



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Ms. Ingrid Stitt  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Private Sector Victorian Branch  
Level 1  
117-131 Capel Street  
North Melbourne VIC 3051

Dear Ms. Stitt,

**Re: Annual Return of information contained in records kept by organisation  
(AR2004/333)**

I have received your letter dated 2 February 2004 and declaration of the same date 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 4 February 2004.

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

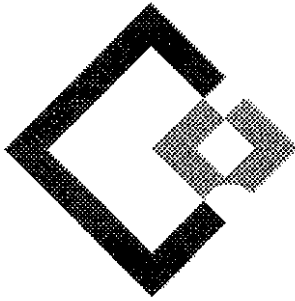
The documents have been filed.

Yours sincerely,

  
Marylyn Beare  
Statutory Services Branch

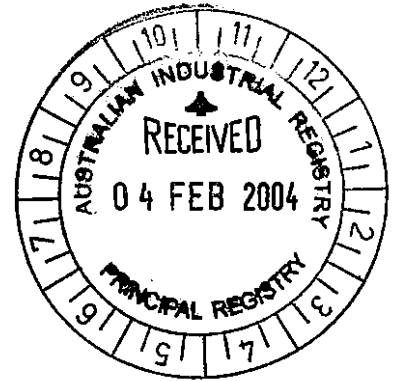
5 February, 2004

AR 2004/333



A.S.U

2 February 2004



Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

**ATTENTION: CLENCY LAPIERRE**  
**Senior Executive Officer**

Australian  
Services  
Union

Private Sector Victorian Branch

Level 1  
117-131 Capel Street  
North Melbourne 3051

Telephone: (03) 9320 6700  
Facsimile: (03) 9320 6799  
Email: [info@asupsvic.org](mailto:info@asupsvic.org)  
Website: [www.asuvic.org](http://www.asuvic.org)

Branch Secretary  
Ingrid Stitt

Assistant Branch Secretary  
Helga Svendsen

Dear Registrar

**Re: Annual Returns of Information**

In compliance with Section 268(3) of the *Workplace Relations Act 1996*, please find enclosed my Declarations in relation to the following items of information:

- statements in compliance with Regulation 43(1) as at 31 December 2003;
- lists of offices for 2004;
- lists of office-holders for 2004;
- address of office for 2004
- Branch Election Requirements Statement for 2004

If you have any further queries, please do not hesitate to contact me.

I can be contacted direct on 03 9320 6700, or by e-mail on [istitt@asupsvic.org](mailto:istitt@asupsvic.org)

Yours faithfully

Ingrid Stitt  
BRANCH SECRETARY

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# ***Workplace Relations Act 1996***

## **Statutory Declaration**

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### **IN the matter of:**

Information required to be lodged pursuant to Section 268 of the *Workplace Relations Act 1996* and pursuant to Regulation 102 of the *Workplace Relations Regulations* by the Australian Municipal, Administrative, Clerical and Services Union Victorian Private Sector Branch

**I, Ingrid Stitt, Branch Secretary, of Level 1, 117 Capel Street, North Melbourne, Victoria, 3051, on behalf of the AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION, VICTORIAN PRIVATE SECTOR BRANCH, do solemnly and sincerely declare as follows:**

1. I am the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch an organisation registered under the *Workplace Relations Act 1996* (referred to as "the Act").
2. The Australian Municipal, Administrative, Clerical and Services Union Victorian Private Sector Branch has, during the 2003 calendar year, kept and maintained a register of members as required by Section 268(1) and (2) of the Act.
3. As required by Regulation 43(1) of the *Workplace Relations Act Regulations*, i have prepared a statement showing the number of members of the organisation as at 31 December 2003, who are employees or independent contractors. Included in this statement are the numbers of members of the organisation who were on 31 December 2003, ineligible State members within the meaning of Section 202 of the Act.


Now produced and shown to me and marked with the letters "IS1" is the aforementioned statement.

4. Now produced and shown to me and marked with the letters "IS2" is a list of the Australian Municipal Administrative Clerical & Services Union, Victorian Private Sector Branch Offices as at 1 January 2004.
5. Now produced and shown to me and marked with the letters "IS3" is a list of the Australian Municipal Administrative Clerical & Services Union, Victorian Private Sector Branch Office-Holders as at 1 January 2004.
6. Now produced and shown to me and marked with the letters "IS4" is the name and address of the ASU Victorian Private Sector Branch for the year 2004.
7. Now produced and shown to me and marked with the letters "IS5" is the Election Requirements of the Australian Municipal Administrative Clerical & Services Union, Victorian Private Sector Branch for the year 2004.


And I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

**DECLARED** at North Melbourne  
in the State of Victoria, this

2<sup>nd</sup> February 2004.

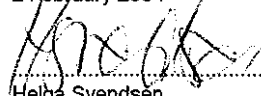
  
.....  
Ingrid Stitt  
BRANCH SECRETARY  
VICTORIAN PRIVATE SECTOR BRANCH

**Before me,**

  
.....  
HELGA SVENDSEN  
A natural person who is a current practitioner within the meaning of  
the Legal Practice Act 1996.  
Level 1, 117 Capel Street, North Melbourne, Vic 3051

**Exhibit IS1**

This is the Exhibit "IS1" referred to in the Statutory Declaration of Ingrid Stitt declared on 2 February 2004



.....  
Helga Svendsen

A natural person who is a current practitioner within the meaning of the Legal Practice Act 1996.  
Level 1, 117 Capel Street,  
North Melbourne VIC 3051

**Australian Municipal, Administrative, Clerical and Services Union  
– Victorian Private Sector Branch**

**STATEMENT PURSUANT TO REGULATION 43(1)**

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**For 31 December 2003**

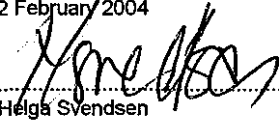
Number of persons who were members of the organisation and employees or independent contractors:	7178
Number of members who are "ineligible State members" within the meaning of s.202 of the Act	N/A



.....  
INGRID STITT  
BRANCH SECRETARY

Date: 2/2/04 .....

This is the Exhibit "IS2" referred to in the Statutory Declaration of Ingrid Stitt declared on 2 February 2004

  
.....  
Helga Svendsen  
A natural person who is a current practitioner within the meaning of the Legal Practice Act 1996.  
Level 1, 117 Capel Street, North Melbourne Vic, 3051

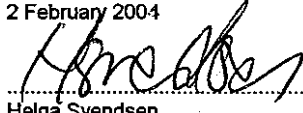
## **Australian Municipal, Administrative, Clerical and Services Union- Victorian Private Sector Branch**

### **LIST OF OFFICES for 2004**

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- Branch Secretary
- Assistant Branch Secretary
- Branch President
- Branch Vice President (Women)
- Branch Executive Representatives elected by Branch - 5
- Branch Conference Delegates elected by Branch - 25

This is the Exhibit "IS3" referred to in the Statutory Declaration of Ingrid Stitt declared on 2 February 2004



Helga Svendsen

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Level 1, 117 Capel Street, North Melbourne Vic, 3051

**Australian Municipal, Administrative, Clerical and Services Union  
Victorian Private Sector Branch  
LIST OF OFFICE-HOLDERS for 2004**

OFFICE	NAME	ADDRESS	OCCUPATION
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**Branch Executive Members**

Branch Secretary/ National Executive Rep/ National Conference Delegate	Ingrid Stitt	C/- Level 1, 117 Capel Street North Melbourne	Union Official
Branch President	Claire Weller	C/- Level 1, 117 Capel Street North Melbourne	Payroll Clerk
Branch Vice-President - Women	Vicki Rogers	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Assistant Secretary/ National Executive Rep / National Conference Delegate	Helga Svendsen	C/- Level 1, 117 Capel Street North Melbourne	Union Official
Branch Executive Member – Private Sector	Jo Craddock	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Executive Member – Private Sector	Julie Burgess	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Executive Member - Airlines	Alan Hall	C/- Level 1, 117 Capel Street North Melbourne	Customer Service Officer
Branch Executive Member - Airlines	Kevin Incigneri	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Executive Member – Private Sector	Gaynor Lowery	C/- Level 1, 117 Capel Street North Melbourne	Clerk

**Branch Conference Delegates**

Branch Conference Delegate – Private Sector	Robyn Bull	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Conference Delegate – Private Sector	Marisa Cinquegrana	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Conference Delegate – Private Sector	Jan Cousland	C/- Level 1, 117 Capel Street North Melbourne	Call Centre Operator
Branch Conference Delegate – Private Sector	Rhonda Greenfield	C/- Level 1, 117 Capel Street North Melbourne	Call Centre Operator
Branch Conference Delegate – Private Sector	Lindsay Hesketh	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Conference Delegate – Private Sector	Faye Parker	C/- Level 1, 117 Capel Street North Melbourne	Cash Handler
Branch Conference Delegate – Private Sector	Karl Sargent	C/- Level 1, 117 Capel Street North Melbourne	Clerk
Branch Conference Delegate – Private Sector	Sharon Sanchez	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
Branch Conference Delegate – Private Sector	Rachel Takats	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
Branch Conference Delegate – Private Sector	Robyn Wellington	C/- Level 1, 117 Capel Street North Melbourne	Call Centre Operator
Branch Conference Delegate – Private Sector	Joan Evans	C/- Level 1, 117 Capel Street North Melbourne	Call Centre Operator
Branch Conference Delegate - Airlines	John Phillip Gamble	C/- Level 1, 117 Capel Street North Melbourne	Airlines Clerk
Branch Conference Delegate - Airlines	Briony Gardner	C/- Level 1, 117 Capel Street North Melbourne	Customer Service Officer
Branch Conference Delegate - Airlines	Denis Leetham	C/- Level 1, 117 Capel Street North Melbourne	Customer Service Officer
Branch Conference Delegate - Airlines	John Quirk	C/- Level 1, 117 Capel Street North Melbourne	Flight Simulator Officer
Branch Conference Delegate - Airlines	Annie Ryall	C/- Level 1, 117 Capel Street North Melbourne	Telephone Sales Clerk

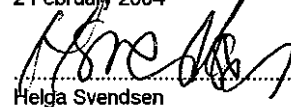


OFFICE	NAME	ADDRESS	OCCUPATION
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### **National Conference Delegates**

National Conference Delegate	Alan Hall	C/- Level 1, 117 Capel Street North Melbourne	Customer Service Officer
National Conference Delegate	Kevin Incigneri	C/- Level 1, 117 Capel Street North Melbourne	Clerk
National Conference Delegate	Vicki Rogers	C/- Level 1, 117 Capel Street North Melbourne	Clerk
National Conference Delegate	Sharon Sanchez	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
National Conference Delegate	Claire Weller	C/- Level 1, 117 Capel Street North Melbourne	Payroll Clerk
Alternate National Executive Representative	David Leydon	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
First Alternate National Conference Delegate	Matt Norrey	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
Second Alternate National Conference Delegate	Linda Cargill	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser
Third Alternate National Conference Delegate	Jason Gibson	C/- Level 1, 117 Capel Street North Melbourne	Union Organiser

This is the Exhibit "IS4" referred to in the Statutory Declaration of Ingrid Stitt declared on 2 February 2004



Helga Svendsen

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Level 1,, 117 Capel Street,  
North Melbourne VIC 3051

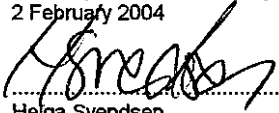
## **Australian Municipal, Administrative, Clerical and Services Union – Victorian Private Sector Branch**

### **THE NAME & ADDRESS OF THE BRANCH for the Year 2004**

**Australian Municipal, Administrative,  
Clerical And Services Union  
Victorian Private Sector Branch**

Level 1, 117 Capel Street  
NORTH MELBOURNE VIC 3051  
Tel: 03) 9320 6700 Fax: 03) 9320 6799  
General E-mail: [info@asupsvic.org](mailto:info@asupsvic.org)

This is the Exhibit "IS5" referred to in  
Statutory Declaration of Ingrid Stitt declared  
2 February 2004



.....  
Helga Svendsen

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the meaning of the Legal Practice Act 1996.  
Level 1, 117 Capel Street, North Melbourne  
3051

## **Australian Municipal, Administrative, Clerical and Services Union – Victorian Private Sector Branch**

### **ELECTION REQUIREMENTS OF THE BRANCH for the Year 2004**

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In accordance with the rules of the Australian Municipal Administrative Clerical and Services Union  
(Victorian Private Sector Branch) no elections are required to be held during the year 2004.

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