Union SPSF Group, Western Australian Branch**, and state that the office of the organisation is the **CSA Centre, 445 Hay Street, Perth, Western Australia, (GPO Box X2252 Perth 6847)** with the persons holding office as attached.

Authorising Officer
Date 19 September 2005





CPSU –SPSF GROUP BRANCH ELECTIONS

Your Ref

Notifications of Changes Made to Records of Branch (AR2005/214)
Section s233(2) Workplace Relations Act RAO Schedule

(Please quote this reference in correspondence)

Since our last advice the following have been elected as Proxy Councillors of the CPSU / CSA.

At the close of nominations on Friday 29 April 2005 the following were elected.

John Ronald Ottaway
Chief Environmental Officer



Electorate Environment, Fisheries and Parks

Yvonne Cumming
Library Officer



and Districts.

Charlie Butler has resigned his position as Proxy Councillor to the Electorate of Housing and Works.

Authorising Officer
Date 19 September 2005



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 Toni Walkington
Community and Public Sector Union
SPSF Group, WA Branch
GPO Box X2252
PERTH WA 6847

Dear Ms Walkington,

**Re: Community and Public Sector Union – SPSF Group – WA Branch
Notification of changes made to records of branch - (AR2004/214)**

I have received your declaration dated 19 September 2005 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 21 September 2005.

The document lodged cover changes made to the following records kept by the branch: -

- Changes made to list of office holders.

The document has been filed.

Yours sincerely,

Lynette Markovski
Statutory Services Branch

21 September 2005