

Continuing  
Professional  
Education

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P O L I C Y

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*Social  
Workers*



# Continuing Professional Education

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For updates, CPE contacts, and CPE Events check the CPE Page and Branch Pages of the AASW Website [www.aasw.asn.au](http://www.aasw.asn.au)

For CPE Policy inquiries please email [cpe@aasw.asn.au](mailto:cpe@aasw.asn.au)

# Continuing Professional Education Policy

## 1. Introduction

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### 1.1 Social Work

Social work is the profession committed to the pursuit of social justice, to the enhancement of the quality of life and the development of the full potential of each individual, group and community in society.

Social workers pursue these goals by working to address the barriers, inequalities, and injustices that exist in society, and by active involvement in situations of personal distress and crisis. This is done by working with individuals towards the realisation of their intellectual, physical and emotional potentials, and by working with individuals, groups and communities in the pursuit and achievement of equitable access to social, economic and political resources.

Social workers also pursue their goals through involvement in research, policy development and analysis, and consultancy.

Social Workers:

- Work with individuals, groups and communities to shape and change the conditions in which they live.
- Advocate for the disadvantaged members of society.
- Work towards the elimination of structural inequalities in society to facilitate a more equitable distribution of resources.
- Engage in research to build our knowledge base and understanding of society.
- Analyse, challenge and develop social policies.

### 1.2 Social Work and Continuing Professional Education

Social work practice is informed by professional education based on an analysis and understanding of human development and behaviour and of complex social processes. It accepts a commitment to working with a stated value position and code of ethics. An integral part of the education of each social worker is the demonstration in practice settings of this analysis, understanding and commitment.

### 1.3 The Australian Association of Social Workers (AASW)

The AASW enables social worker members to meet their commitments to the profession through a range of self-regulatory strategies, one of which

is Continuing Professional Education. The AASW has stated the commitment to Continuing Professional Education in the Association's Code of Ethics (1999) and the Practice Standards for Social Workers: Achieving Outcomes (2003). The Standards "reflect and encourage the profession's commitment to innovative practice and ongoing professional development and improvement" (INTRODUCTION).

## 1.4 Commitment to Continuing Professional Education

Continuing Professional Education (CPE) is a commitment each member makes to professional development as an accountable social worker. The purpose of the AASW CPE Policy is to promote continued learning by social work practitioners that may be integrated into professional practice, management, policy development and research. The goal is to ensure that social workers maintain up to date knowledge and skills as the foundation for professional endeavour in all fields of practice. The underlying principle is that clients, service systems and the community have a right to services provided by competent and skilful practitioners. The principles for CPE are in keeping with the Association's commitment to equity and justice for vulnerable and disadvantaged people in our society.

## 1.5 Accreditation

CPE is a requirement of accredited membership of the AASW in accordance with the resolution of AASW Board of Directors, March 1996. That resolution stated that, as of July 1997, all members of the Association who desire to have Accredited Social Worker status will be required to engage in CPE.

Those members who have complied with CPE requirements are eligible to use the title, **Accredited Social Worker**, and to use the post-nominal **MAASW (Acc)**. The AASW promotes the Accredited Social Worker status to employers and the general community. Accredited social workers are those members who have made a public commitment to continual quality, and up-to-date practice. As society changes and the profession's knowledge and skill base grows and develops, CPE allows professionals to keep abreast and demonstrate currency of knowledge, skills and values to the community.

## 1.6 Members' Responsibilities and Accountability

CPE is also fundamentally a way of thinking for each social worker, which is actualised through educational activities. Members are responsible for defining the professional learning and development activities that are relevant for their own professional practice, experience, direction and status. The AASW expects members to be able to articulate the relevance of any CPE activity undertaken for their professional development.

## 2. The principles of Continuing Professional Education

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### 2.1 The basic qualification which provides eligibility for membership of the AASW is just the beginning point in life long professional education

Eligibility for membership of AASW requires the completion of an AASW Accredited Bachelor of Social Work or AASW Accredited Master of Social Work (Qualifying) degree, or its overseas equivalent, accepted by the Association. The ethical commitment of the practising social worker is to continually improve their practice 'by engaging in activities such as continuing professional education, supervision and personal development' (*AASW Code of Ethics [1999]*, p.7). In joining, each member agrees to practise according to the Code of Ethics. The next step is to keep that practice relevant and current.

### 2.2 For every professional there is a need to identify, develop, promote, maintain and improve knowledge and skills in relation to the demands of a changing society

The professional social worker carries a responsibility to continuously update knowledge and skills, thereby contributing to high practice standards. We do this because high standards of social work practice produce better outcomes for clients. This, in turn, reflects the social work commitment to human rights and social justice. The maintenance of skills and competencies are essential for all areas of practice—clinical, management, policy development, community development, education, research—to equip social workers to promote individual / family / community / group / organisational or societal change as well as to act effectively for clients / systems in response to changes.

### 2.3 It is acknowledged that while learning may take place in many different ways, there are some areas of learning that the AASW may consider a priority for members at any particular point in time

In such situations the AASW may prioritise courses within a CPE period. For example, a course in ethics, child protection or supervision may be suggested in a particular CPE period.

## 2.4 A variety of means for CPE are accepted as meeting the requirements for continued Accredited membership of the AASW

Members may choose what is relevant for their ongoing knowledge and skill development. These include participation in conferences and skill development programs, reading professional publications, providing supervision for students, providing or receiving professional supervision, academic study, writing or presenting professional papers, participation in quality assurance or research activities and active membership of boards and committees.

It is a requirement of AASW CPE policy that members who wish to be accredited undertake a minimum amount of professional learning in the areas of accountability, gaining new knowledge and information and skill development.

## 2.5 The CPE cycle – July through June

In order to provide a better service to AASW members the Continuing Professional Education (CPE) program previously run over the calendar year (1st January to 31<sup>st</sup> December) will from July 2009 run over the financial year (1st July to 30th June (ie.09/10)) inline with the membership cycle.

## 2.6 Gaining CPE Accredited Social Worker status

There are two means by which members can gain accreditation each cycle. During the membership renewal period (approx. Mid July – August) members can declare that they have met the requirements of the CPE program, gaining accreditation, as a part of their membership renewal. Gaining accreditation by declaration obligates members to, if randomly selected, supply their logbook for the CPE Audit later in the cycle.

For the remainder of the cycle (September until June) members are required to submit a completed copy of their CPE Logbook, together with appropriate supporting evidence to the AASW National Office for assessment.

## 2.7 Commencing membership

Up to December 2009, when membership commences after the beginning of a membership year, the requirements are pro rata for the first incomplete cycle. A member must accrue a pro rata number of CPE points for the period of membership to qualify for Accredited Social Worker status in this CPE cycle.

## 2.8 Joining members

New graduate social workers, social workers returning to work after a period of absence and overseas-qualified social workers who have gained eligibility for membership will need to begin their CPE activities immediately so that at the end of their first cycle they can demonstrate that they have complied with the CPE provisions in order to gain continuing status as an accredited social worker. Practising social workers who join during a CPE cycle will need to show evidence of CPE activity in accordance with the CPE Policy in order to gain Accredited Social Worker status.

### 3. The responsibilities of the AASW

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The National Education Committee, in conjunction with the National CPE Convenors Network, develops and reviews the CPE policy.

Each Branch of the Association has established a CPE Committee to administer CPE programs within the branch, promote CPE activities and develop opportunities for members to complete continuing education requirements.

Smaller Branches may seek assistance from the Board, National Office or larger Branches in the provision of CPE programs. National Office will work to support Branch CPE activities and will coordinate a national CPE program in conjunction with Branch programs.

The Association is committed to establishing mechanisms for developing educational materials to be available on the web or loaned to remote practitioners in order to assist rural and remote practitioners to fulfil their CPE requirements.

The National Education Officer will give particular attention to the needs of rural and remote social workers.

A certificate of accreditation will be sent to members who declare they have accrued the required CPE points at the end of the CPE Cycle.

### 4. Definitions

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#### 4.1 Accredited Social Worker

An Accredited Social Worker is a member of the AASW who has met the CPE requirements for that CPE cycle.

#### 4.2 Appellation of CPE activities

Appellation is an endorsement given by the AASW to certify that a program intended for CPE has been developed in accordance with guidelines of the AASW. Programs that have received appellation will be eligible to offer double CPE points to participants. (Other events sponsored/organised by the AASW may also attract double CPE points and will be advertised with this qualification).

Details of the Appellation process and the guidelines are available in the AASW CPE Appellation Guidelines 2008 available on the CPE page of the AASW Website

<http://www.aasw.asn.au/whatwedo/continuing-professional-education>

### 4.3 CPE Audit

During every CPE cycle the AASW conducts an audit of CPE activities. A random sample of five per cent of the members who have gained accreditation by declaration during the membership renewal process will be asked to submit completed log books demonstrating that they have met the requirements of the program for their current accreditation. Those members will be given 28 days to return their completed log books to National Office.

It is the responsibility of members to justify their claims for CPE activities, including the relevance of an activity to their professional development.

Members need to retain relevant documentation to demonstrate that they have engaged in the CPE activities claimed. This documentation should be kept for each CPE cycle.

Any member who makes a false declaration regarding compliance with CPE will be referred to the relevant Branch Ethics Committee for counselling.

### 4.4 Categories

The categories of CPE activities recognised by AASW are:

Accountability

Skill Development

Gaining New Knowledge and Information

Contributing to the development of professional social work knowledge and practice

***It is necessary to accumulate a minimum of 10 points in each of the first three categories***, namely Accountability, Skill Development and Gaining New Knowledge and Information. Members are free to obtain the remaining points per cycle from any category they choose.

*(adapted from the Australian Institute of Radiography, used with permission)*

## 4.5 CPE

CPE is defined as educational activities that develop the knowledge, skills and competencies for social work practice in relation to work with individuals, families, groups, organisations and communities. This also applies to knowledge and skills required for areas such as policy development, management, research, education, and the promotion of the social work profession.

The AASW definition of CPE is the ongoing maintenance and growth of professional excellence through participation in learning activities which are planned and implemented to achieve excellence for the benefit of participants, clients and the community.

## 4.6 CPE activities

CPE activities are those professionally relevant activities, as outlined in section 5, which are relevant to a social worker's professional development.

## 4.7 CPE points

One learning hour of CPE activity is equivalent to one CPE point. For AASW-sponsored activities, one learning hour is equivalent to two CPE points. Networking, social and routine administrative activities do not accrue CPE points. A minimum of 75 points is required for the cycle for full-time social worker members.

***Part time social worker members must accrue a minimum of 45 CPE points for accreditation for the cycle. For the purpose of the AASW CPE Policy, 'part time' refers to employment of less than 30 hours paid work per week.***

***In recognition of the circumstances of some social workers in rural and remote areas, and other social workers in certain employment roles, to satisfy the requirements for accreditation across CPE categories, the AASW will consider a variation in requirements on application by the member.***

## 4.8 Dispute resolution and appeals

From time to time disputes may arise concerning CPE matters, such as leave of absence or an outcome from the audit process. The grievance must be reported immediately to the Executive Officer for resolution. In the event that the Executive Officer is not able to resolve the matter to the satisfaction of the complainant, it shall be referred to the Board of AASW, whose decision is final.

## 4.9 Leave of absence from the CPE program

Those members who wish to retain accredited social worker status and are prevented from complying with CPE requirements because of illness or maternity leave or similar, may apply for leave of absence from the CPE requirements for that cycle. The application for leave of absence must be made in writing to the National Office, giving reasons for seeking such leave. The member will be issued with a letter confirming the leave of absence. No accredited social worker certificate will be issued to a member without written confirmation that leave of absence has been granted. Any dispute that arises as a result of this process will be resolved in accordance with the 'Dispute resolution and appeals' process outlined in 4.8.

## 4.10 Professional supervision

Professional supervision refers to any arrangement for review of work and development of knowledge and skills which meet professional development needs and accountability requirements. Professional supervision is usually distinguished from "consultation" in that supervision is a line-management responsibility; other supervision functions undertaken by non-line managers constitute consultation.

For the purposes of CPE, professional supervision includes individual and group supervision within the organisation, and/or individual group and peer consultation provided outside the workplace.

Both the provision and receipt of professional supervision/consultation are included as CPE activities. The standards for professional social work supervisors are stated in the National Practice Standards for Supervision (2000).

## 4.11 Record of CPE

A record of all CPE activities completed during a CPE cycle (July – June) should be recorded in a logbook, available via the CPE Page of the AASW Website [www.aasw.asn.au](http://www.aasw.asn.au) or on request from the AASW National Office. A completed logbook should record:

- Activity
- Date and Duration
- Evidence of Activity
- Category of Activity
- Whether the activity was AASW Appellated, AASW Branch presented or other
- Total CPE Points

## 5. CPE points

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- a) Each social worker shall complete a minimum of 75 points in the next CPE cycle (1 July 2009 to 30 June 2010).
- b) As a general rule, one learning hour of CPE activity is equivalent to one CPE point. Educational events that have received Appellation will accrue double points. Some events sponsored by the AASW will also attract double points when advertised as such. Giving and receiving formal professional supervision and/or consultation will accrue points at the minimum rate of one point per hour.
- c) Networking, social and administrative activities do not accrue CPE points.
- d) There is no maximum number of points and members may record more than the minimum number of points. Points in excess of those required in any given reporting year do not, however, carry over to the next reporting cycle.
- e) Where there is a question as to whether a CPE activity is relevant to social work and thus qualifies for CPE points, or there is a question as to how many points are accrued for a given activity, the member should contact the National Office of AASW.

### 5.1 Schedule of required activities and points

#### ACCOUNTABILITY

***All supervision is accrued at the minimum rate of one point per hour of supervision. It is necessary to gain a minimum number of 10 points in the Accountability category but no maximum number of points is set.***

#### **A. Receiving regular, ongoing professional supervision**

Organisationally provided professional supervision with a qualified social worker will accrue points at the rate of two points per supervision hour. If no organisational professional supervision from a qualified social worker is available, members will accrue points at one point per hour for supervision with a non social work professional.

If no supervision is available within the organisation members can accrue points for private consultation with a professional supervisor (see National Practice Standards for Supervision p. 5). Private consultation with a qualified social work professional will accrue points at two points per hour and one point per hour for consultation with a non social work professional.

Professional supervision and/or professional consultation may occur in an individual, peer or group context.

**B. *Receiving additional private professional consultation***

Additional points are available for private professional consultation, i.e. where the supervision process is external to the employing organisation and conducted with a non-line social work supervisor.

**C. *Professional peer consultation***

Professional peer consultation that is formally structured can accrue points at the rate of two points per consultation hour if with qualified social work professionals. Professional peer consultation can involve social worker colleagues, reciprocal peers across agencies, or reciprocal peers in private practice.

Peers from other disciplines and professional groups can also be considered part of professional consultation and these consultations will accrue points at one point per hour of consultation.

**D. *Providing professional supervision***

Provision of professional supervision, whether in the workplace or external to the workplace (professional consultation), will accrue CPE points at the rate of one point per supervision/consultation hour.

**E. *Mentoring***

Participation in a formal mentoring relationship, in an individual, peer or group context, with an experienced professional or between experienced professionals, whether in the workplace or external to the workplace, will accrue CPE points at the rate of one point per mentoring hour.

**F. *Supervision of Social Work Students***

Supervision of social work students for their field education component of the basic social work qualification; 10 points per student with a maximum of two students or 20 points per semester. A student unit supervisor may only accrue a maximum of 20 points per semester.

**SKILL DEVELOPMENT**

**G. *Participation in skill development workshops or courses of training***

In service training may be included if it provides transferable knowledge and skills; one point per hour of learning time. Programs that have AASW Appellation will receive double points.

**H. Supervised practice for skill development**

Supervised practicum or joint work with an experienced practitioner for the purpose of skill development, or working with a mentor as a way of developing skills; one point per hour of learning time.

## GAINING NEW KNOWLEDGE AND INFORMATION

**I. Distance education/on-line learning (not associated with a university program)**

Members may participate in a distance education/on-line learning program provided by a private provider. Participation in these programs will accrue points at one point per hour of learning time. Programs that have AASW Appellation will receive double points.

**J. Reading professional publications**

Each journal article or book chapter will accrue one point.

**K. Attending conferences, information sessions and other professional presentations**

Only actual learning time may be included; one point per hour of learning time. Programs that have Appellation will receive double points.

**L. Academic study**

Any formal learning program that contributes to professional development. This enrolment may include postgraduate courses (masters, graduate diploma, graduate certificate, masters qualifying) or undergraduate programs (excluding the basic social work qualification) and includes coursework and research programs. Such study programs will accrue one point per hour of learning time, which includes all reading, face-to-face classes or supervision meetings and assessment tasks. (Supervision meetings as part of academic study can be included in the Accountability section.) Members cannot count points for course-related reading separately. Only those academic programs provided by an accredited School of Social Work that have received Appellation will accrue points at the rate of one point per hour of learning time. The Appellated program will nominate the anticipated learning time for the program. Other academic programs (including seminars provided for field placement supervisors) will accrue points at the rate of 20 points per semester.

**M. Practice-based research projects**

Where the social worker is undertaking a research project that is rigorous and properly conducted, and the social worker is participating as a learner or as an expert in the field; 50 points per research project.

***N. Study tours and exchange programs***

A recognised program such as a Churchill Scholarship, or study affiliated with or through an established organisation; 20 points per tour or exchange program.

**CONTRIBUTING TO PROFESSIONAL KNOWLEDGE AND PRACTICE*****O. Conducting a skill development workshop***

Actual presentation time for workshops, provided the material being presented constitutes transferable knowledge. First time presentation only; five points per presentation hour. A program that has Appellation will receive double points.

***P. Publishing refereed journal articles and books***

Each original publication in a refereed journal or book will accrue 40 points.

***Q. Publication of a complete book***

The publication of a complete book by one author will accrue 100 points.

***R. Non-refereed journal articles or books***

Each original publication in a non-refereed journal or book, including conference proceedings will accrue 20 points.

***S. Reviewing journal articles for publication in a recognised professional journal***

Reviewing and assessing journal articles for publication in recognised professional journals will accrue five points per article.

***T. Presentation of conference papers and other professional presentations***

Only actual presentation time and only first time may be included; five points per hour of presentation time.

***U. Supervision of social work students***

Supervision of social work students for their field education component of the basic social work qualification; 10 points per student with a maximum of two students or 20 points per semester. A student unit supervisor may only accrue a maximum of 20 points per semester.

***V. Active membership of professionally relevant committees and boards***

This includes AASW Board, committees, special interest groups, community organisations, etc; 10 points per cycle for AASW Board, committees etc; and five points per cycle for other committees etc; that fall outside of routine job requirements and where the member is not representing her/his employer.

***W. Volunteer activity***

A volunteering activity that contributes to ongoing professional social work development.

## 6. Commencement of AASW Continuing Professional Education program

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The specifications of activities and points as outlined in this fifth edition of the CPE Policy will apply from 1 July 2009.

***NOTE: A table of the CPE points attracted by various educational activities follows in Appendix One. An example, or case study, of how a member might achieve her/his CPE points over the cycle is tabled.***

## Table of CPE points

CPE ACTIVITY	AASW APPELLATION	OTHER CPE ACTIVITIES	TOTAL POINTS
<b>ACCOUNTABILITY: Minimum 10 points per cycle</b>			
A. Receiving organisational or private supervision	not relevant	not relevant	2 points per supervision hour (provided by a social work professional) 1 point per supervision hour (non social work professional)
B. Receiving additional private supervision	not relevant	not relevant	2 points per supervision hour (provided by a social work professional) 1 point per supervision hour (non social work professional)
C. Professional supervision / professional peer consultation	not relevant	not relevant	2 points per supervision hour (provided by a social work professional) 1 point per supervision hour (non social work professional)
D. Providing supervision	not relevant	not relevant	1 point per supervision hour
E. Mentoring	not relevant	not relevant	1 point per mentoring hour
F. Supervision of social work students	not relevant	10 points per student, per practicum per semester (only 2 students per semester)	unlimited

CPE ACTIVITY	AASW APPELLATION	OTHER CPE ACTIVITIES	TOTAL POINTS
<b>SKILL DEVELOPMENT Minimum 10 points per cycle</b>			
G. Participation in workshop	double points	1 point per hour	unlimited
H. Supervised practice	not relevant	1 point per hour	unlimited
<b>GAINING NEW INFORMATION AND KNOWLEDGE Minimum 10 points per cycle</b>			
I. Distance education or on-line learning (not associated with university program)	1 point per learning hour	All distance education/ on-line learning programs need to have Appellation in order to comply with AASW CPE	unlimited
J. Reading professional publications	not relevant	1 point per chapter/ article	unlimited
K. Attending a seminar, information sessions or other professional presentation	double points	1 point per hour	unlimited
L. Academic study	1 point per learning hour	20 points per semester	unlimited
M. Practice research	not relevant	50 points per research project	
N. Study tours, exchange	not relevant (double points if the exchange is sponsored by AASW)	20 points per tour, exchange	

<b>CPE ACTIVITY</b>	<b>AASW APPELLATION</b>	<b>OTHER CPE ACTIVITIES</b>	<b>TOTAL POINTS</b>
<b><i>CONTRIBUTING TO PROFESSIONAL KNOWLEDGE AND PRACTICE</i></b>			
O. Conducting workshops	double points	5 points per hour	unlimited
P. Publishing refereed journal articles and books	not relevant	original publication equals 40 points	unlimited
Q. Publication of a complete book	not relevant	100 points	
R. Publication in non-refereed journal	not relevant	equals 20 points	unlimited
S. Reviewing Journal articles	not relevant	5 points per article	unlimited
T. Presentation of papers	double points	5 points per 1 hour of presentation (first time only)	unlimited
U. Field supervision of students	not relevant	10 points per student, per practicum per semester (only 2 students per semester)	unlimited
V. Membership of relevant committees	not relevant	10 points per AASW committee; 5 points for other committee activity	
W. Volunteer activity that contributes to ongoing professional social work development	not relevant	20 points per volunteer activity	

# Contact details

## NATIONAL OFFICE

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Suite 17B National Press Club  
16 National Circuit  
BARTON ACT 2600  
[PO Box 4956, Kingston ACT 2604]  
Phone: (02) 6270 7200  
Freecall: 1800 630 124  
Fax: (02) 6273 5020  
Email: [aaswnat@asw.asn.au](mailto:aaswnat@asw.asn.au)

## BRANCHES

---

### Australian Capital Territory

GPO Box 4956  
KINGSTON ACT 2604  
Phone/Fax: 0421 409 582  
Email: [aaswact@asw.asn.au](mailto:aaswact@asw.asn.au)

### Hunter

PO Box 240  
NEWCASTLE NSW 2300  
Tel: (02) 4921 3705 ☐  
Fax: (02) 4921 3704  
[aaswhun@asw.asn.au](mailto:aaswhun@asw.asn.au)

### New South Wales

123a Mitchell St (cnr Derwent St) Glebe NSW  
2037  
PO Box 838 GLEBE NSW 2037  
Tel: (02) 9518 4944  
Fax: (02) 9552 3005  
[info@aswnewsw.com.au](mailto:info@aswnewsw.com.au)

### North Queensland

PO Box 2011  
MACKAY QLD 4740  
Phone: (07) 4944 0811  
Fax: (07) 4944 1361  
Email: [aaswnq@asw.asn.au](mailto:aaswnq@asw.asn.au)

### Northern Territory

PO Box 1128  
NIGHTCLIFF NT 0814  
Phone: (08) 8948 3921  
Fax: (08) 8948 4590  
Email: [aaswnt@asw.asn.au](mailto:aaswnt@asw.asn.au)

### Queensland

17 Ross Street  
PADDINGTON QLD 4064  
[PO Box 1015, Milton QLD 4064]  
Phone: (07) 3369 9818  
Fax: (07) 3217 6938  
Email: [aaswqld@asw.asn.au](mailto:aaswqld@asw.asn.au)

### South Australia

Level 1, Education Development Centre  
4 Milner Street HINDMARSH SA 5007  
Tel: (08) 8463 5911  
Fax: (08) 8463 5981  
[aaswsa@internode.on.net](mailto:aaswsa@internode.on.net)

### Tasmania

Room 15, Level 1, McDougall Building  
9 Ellersie Rd Battery Point TAS 7004  
PO Box 20 SOUTH HOBART TAS 7004  
Tel: (03) 6224 5833  
Fax: (03) 6224 5833  
[aaswtas@asw.asn.au](mailto:aaswtas@asw.asn.au)

### Victoria

749A Nicholson Street  
Carlton North 3054  
PO Box 367 CARLTON SOUTH VIC 3053  
Tel: (03) 9388 1499  
Fax: (03) 9388 1399  
[aaswwic@asw.asn.au](mailto:aaswwic@asw.asn.au)

### Western Australia

City West Lotteries House, 2 Delhi Street  
WEST PERTH WA 6005  
Tel: (08) 9420 7240  
Fax: (08) 9486 9766  
[aaswwa@highway1.com.au](mailto:aaswwa@highway1.com.au)

