



FAIR WORK
COMMISSION

29 June 2013

Ms Ingrid Stitt
Secretary
Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch

By: istitt@asupsvic.org

Dear Ms Stitt,

Annual Return of Information for 2013 [AR2013/326]

I acknowledge receipt on 13 March 2013 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2013 Annual Return of Information of Australian Municipal, Administrative, Clerical and Services Union's Victorian Private Sector Branch.

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

Yours sincerely

Mark Elliott
Regulatory Compliance Branch

MERCOVICH, Elizabeth

From: Ingrid Stitt [istitt@asupsvic.org]
Sent: Wednesday, 13 March 2013 4:33 PM
To: Orgs
Subject: Annual Return of Information for 2013 ASU Victorian Private Sector Branch
Attachments: Letter FWA Annual Return of Information 31 Dec 2012.pdf; signed declaration anual return 2013.pdf; FWA Annual Return 2013.pdf

Please find attached the Annual Return of Information for 2013 for the ASU Victorian Private Sector Branch

Regards

Ingrid Stitt
Branch Secretary
Australian Services Union - Victorian Private Sector Branch
Ph: 03 9320 6700 | Fax: 03 9320 6799 | Mob: 0418 357 440
| **Web:** www.asuVIC.org



A•S•U

**Australian Services Union
Victorian Private Sector Branch**

ABN 15 278 369 860

1st Floor, 117 Capel Street, North Melbourne, 3051

PO BOX 324 North Melbourne, 3051

Telephone 03 9320 6700 Facsimile 03 9320 6799

Email info@asupvic.org Website www.asuvic.org

Branch Secretary Ingrid Stitt
Assistant Secretary David Leydon

13 March 2013

Mr Robert Pfeiffer
Senior Advisor
Regulatory Compliance Branch
Fair Work Commission
11 Exhibition Street
MELBOURNE VIC 3000

Dear Sir,

Re: Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch - Annual Return of Information for 2013 [AR2013/326]

In accordance with our obligations under the Fair Work (Registered Organisations) Act 2009 (the Act), please find the following reports for the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch:

1. Declaration certifying the matters referred to in s233 (1) (a) and (b) of the Act.
2. List of Offices for 2011
3. List of Office Holders.
4. The Name and Address of the Branch.
5. Notification of New Branches.
6. Notification of Closure of Branch.
7. Notification of Elections.
8. Statement Pursuant to s230 (1) (d) of the Act and Regulation 147 (f) and (g) of the Fair Work (Registered Organisations) Regulations 2009.

Yours faithfully,

**INGRID STITT
BRANCH SECRETARY**

Fair Work (Registered Organisations) Act 2009 (the Act)

A declaration certifying the matters referred to in s233(1)(a) and (b) of the Act.

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 declare this a correct statement of information:

1. I am the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch an organisation registered under the Act.
2. The Australian Municipal, Administrative, Clerical and Services Union Victorian Private Sector Branch has, during the 2012 calendar year, kept and maintained a register of members as required by s230(1)a and (2) [s233(1)(a)] of the Act.
3. Now produced and marked with the letters "IS1" is a list of Victorian Private Sector Branch Offices as at 31 December, 2012 as required by 230(1)(b).
4. Now produced and marked with the letters "IS2" is a list of the names, postal addresses and occupations of the Victorian Private Sector Branch Office-Holders as at 31 December, 2012. [s230(1)(c)]
5. Now produced and marked with the letters "IS3" is the name and address of the Victorian Private Sector Branch as at 31st December 2012. [s230(1)(d) and reg. 147(a) and (d)]
6. Now produced and with the letters "IS4" is the name of each branch, which commenced operations in the previous 12 months as, required by s230(1)d and reg 147(b).
7. Now produced and marked with the letters "IS5" is the name of each branch, which ceased operations in the previous 12 months as, required by s230(1)d and reg 147(c).
8. Now produced and marked with the letters "IS6" a record of each election that must, under the rules of the organisation, be held during the calendar year 2012 as required by s230(1)d and reg 147(e).
9. Now produced and marked with the letters "IS7" is a statement showing the number of members of the organisation as at 31 December, 2012, who are employees or independent contractors as required by [s230(1)(d) and reg. 147(f) and (g)]. A record of the number of members of the organisation who were, on 31 December 2012, ineligible State members in relation to the organisation, within the meaning of s150 of the Act.

DECLARED at North Melbourne
in the State of Victoria, this
March 2013.



INGRID STITT
BRANCH SECRETARY

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND
SERVICES UNION, VICTORIAN PRIVATE SECTOR BRANCH

Fair Work (Registered Organisations) Act 2009 (the Act)

A declaration certifying the matters referred to in s233(1)(a) and (b) of the Act.

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 declare this a correct statement of information:

1. I am the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch an organisation registered under the Act.
2. The Australian Municipal, Administrative, Clerical and Services Union Victorian Private Sector Branch has, during the 2012 calendar year, kept and maintained a register of members as required by s230(1)a and (2) [s233(1)(a)] of the Act.
3. Now produced and marked with the letters "IS1" is a list of Victorian Private Sector Branch Offices as at 31 December, 2012 as required by 230(1)(b).
4. Now produced and marked with the letters "IS2" is a list of the names, postal addresses and occupations of the Victorian Private Sector Branch Office-Holders as at 31 December, 2012. [s230(1)(c)]
5. Now produced and marked with the letters "IS3" is the name and address of the Victorian Private Sector Branch as at 31st December 2012. [s230(1)(d) and reg. 147(a) and (d)]
6. Now produced and with the letters "IS4" is the name of each branch, which commenced operations in the previous 12 months as, required by s230(1)d and reg 147(b).
7. Now produced and marked with the letters "IS5" is the name of each branch, which ceased operations in the previous 12 months as, required by s230(1)d and reg 147(c).
8. Now produced and marked with the letters "IS6" a record of each election that must, under the rules of the organisation, be held during the calendar year 2012 as required by s230(1)d and reg 147(e).
9. Now produced and marked with the letters "IS7" is a statement showing the number of members of the organisation as at 31 December, 2012, who are employees or independent contractors as required by [s230(1)(d) and reg. 147(f) and (g)]. A record of the number of members of the organisation who were, on 31 December 2012, ineligible State members in relation to the organisation, within the meaning of s150 of the Act.

DECLARED at North Melbourne
in the State of Victoria, this
March 2013.

.....
INGRID STITT
BRANCH SECRETARY

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND
SERVICES UNION, VICTORIAN PRIVATE SECTOR BRANCH**

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

LIST OF OFFICES for 2011

- Branch Secretary
- Assistant Branch Secretary
- Branch President
- Branch Vice President (Women)
- Branch Executive Representatives elected by Branch - 6
- Branch Conference Delegates elected by Branch - 26 (includes Branch Executive Members)

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

LIST OF OFFICE-HOLDERS

OFFICE	NAME	ADDRESS	OCCUPATION
<u>Branch Executive Members</u>			
Branch Secretary	Ingrid Stitt	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Official
Branch President	Vicki Rogers	Level 1, 117 Capel Street North Melbourne VIC 3051	Legal Assistant
Branch Vice-President - Women	Enza Peers	Level 1, 117 Capel Street North Melbourne VIC 3051	Call centre operator
Branch Assistant Secretary	David Leydon	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Official
Branch Executive Member	Alan Hall	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
Branch Executive Member	Robyn Bull	Level 1, 117 Capel Street North Melbourne VIC 3051	Clerk
Branch Executive Member	Amanda Dando	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
Branch Executive Member	Carita Kazakoff	Level 1, 117 Capel Street North Melbourne VIC 3051	Solicitor
Branch Executive Member	Lindsay Hesketh	Level 1, 117 Capel Street North Melbourne VIC 3051	Project Officer
Branch Executive Member	Steve McInerney	Level 1, 117 Capel Street North Melbourne VIC 3051	Freight Operations Clerk

OFFICE	NAME	ADDRESS	OCCUPATION
--------	------	---------	------------

National Executive Representatives

First National Executive Representative/ National Conference Delegate	Ingrid Stitt	Level 1, 117 Capel Street North Melbourne VIC 3051	Union official
Alternate National Executive Representative	Vicki Rogers	Level 1, 117 Capel Street North Melbourne VIC 3051	Legal Assistant
Second National Executive Representative /National Conference Delegate	David Leydon	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Official

Branch Conference Delegates

Branch Conference Delegate – Private Sector	Enrico Burgio	Level 1, 117 Capel Street North Melbourne VIC 3051	Solicitor
Branch Conference Delegate – Private Sector	Susan Charteris	Level 1, 117 Capel Street North Melbourne VIC 3051	Clerk
Branch Conference Delegate – Private Sector	Margarita Ciuffardi	Level 1, 117 Capel Street North Melbourne VIC 3051	Clerk
Branch Conference Delegate – Private Sector	Jacqueline Phillips	Level 1, 117 Capel Street North Melbourne VIC 3051	Call Centre Operator
Branch Conference Delegate – Private Sector	Matthew Wilson	Level 1, 117 Capel Street North Melbourne VIC 3051	Solicitor
Branch Conference Delegate – Private Sector	Jacqueline Gadsby	Level 1, 117 Capel Street North Melbourne VIC 3051	Call Centre Operator
Branch Conference Delegate – Private Sector	Helen Grover	Level 1, 117 Capel Street North Melbourne VIC 3051	Administrative Team Leader
Branch Conference Delegate – Private Sector	Hanna Weist	Level 1, 117 Capel Street North Melbourne VIC 3051	Clerk
Branch Conference Delegate – Private Sector	Faye Parker	Level 1, 117 Capel Street North Melbourne VIC 3051	Cash Handler
Branch Conference Delegate – Private Sector	Robyn Wellington	Level 1, 117 Capel Street North Melbourne VIC 3051	Call Centre Operator
Branch Conference Delegate - Airlines	Helen Mair	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
Branch Conference Delegate - Airlines	Anita Mortellaro	Level 1, 117 Capel Street North Melbourne VIC 3051	Call Centre Consultant
Branch Conference Delegate - Airlines	Jaclyn Rush	Level 1, 117 Capel Street North Melbourne VIC 3051	Call Centre Consultant
Branch Conference Delegate - Airlines	Denis Leetham	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
Branch Conference Delegate - Airlines	Michael Diss	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
Branch Conference Delegate - Airlines	Jonathan Mawer	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer

National Conference Delegates

National Conference Delegate	Alan Hall	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
National Conference Delegate	Amanda Dando	Level 1, 117 Capel Street North Melbourne VIC 3051	Customer Service Officer
National Conference Delegate	Lindsay Hesketh	Level 1, 117 Capel Street North Melbourne VIC 3051	Project Officer
National Conference Delegate	Vicki Rogers	Level 1, 117 Capel Street North Melbourne VIC 3051	Legal Assistant
National Conference Delegate	Enza Peers	Level 1, 117 Capel Street North Melbourne VIC 3051	Call centre operator
National Conference Delegate	Carita Kazakoff	Level 1, 117 Capel Street North Melbourne VIC 3051	Solicitor
National Conference Delegate	Steve McInerney	Level 1, 117 Capel Street North Melbourne VIC 3051	Freight Operations Clerk

First Alternate National Conference Representative	Sharon Sanchez	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Organiser
Second Alternate National Conference Delegate	Kassey Dickie	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Organiser
Third Alternate National Conference Delegate	Matt Norrey	Level 1, 117 Capel Street North Melbourne VIC 3051	Union Organiser

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

THE NAME & ADDRESS OF THE BRANCH

**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

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

Notification of New Branches

Name of Branch, which commenced operations during the previous 12 months.	N/A
---	-----

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

Notification of Closure of Branch

Name of Branch, which ceased operations during the previous 12 months.	N/A
--	-----

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

**Notification of Elections of the following offices that must, under the rules of the
organisation, be held during the year commencing 1 January 2011
as required by [s230(1)(d) and reg. 147(e)]**

Elections that must be held, under the rules of the organisation, during the year commencing 1 January 2012.	Nil
--	-----

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

STATEMENT PURSUANT To s230(1)(d) and REGULATION 147(f) and (g)

FOR 31 DECEMBER, 2012

Number of persons who were members of the organisation and employees or independent contractors:

5269

Number of members who are “ineligible State members” within the meaning of s150 of the Act.

N/A



FAIR WORK
COMMISSION

19 February 2013

Ms Ingrid Stitt
Secretary
Australian Municipal, Administrative, Clerical and Services Union, Victorian
Private Sector Branch
Sent by email: istitt@asupsvic.org

Dear Ms Stitt

**Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector
Branch
Annual Return of Information for 2013 [AR2013/326]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2013 in respect of the above by **31 March 2013**.

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. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.fwc.gov.au— under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in the declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf or tif files at 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 \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, 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.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior 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) [s.233(1)(a)] Note: 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 office and officer in ss.6 and 9) [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 office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [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 [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 [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 [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 . [s.230(1)(d) and r.147(e)] Note: 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. [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 list of offices, list of officeholders, list of branches (where relevant) and 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].