



4 October 2018

Mr Adrian Moore
Secretary
VIPA
secretary@vipa.asn.au

Dear Mr Moore,

Notification of changes made to records [AR2018/43]

I acknowledge receipt of a Notification of Change to the office holders of 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
24/08/2018	National	New Ordinary Committee of Management Members (4)	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 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.

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 Lyons, being the President of 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.

A handwritten signature in black ink, appearing to be 'John Lyons', written over a horizontal line.

Signed: John Lyons, President

Dated: 24 August 2018

*[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 Rd,
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>16/8/18</i>	<i>Ordinary Committee of Management Member</i>	<i>Vacant</i>	<i>Cameron Macdonald</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>Airline Pilot</i>
<i>National</i>	<i>16/8/18</i>	<i>Ordinary Committee of Management Member</i>	<i>Vacant</i>	<i>Matthew Bester</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>Airline Pilot</i>
<i>National</i>	<i>16/8/18</i>	<i>Ordinary Committee of Management Member</i>	<i>Vacant</i>	<i>Eivind Eikli</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>Airline Pilot</i>
<i>National</i>	<i>16/8/18</i>	<i>Ordinary Committee of Management Member</i>	<i>Vacant</i>	<i>Warren Brewster</i>	<i>c/- 303/115 Military Rd, Neutral Bay, NSW 2089</i>	<i>Airline Pilot</i>

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29 March 2018

Mr Adrian Moore
Secretary
VIPA
secretary@vipa.asn.au

Cc: Warwick Renton-Gibb
warwick.rentongibb@vipa.asn.au

Dear Mr Moore,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/43]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 25 February 2018 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 the required information for the 2018 Annual Return of the VIPA. The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

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

Andrea O'Halloran
Registered Organisations Commission



VIPA
ANNUAL RETURN 2018

I, Adrian Moore, being the Secretary of 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 2017 the number of members was 508.
 - 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, there is no requirement to hold elections prior to 31 December 2018.
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed: ADRIAN MOORE

Dated: 23 February 2018

VIPA – ABN: 81 242 166 461

303/115 Military Road
Neutral Bay, NSW 2089

P: 0414 331 021
E: warwick.rentongibb@vipa.asn.au
W: vipa.asn.au



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
<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>



1 February 2018

Mr Adrian Moore
Secretary
VIPA

Sent via email: secretary@vipa.asn.au

Dear Mr Moore,

VIPA
Annual Return of Information for 2018 [AR2018/43]

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the VIPA by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

Who must sign the declaration?

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.

Who lodges the Annual Return of information?

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

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 offices, officeholders, branches (where relevant) or 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].