



23 November 2022

Paul Guerra
Secretary
Victorian Chamber of Commerce and Industry
Sent via email: info@victorianchamber.com.au

Notification of changes – Action required

Dear Paul Guerra,

We acknowledge receipt of a Notification of Change to the office holders of the Victorian Chamber of Commerce and Industry (AR2022/14).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

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To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

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Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

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These resources include:

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- a podcast that answers the question – [who is an officer?](#)
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eLearning module – notifications of change

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The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au<http://invalid.uri/> if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18 November 2022	n/a	President Deputy President Past President Board Director (x3) Executive Council Member	Yes

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, PAUL GUERRA, being the SECRETARY of the VICTORIAN CHAMBER OF COMMERCE AND INDUSTRY, 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:



PAUL GUERRA

SECRETARY AND CHIEF EXECUTIVE

Dated: 16 November 2022

ANNEXURE A**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

Changes to Offices and Office Holders in the Organisation:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	15.11.2022	<i>President</i>	<i>Karyn Sobels</i>	<i>Adrian Kloeden</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chairperson</i>
	15.11.2022	<i>Deputy President</i>	<i>Adrian Kloeden</i>	<i>Jeremy Blackshaw</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Partner</i>
	15.11.2022	<i>Past President</i>	<i>Vacant</i>	<i>Karyn Sobels</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Executive Officer</i>
	15.11.2022	<i>Board Director</i>	<i>Brian Negus</i>	<i>Brendan Britten</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Partner</i>
	15.11.2022	<i>Board Director</i>	<i>Jeremy Blackshaw</i>	<i>Kate Mannix</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chief Executive</i>
	15.11.2022	<i>Board Director</i>	<i>Vacant</i>	<i>Peter Radoll</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Vice Chancellor</i>
	15.11.2002	<i>Executive Council Member</i>	<i>David Abela</i>	<i>VACANT</i>		



29 August 2022

Karyn Sobels
President
Victorian Chamber of Commerce and Industry
Sent via email: info@victorianchamber.com.au

Notification of changes – Action required

Dear Karyn Sobels,

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A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

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The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
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Officer financial training audit

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To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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Help for new officers: Officer Induction Kit

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Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

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Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
23/08/2022	N/A	Executive Council (4)	Yes

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, PAUL GUERRA, being the SECRETARY of the VICTORIAN CHAMBER OF COMMERCE AND INDUSTRY, 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:



PAUL GUERRA

SECRETARY AND CHIEF EXECUTIVE

Dated: 23 August 2022

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	16.08.2022	<i>Executive Council</i>	<i>Graham Margetts</i>	<i>Tom Berryman</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chief Information Officer</i>
	16.08.2022	<i>Executive Council</i>	<i>Amanda Purdie</i>	<i>Clare McCartin</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Partner</i>
	16.08.2022	<i>Executive Council</i>	<i>Vacant</i>	<i>Peter Radoll</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Deputy Vice-Chancellor</i>
	16.08.2022	<i>Executive Council</i>	<i>Vacant</i>	<i>Aneetha di Silva</i>	<i>C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>



2 August 2022

Karyn Sobels
President
Victorian Chamber of Commerce and Industry
Sent via email: info@victorianchamber.com.au

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The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
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Yours sincerely

Registered Organisations Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
28.7.22	n/a	Regional Chairperson	Yes

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Signed:



PAUL GUERRA

SECRETARY AND CHIEF EXECUTIVE

Dated: 28 July 2022

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Changes to Offices and Office Holders in the Organisation:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	10.07.2022	Regional Chairperson	Vacant	Nerida Kerr	C/O Victorian Chamber of Commerce and Industry, Level 3, 150 Collins Street, Melbourne Vic 3000	Executive Officer



12 May 2022

Karyn Sobels
President
Victorian Chamber of Commerce and Industry
Sent via email: info@victorianchamber.com.au

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Yours sincerely

Registered Organisations Commission

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28/03/2022	N/A	Board Director vacancy, Executive Council Member vacancy	Yes

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Signed:



PAUL GUERRA
SECRETARY AND CHIEF EXECUTIVE

Dated: 28 March 2022

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	12.3.2022	Board Director	Robert van Stokrom	Vacant		
	12.3.2022	Executive Council Member	Robert van Stokrom	Vacant		



11 February 2022

Paul Guerra
Secretary
Victorian Chamber of Commerce and Industry
Sent via email: PGuerra@victorianchamber.com.au

cc: info@victorianchamber.com.au

Dear Paul Guerra

The Victorian Chamber of Commerce and Industry's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year	2022
Matter number	AR2022/14
Lodgement date	11 February 2022
Review	Advanced Review
Result	FILED

Your advanced review

Your Annual Return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



Your Annual Return satisfied the requirements of the advanced review and has been uploaded to the ROC website.

The ROC's risk-based approach

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

This year your Annual Return was assessed against an advanced review.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission

11 February 2022

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, PAUL GUERRA, being the SECRETARY of the VICTORIAN CHAMBER OF COMMERCE AND INDUSTRY, 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 LEVEL 3, 150 COLLINS STREET, MELBOURNE, VICTORIA 3000.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 20,660.³
 - 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.

¹ s.230(1)(d); reg.147(d)

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

³ s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2022:⁴

President (1)

Deputy President (1)

Executive Council (9)

Board – Directors (4)

Regional Chairs (5)

Signed:

Dated: 11 February 2022

⁴ s.230(1)(d); reg.147(e)

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>President</i>	<i>Karyn Sobels</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>
<i>Deputy President</i>	<i>Adrian Kloeden</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>
<i>Secretary</i>	<i>Paul Guerra</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chief Executive</i>
<i>Director</i>	<i>Robert van Stokrom</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>
<i>Director</i>	<i>Helen Fairclough</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chief Operating Officer</i>
<i>Director</i>	<i>Kylie Warne</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>
<i>Director</i>	<i>Brian Negus</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>
<i>Director</i>	<i>Jeremy Blackshaw</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Partner</i>
<i>Director</i>	<i>Carlene Wilson</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Director of Policy & Government Relations</i>
<i>Executive Council Member</i>	<i>David Abela</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>
<i>Executive Council Member</i>	<i>The Hon Mark Birrell</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Chairman</i>
<i>Executive Council Member</i>	<i>Graham Margetts</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>
<i>Executive Council Member</i>	<i>Dan Feldman</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Partner</i>
<i>Executive Council Member</i>	<i>Richard Holyman</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>
<i>Executive Council Member</i>	<i>Dr Jeremy Johnson AM</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>

<i>Executive Council Member</i>	<i>Wendy Killeen</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>CEO</i>
<i>Executive Council Member</i>	<i>Amanda Purdie</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Head of Campaigns and Insights</i>
<i>Executive Council Member</i>	<i>Brendan Britten</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Partner</i>
<i>Executive Council Member</i>	<i>Elizabeth Rodriguez</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Managing Director</i>
<i>Executive Council Member</i>	<i>Don Rankin</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>Company Director</i>
<i>Executive Council Member</i>	<i>Vacant</i>		
<i>Executive Council Member</i>	<i>Vacant</i>		
<i>Regional Chairperson</i>	<i>Kate Mannix</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>CEO</i>
<i>Regional Chairperson</i>	<i>Peter Valentine</i>	<i>Level 3, 150 Collins Street, Melbourne Vic 3000</i>	<i>CEO</i>
<i>Regional Chairperson</i>	<i>Vacant</i>		
<i>Regional Chairperson</i>	<i>Vacant</i>		
<i>Regional Chairperson</i>	<i>Vacant</i>		