

2 May 2005

Australian Industrial Registry  
Level 35 Nauru House  
80 Collins Street  
MELBOURNE Vic 3000

Attn : Ms Margaret Williams  
Statutory Services Branch

Dear Madam

**RE: CLUBS VICTORIA INC**  
**Annual Return of Information for Year 2005**  
**Reference No: AR2004/267**

I, Leon Wiegard, President of Clubs Victoria Inc, certify that the register of members of Clubs Victoria Incorporated has, during the immediately preceding calendar year, been kept and maintained as required by s230(1) and lodged in accordance with s233(1) of Schedule 1B of the Workplace Relations Act 1996.

A list of the Offices and Office-holders in the organisation is attached.

The address of the Office of the Organisation is:  
Level 2, 19 Argyle Place South, Carlton South Victoria 3053.

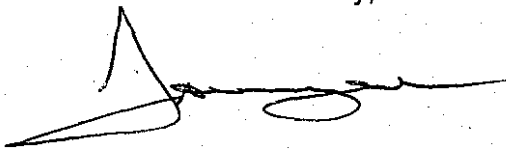
A record of the election to be held during the year commencing 1 January 2005 for an office in the organisation is attached.

The number of members on 31 December 2004 was 359.

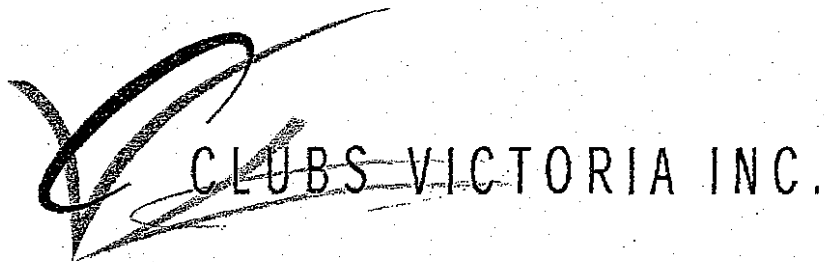
The information is true and correct to the best of the knowledge and belief of the undersigned.

If there are any questions regarding the above, please do not hesitate to contact the undersigned or Annie Cummings on 9349 2909.

Yours faithfully,



**LEON WIEGARD**  
President



## List of Offices & Office-holders Effective at 24 August 2004

<b>President</b>	<b>Leon Wiegard</b> Company Director Sportgard Pty Ltd PO Box 217 EAST MELBOURNE VIC 3002
<b>Metropolitan Vice President</b>	<b>Ian Carlile</b> Retired Royal Victorian Motor Yacht Club 72 Kawarren Street NORTH BALWYN VIC 3104
<b>Country Vice President</b>	<b>Neville Whitley</b> Company Director Geelong Combined Leagues Club Ltd. "Buckley's" 54 Fellmongers Road BREAKWATER VIC 3219
<b>Treasurer</b>	<b>David Hassett</b> Manager Yarra Valley Country Club 9-15 Templestowe Road BULLEEN VIC 3105
<b>Executive Director</b>	<b>Margaret Kearney</b> Executive Director Clubs Victoria Inc. PO Box 363 CARLTON SOUTH VIC 3053
<b>Council Member</b>	<b>Brendan Bell</b> Retired Red Cliffs Club 3 Melia Street RED CLIFFS VIC 3496
<b>Council Member</b>	<b>Stan Bracchi</b> Manager Melbourne Club 36 Collins Street MELBOURNE VIC 3000
<b>Council Member</b>	<b>David Haggett</b> Manager Rosanna Golf Club 54 Cleveland Avenue LOWER PLENTY VIC 3093

**Council Member**

**James Jackson**  
Manager  
Kingston Heath Golf Club  
Kingston Road  
CHELTENHAM VIC 3192

**Council Member**

**Vince Juliano**  
Solicitor  
Juliano, Furletti & Scott  
Level 2, 19-21 Argyle Place Sth  
CARLTON SOUTH VIC 3053

**Council Member**

**Michael Kelly**  
Manager  
Lakes Entrance Bowls Club Inc.  
PO Box 94  
LAKES ENTRANCE VIC 3909

**Council Member**

**Jim McGrath**  
Manager  
Hastings Cricket & Football S.C.  
Po Box 33  
HASTINGS VIC 3915

**Council Member**

**Ian Robertson**  
Manager  
Green Acres Golf Club  
51 Elm Grove  
EAST KEW VIC 3102

**Council Member**

**Rick Scott**  
Manager  
Maryborough Golf Club Inc  
PO Box 215  
MARYBOROUGH VIC 3465

**Council Member**

**Michael Sweeney**  
Manager  
Kyabram Club Inc  
PO Box 15  
KYABRAM VIC 3620

**Council Member**

**Garry Theobald**  
Manager  
Northern Golf Club  
PO Box 138  
GLENROY VIC 3046

## CLUBS VICTORIA INC.

### Time Frame for Conduct of Elections

#### **Constitution**

- 16 (a) The election date shall be nominated by the Council and shall be not more than 3 months nor less than one month prior to the AGM.
- 16 (c) The Returning Officer shall give notice of a forthcoming election and call for nominations for candidates at least 28 days before the date fixed by him for the closing of nominations. Such closing date shall be not less than one month prior to the Election date.
- 16 (d) The Returning Officer shall call for nominations for the balance of positions available, the closing date for nominations shall be not less than 21 days prior to the Election date.
- 16 (f) If the Returning Officer finds any nomination to be defective, he shall give the person concerned the opportunity of remedying the defect within a period of not less than 7 days of receipt of his notice.
- 16 (g)(i) Notice that an Election will be held shall be given at least 14 days before the closing date for voting. The closing time and date for voting shall be not later than 24 hours before the Election date.
- 16 (g) (ii) The Returning Officer shall issue the necessary ballot papers to each member eligible to vote not less than 7 days before the closing date of voting.
- 16 (g) (vii) The Returning Officer will declare the result of the Election on the Election date. Candidates elected shall assume office 3 days following the Election date.
- 16 (j) (ii) Within 14 days of declaration of the ballot, the Returning Officer shall submit to the Council a written report on such elections.
- 20 The AGM shall be held within 15 months of the last AGM (24 August 2004) on a date to be fixed annually by the Council.
- 20 Notice of the AGM shall be given at least 14 days previously to all members.
- 21 (b) Members shall give the Executive Director notice of the names of representatives and delegates, not less than 48 hours before the AGM.  
Quorum = 25 voting members

<u>Action</u>	<u>Time Frame</u>
Call for nomination of candidates for Council positions	At least 28 days before close of nominations
Closing date of nominations	Not less than 1 month prior to Election date
Call for nominations for balance of positions	
Closing date for balance of positions	Not less than 21 days prior to Election Date
Defective nominations returned for remedy	Within 7 days of receipt by Returning Officer
Notice that Election will be held	At least 14 days before closing date for voting
Issue ballot papers	Not less than 7 days before closing date for voting
Closing date for voting	No later than 24 hours before the Election date
<b>Election date</b>	Not more than 3 months and not less than 1 month prior to AGM
Returning Officer submits written report to Council	Within 14 days of declaration of Election result
Assumption of new Councillors and call for Executive Nominations	3 days after election date
Closing of Executive Nominations	10 days after issue and not less than 14 days prior to AGM
Notice of AGM to members	At least 14 days before the AGM
Call for nominations for balance of positions	
Closing date for balance of positions	Not less than 7 days prior to AGM
Defective nominations returned for remedy	Within 7 days of receipt by Returning Officer
Issue ballot papers	Not less than 7 days before closing date for voting
Closing date for voting	No later than 24 hours before the AGM
Members notify Executive Director of representatives and delegates for AGM	Not less than 48 hours before the AGM
<b>AGM</b>	Within 15 months of the last AGM Returning Officer will declare election results.

## DATES FOR CLUBS VICTORIA ELECTION 2005

### KEY DATES (Each date relates to 10.00am on that day)

Appoint Returning Officer	24 Aug 2004
Mail Nomination Letter to Members	8 Mar 2005
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Opening Date - Council Nominations	8 Mar 2005
Closing Date - Council Nominations	7 Apr 2005
If further Nominations called, then close on	20 Apr 2005
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Notice of Election to be held	27 Apr 2005
Ballot Papers Mailed out	29 Apr 2005
Closing Date - Secret Ballot	23 May 2005
Election Date:	24 May 2005
Election Results declared	24 May 2005
Notice to elected candidates (and non-elected)	24 May 2005
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Advice to all members of Election Results	27 May 2005
Assumption of Office of new Councillors	27 May 2005
Written Report to Council from Returning Officer	6 June 2005(Council Meeting)
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Call for Executive Nominations	27 May 2005
Nominations for Executive close	14 June 2005
If further Nominations called, then close on:	28 June 2005
Advice of Election (if necessary)	29 June 2005
Send Election Papers	29 June 2005
Closing Date - Secret Ballot	13 July 2005
Ballot Results announced at AGM	23 Aug 2005
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## CLUBS VICTORIA ELECTION 2005

### KEY DATES (Each date relates to 10.00am on that day)

1. Annual General Meeting 23 Aug 2005
2. Council Election Date 24 May 2005
3. Closing Date - Council nominations 7 Apr 2005
4. Opening Date - Council nominations 8 Mar 2005

### STEPS FOR COUNCIL NOMINATIONS:

1. Appoint returning Officer 24 Aug 2004
2. Prepare "Request for Nominations" 8 Mar 2005
3. Mail Nomination Letter to members 8 Mar 2005
4. Receive Nominations until closing date of: 7 Apr 2005
5. If further Nominations called, then close on: 20 Apr 2005

### STEPS FOR NOTICE IF COUNCIL ELECTIONS NECESSARY

1. Notice of Election to be held 27 Apr 2005
2. Ballot Papers mailed out 29 Apr 2005
3. Closing Date - Secret Ballot 23 May 2005
4. Election Results declared 24 May 2005

### STEPS FOR NOTIFICATION OF COUNCIL ELECTION RESULTS

1. Notice to elected candidates (and non-elected) 24 May 2005
2. Advice to all Members of Election Results 27 May 2005
3. Assumption of Office of New Councillors 27 May 2005
4. Written Report to Council 2 June 2005

### STEPS FOR ELECTION OF EXECUTIVE

1. Call for Executive Nominations 2 June 2005
2. Nominations for Executive close 14 June 2005
3. If further Nominations called, then close on: 28 June 2005
4. Advice of Election (if necessary) 29 June 2005
5. Send Election Papers 29 June 2005
6. Closing date - Secret Ballot 13 July 2005
7. Ballot Results announced at AGM 23 Aug 2005

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## EXECUTIVE OFFICE HOLDERS

<u>Position</u>	<u>Position Holder</u>	<u>Elected to Position</u>
President	Leon Wiegard	24 August 2004
Vice President Metropolitan	Ian Carlile	24 August 2004
Vice President Country	Neville Whitley	24 August 2004
Treasurer	David Hassett	24 August 2004

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## PUBLIC OFFICER

Executive Director                      Margaret Kearney





**Australian Government**  
**Australian Industrial Registry**

Level 36, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7822  
Fax: (03) 9654 6672

Our ref. AR2005/188

Mr Leon Wiegard  
President  
Clubs Victoria Inc.  
PO Box 363  
CARLTON SOUTH VIC 3053

**Email: [admin@clubsvic.org](mailto:admin@clubsvic.org)**

Dear Mr Wiegard

**Re: Clubs Victoria Inc  
Annual Return of information contained in records kept by organisation**

I have received your amended declaration dated 2 May 2005 providing information required to be lodged in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 6 May 2005.

The documents lodged cover the required information for the 2005 annual return of Clubs Victoria Inc.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Margaret Williams', followed by a period.

Margaret Williams  
Statutory Services Branch

6 June 2005