



26 July 2016

Mr Blake Stephens  
Secretary  
Industrial Staff Union - PSA of NSW  
Email: [bstephens@psa.asn.au](mailto:bstephens@psa.asn.au)

Dear Mr Stephens,

**Notification of changes made to records [AR2016/137]**

I acknowledge receipt of a Notification of Change to the office holders of the Industrial Staff Union - PSA of NSW.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

| Date of lodgement | Branch         | Change              |
|-------------------|----------------|---------------------|
| 25 July 2016      | Central Office | President           |
| 25 July 2016      | Central Office | Vice President      |
| 25 July 2016      | Central Office | Secretary           |
| 25 July 2016      | Central Office | Assistant Secretary |
| 25 July 2016      | Central Office | Treasurer           |

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Michael Moutevelis  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Facsimile: (03) 9655 0410  
Internet: [www.fwc.gov.au](http://www.fwc.gov.au)

**From:** Blake Stephens <BStephens@psa.asn.au>  
**Sent:** Monday, 25 July 2016 2:27 PM  
**To:** Orgs  
**Subject:** Notification of Changes - Industrial Staff Union E2016/113  
**Attachments:** 160725 FWC Notification of Changes.docx; 160725 FWC Notification of Changes.pdf

**Categories:** RIA

Dear Fair Work Commission

Please find attached a notification of changes to the Industrial Staff Union as a result of the recent election, E2016/113.

Regards

Blake Stephens  
**Secretary**  
**Industrial Staff Union – PSA of NSW**

PSA ~ Working harder for members, Call **1300 PSA NSW (1300 772 679)**  
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**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Blake Stephens, being the Secretary of the Industrial Staff Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Blake Stephens, Secretary

Dated: 25 July 2016

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

- Changes to Office Holders in the Organisation:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

| <b>Branch</b> | <b>Date of Change</b> | <b>Name of Office that has changed</b> | <b>Name of <u>Outgoing</u> Office Holder</b> | <b>Reason for change</b> | <b>Name of <u>New</u> Office Holder</b> | <b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b> | <b>Occupation of <u>New</u> Office Holder</b> |
|---------------|-----------------------|--|--|--------------------------|---|---|---|
| N/A           | 20/07/2016            | President                              | N/A  | Scheduled Election       | Greg Corrigan                           | 160 Clarence St, Sydney NSW 2000  | Senior Industrial Advocate                    |
| N/A           | 20/07/2016            | Vice President                         | Thane Pearce                                 | Scheduled Election       | Phoebe Dangerfield                      | 160 Clarence St, Sydney NSW 2000  | Industrial Advocate                           |
| N/A           | 20/07/2016            | Secretary                              | Blake Stephens                               | Scheduled Election       | Blake Stephens                          | 160 Clarence St, Sydney NSW 2000  | Senior Industrial Advocate                    |
| N/A           | 20/07/2016            | Assistant Secretary                    | Marianne Ledic                               | Scheduled Election       | Marianne Ledic                          | 160 Clarence St, Sydney NSW 2000  | Organiser                                     |
| N/A           | 20/07/2016            | Treasurer                              | Michelle Mackintosh                          | Scheduled Election       | Michelle Mackintosh                     | 160 Clarence St, Sydney NSW 2000  | Regional Organiser                            |
|               |                       |  |  |                          |   |   |   |
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|               |                       |  |  |                          |   |   |   |



30 March 2016

Mr Blake Stephens  
Secretary  
Industrial Staff Union - PSA of NSW

Email: [bstephens@psa.asn.au](mailto:bstephens@psa.asn.au)

Dear Mr Stephens,

**Annual Return of Information for 2016 [AR2016/137]**

I acknowledge receipt on 22 March 2016 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of Industrial Staff Union - PSA of NSW.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

**Notifications of Change**

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Industrial Staff Union - PSA of NSW is encouraged to use this template if any changes occur.

Yours sincerely

Michael Moutevelis  
Regulatory Compliance Branch

**From:** Blake Stephens <BStephens@psa.asn.au>  
**Sent:** Tuesday, 22 March 2016 12:08 PM  
**To:** Orgs  
**Cc:** 'industrialstaffunion@gmail.com'  
**Subject:** ISU - PSA of NSW March Annual Return  
**Attachments:** ISU Annual Return March 2016.pdf

Dear Fair Work

Please find attached the Annual Return for the Industrial Staff Union – PSA of NSW

Thank you for the reminders.

Regards

Blake Stephens

**Secretary**

**Industrial Staff Union – PSA of NSW**

PSA ~ Working harder for members, Call **1300 PSA NSW (1300 772 679)**

Please consider the environment before printing this email.



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**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009***

I, Blake Stephens, being the Secretary of the Industrial Staff Union, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 160 Clarence St Sydney NSW 2000.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 82.<sup>3</sup> A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2016.<sup>4</sup>

President (1)  
Vice President (1)  
Secretary (1)  
Assistant Secretary (1)  
Treasurer (1)

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)

<sup>4</sup> s.230(1)(d); reg.147(e)

- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:

  
Blake Stephens, Secretary

Dated: 21 / 3 / 2016

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change<sup>5</sup>.]*

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<sup>5</sup> s.233(2); reg. 151







11 March 2016

Mr Blake Stephens  
Secretary  
Industrial Staff Union - PSA of NSW  
By email: [bstephens@psa.asn.au](mailto:bstephens@psa.asn.au)

Dear Mr Stephens,

**Industrial Staff Union - PSA of NSW  
Annual Return of Information for 2016 [AR2016/137]**

I refer to our letter dated 10 February 2016 reminding you of the obligation to lodge an Annual Return of Information for 2016 by **31 March 2016**. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return in the last few days.

A signed and dated declaration certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

If you require further information about an Annual Return you can refer to the '[Annual Information Requirements](#)' page on our website and, in particular, our Webinar slides.

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

## Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

| Requirement                            | Details of requirement  |
|--|---|
| 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 ss.230(1)(a) and (2)<br>[s.233(1)(a)]<br><b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.   |
| List of Offices                        | A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9)<br>[s.230(1)(b)]  |
| List of Office holders                 | A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9)<br>[s.230(1)(c)]   |
| List of Branches                       | A record of the name of each branch of the organisation<br>[s.230(1)(d) and r.147(a)]   |
| New Branches                           | A record of the name of each branch that commenced operation in the previous 12 months<br>[s.230(1)(d) and r.147(b)]  |
| Old Branches                           | A record of the name of each branch that ceased operation in the previous 12 months<br>[s.230(1)(d) and r.147(c)]   |
| Addresses of Organisation and Branches | A record of the address of the office of the organisation and the address of the office of each branch<br>[s.230(1)(d) and r.147(d)]  |
| Elections in Organisation and Branches | A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation .<br>[s.230(1)(d) and r.147(e)]<br><b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act |
| Statement concerning number of members | A record of the number of members on 31 December in the previous year; and<br>If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- 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 s.150 of the RO Act.<br>[s.230(1)(d) and rr.147(f) and (g)]                        |

## Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].



10 February 2016

Mr Blake Stephens  
Secretary  
Industrial Staff Union - PSA of NSW

By email: [bstephens@psa.asn.au](mailto:bstephens@psa.asn.au)

Dear Mr Stephens,

**Industrial Staff Union - PSA of NSW  
Annual Return of Information for 2016 [AR2016/137]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Industrial Staff Union - PSA of NSW by **31 March 2016**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis  
Assistant Adviser  
Regulatory Compliance Branch

### Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

| Requirement                            | Details of requirement  |
|--|---|
| 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 ss.230(1)(a) and (2)<br>[s.233(1)(a)]<br><b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.   |
| List of Offices                        | A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9)<br>[s.230(1)(b)]  |
| List of Office holders                 | A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9)<br>[s.230(1)(c)]   |
| List of Branches                       | A record of the name of each branch of the organisation<br>[s.230(1)(d) and r.147(a)]   |
| New Branches                           | A record of the name of each branch that commenced operation in the previous 12 months<br>[s.230(1)(d) and r.147(b)]  |
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| Addresses of Organisation and Branches | A record of the address of the office of the organisation and the address of the office of each branch<br>[s.230(1)(d) and r.147(d)]  |
| Elections in Organisation and Branches | A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation .<br>[s.230(1)(d) and r.147(e)]<br><b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act |
| Statement concerning number of members | A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- 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 s.150 of the RO Act.<br>[s.230(1)(d) and rr.147(f) and (g)]                           |

### Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].