



14 January 2021

Geoff Gwilym
Chief Executive Officer (not an elected office holder)
Victorian Automobile Chamber of Commerce
Sent via email: ggwilym@vacc.com.au

Notification of changes – Action required

Dear Geoff Gwilym,

We acknowledge receipt of a Notification of Change to the office holders of the Victorian Automobile Chamber of Commerce (AR2020/47).

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

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

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](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

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.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

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 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
18/12/2020	N/A	President, Vice President, Secretary, Executive Board Members (3)	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, Mark Awramenko, being the President of the Victorian Automobile Chamber of Commerce,
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:

Mark Awramenko
President

Dated: 18 December 2020



23 November 2020

Geoff Gwilym
Chief Executive Officer
Victorian Automobile Chamber of Commerce
Sent via email: ggwilym@vacc.com.au

Dear Geoff Gwilym

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/47)

I acknowledge receipt of a Notification of Change to the office holders of the Victorian Automobile Chamber of Commerce.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
03/08/2020	N/A	Executive Board Member	Yes

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

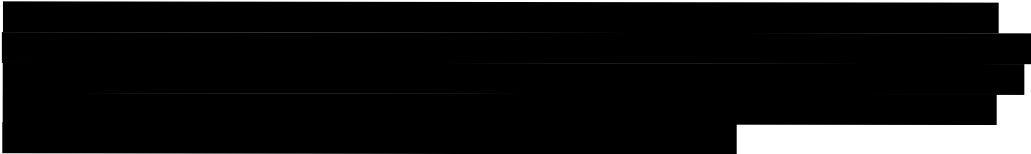
Thank you for your correspondence.


Yours sincerely

Registered Organisations Commission

**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, Fiorino (Fury) Bortolotto, being the President of the Victorian Automobile Chamber of Commerce, 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. 
 - b. Attached to this declaration and marked with "Annexure A" is a form that confirms the removal of Sharon Parks' name from the list of Offices and Office Holders of the Victorian Automobile Chamber of Commerce. Annexure A forms part of his declaration.
 - c. The name and address of Sharon Pask has been removed from the register of the Executive Board of the Victorian Automobile Chamber of Commerce.

Signed: 

Fiorino (Fury) Bortolotto
President

Dated: 4 August 2020



24 March 2020

Geoff Gwilym
Chief Executive Officer
Victorian Automobile Chamber of Commerce
Sent via email: ggwilym@vacc.com.au

Dear Geoff Gwilym

The Victorian Automobile Chamber of Commerce'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	2020
Matter number	AR2020/47
Lodgement date	12 February 2020
Review	Primary Review
Result	FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



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

The ROC's risk-based approach

Over a five year period the Annual Return statement 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 a primary review. A primary review does NOT check all legislative requirements.



It is not possible for the ROC to check the accuracy of the information in the return.

Non-compliance (whether checked in this primary review or not) may result in a penalty.

If the information in your Annual Return changes

You must notify the ROC within 35 days of the change

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

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*

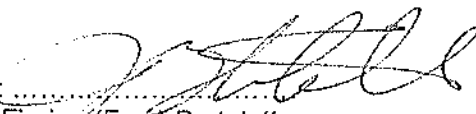
I, Fiorino (Fury) Bortolotto, being the President of the Victorian Automobile Chamber of Commerce, declare the following:

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 464 St Kilda Road, Melbourne, Victoria 3004.¹
 - 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 5342.³
 - 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
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:⁴

President
Vice President
Secretary
Executive Board (6)

This declaration is attached at Annexure B and forms part of this declaration.

- The organisation:
Has not entered into an agreement under s.51(1) of the Act with a state union.

Signed: 
Fiorino (Fury) Bortolotto
President

Dated: 12 February 2020

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)

⁴ s.230(1)(d); reg.147(e)

ANNEXURE A

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
President	Fiorino (Fury) Bortolotto	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Director
Vice President	Mark Awramenko	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Director
Secretary	Chris Hummer	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Managing Director
Executive Board Member	Tony Sitch	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Dealer Principal
Executive Board Member	Paul Bertoli	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Managing Director
Executive Board Member	Peter Savige	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Managing Director
Executive Board Member	Sharon Pask	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Director
Executive Board Member	Michael Grubb	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Managing Director
Executive Board Member	Tony Sanchez	C/o VACC, 464 St Kilda Road, Melbourne Vic. 3004	Director

VICTORIAN AUTOMOBILE CHAMBER OF COMMERCE

ELECTIONS TO BE HELD IN 2020
(Subject to confirmation by ROC/AEC)

OFFICE	NOMINATIONS OPEN	NOMINATIONS CLOSE	IF A BALLOT REQUIRED – BALLOT OPENS	BALLOT CLOSES & DATE OF DECLARATION
Executive Board – 9 members	14/9/2020	5/10/2020	26/10/2020	16/11/2020

Election of the following positions to be held at the first meeting of the Executive Board following the AGM on 25 November 2020.

President	25 November 2020
Vice President	25 November 2020
Secretary	25 November 2020