



8 January 2020

Mathew Purton

Secretary

VIPA

Sent via email: secretary@vipa.asn.au

cc: Warwick Renton-Gibb, Warwick.RentonGibb@vipa.asn.au

Dear Mathew Purton

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/41)

I acknowledge receipt of a Notification of Change to the office holders of the VIPA.

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
4/12/2019	N/A	Secretary and Vice President	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations 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](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

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, John Lyons being the President of the VIPA, 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

Signed:

A handwritten signature in black ink, consisting of a circular scribble followed by a horizontal line extending to the right.

Dated: Wednesday 4 December 2019

VIPA – ABN: 81 242 166 461

Registered Office :
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches :

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
National	22/11/19	Secretary	Adrian Moore	Mathew Purton	PO Box 1871, Geelong VIC 3220	Airline Pilot
National	22/11/19	Vice President	Mathew Purton	Cameron MacDonald	PO Box 1871, Geelong VIC 3220	Airline Pilot

VIPA – ABN: 81 242 166 461

Registered Office :
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



14 October 2019

Adrian Moore
Secretary
VIPA
Sent via email: adrian.moore@vipa.asn.au

Dear Adrian Moore

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/41)

I acknowledge receipt of a Notification of Change to the office holders of the VIPA.

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
4/10/2019	National	Ordinary Committee of Management Member vacancies (2)	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations 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](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
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, John Stewart Lyons being the President of the VIPA, 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: John Lyons, President

Dated: 2 October 2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

VIPA – ABN: 81 242 166 461

Registered Office :
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
<i>National</i>	<i>25/9/19</i>	<i>Ordinary Committee of Management Member</i>	<i>Mark Moore</i>	<i>Vacant</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>N/A</i>
<i>National</i>	<i>25/9/19</i>	<i>Ordinary Committee of Management Member</i>	<i>Adam Fitch</i>	<i>Vacant</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>N/A</i>

VIPA – ABN: 81 242 166 461

Registered Office :
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



2 July 2019

John Lyons
President
VIPA
Sent via email: secretary@vipa.asn.au

Dear John Lyons,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/41)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 5 February 2019 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide most of the required information for the 2019 Annual Return of VIPA.

The Annual Return has been filed and no further action is required. Annual Returns are publicly available on the website through the [List of Registered Organisations](#).

The ROC aims to help organisations comply with all the requirements of subsection 233(1) of the RO Act. I make the following comments to assist with future lodgements:

- All offices should be listed, including those that are vacant.

Please ensure that you include this information in next year's Annual Return.

In order to assist organisations to fully comply with the requirements of subsection 233(1) of the RO Act a template Annual Return is available on the [fact-sheets](#) page of our website. VIPA is encouraged to use this template.

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. VIPA is encouraged to use this template if any changes occur.

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

Yours faithfully,

Sam Lynch
Registered Organisations Commission



VIPA
ANNUAL RETURN 2019

I, John Lyons, being the President of the VIPA, 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: 303/115 Military Road, Neutral Bay, NSW, 2089.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December 2018 the number of members was 505.
 - 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 2019:

President (1)

Vice-President (1)

Treasurer (1)

Secretary (1)

Committee of Management Members (7)

VIPA – ABN: 81 242 166 461

Registered Office:
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

A handwritten signature in black ink, appearing to be 'John Lyons', with a horizontal line extending to the right.

Signed: JOHN LYONS

Dated: 5 February 2019

VIPA – ABN: 81 242 166 461

Registered Office:
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au



ANNEXURE A

- Offices and Office Holders in the Organisation:

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>Secretary</i>	<i>Adrian Moore</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>President</i>	<i>John Lyons</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Retired Airline Pilot</i>
<i>Vice President</i>	<i>Mathew Purton</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Treasurer</i>	<i>Morris Shane Murdock</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Adam Fitch</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Mark Moore</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Sandor Antal</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Warren Brewster</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Matthew Bester</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Cameron Macdonald</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Eivind Eikli</i>	<i>c/- PO Box 1871, Geelong, VIC, 3220</i>	<i>Airline Pilot</i>

VIPA – ABN: 81 242 166 461

Registered Office:
303 / 115 Military Road,
Neutral Bay, NSW 2089

P: 1800 116 460
E: secretary@vipa.asn.au
W: vipa.asn.au