



4 February 2021

Warwick Renton  
General Manager  
VIPA  
Sent via email: [Warwick.Renton@vipa.asn.au](mailto:Warwick.Renton@vipa.asn.au)

### **Notification of changes – Action required**

Dear Warwick Renton,

We acknowledge receipt of a Notification of Change to the office holders of the VIPA (AR2020/81).

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](mailto: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
1/05/2020	N/A	Ordinary Member of the Committee of Management vacancies (2)	Yes
1/05/2020	N/A	Change of organisation address	Yes
15/10/2020	N/A	Ordinary Member of the Committee of Management vacancy	Yes
12/11/2020	N/A	Committee of Management member	Yes



**Australian Government**  
**Registered Organisations Commission**

29 January 2021

Warwick Renton  
General Manager  
VIPA  
Sent via email: [Warwick.Renton@vipa.asn.au](mailto:Warwick.Renton@vipa.asn.au)

Dear Warwick Renton

**The VIPA'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 AR2020/81  
Lodgement date 12 March 2020  
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](mailto:regorgs@roc.gov.au).

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 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.



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Signed: John Stewart Lyons

Dated: 11 November 2020

*[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](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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

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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>11/11/20</i>	<i>Committee of Management member</i>	<i>Vacant</i>	<i>Daniel Lang</i>	<i>c/- PO Box 1871, Geelong, VIC 3220</i>	<i>Airline pilot - B737 Captain</i>





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, appearing to be 'John Lyons', written over a horizontal line.

Dated: 15 October 2020

VIPA – ABN: 81 242 166 461

Registered Office :  
Suite 203, 1 York St  
Sydney, NSW 2000

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
<i>National</i>	<i>3/10/20</i>	<i>Ordinary Member of the Committee of Management</i>	<i>Eivind Eikli</i>	<i>Vacant</i>	<i>C/- PO Box 1871, Geelong VIC 3220</i>	<i>N/A</i>

VIPA – ABN: 81 242 166 461

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**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*:
  - On 1 April 2020, the Registered address of the organisation changed from 303/115 Military Road, Neutral Bay NSW 2089 to Suite 203, 1 York St, Sydney NSW 2000.

Signed: 

John Lyons, President

Dated: 1 May, 2020

VIPA – ABN: 81 242 166 461

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Suite 203, 1 York St  
Sydney, NSW 2000

P: 1800 116 460  
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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 long horizontal stroke.

Dated: 1 May 2020

VIPA – ABN: 81 242 166 461

Registered Office :  
Suite 203, 1 York St  
Sydney, NSW 2000

P: 1800 116 460  
E: secretary@vipa.asn.au  
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## 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	9/4/20	Ordinary Member of the Committee of Management	Sandor Antal	Vacant	C/- PO Box 1871, Geelong VIC 3220	N/A
National	9/4/20	Ordinary Member of the Committee of Management	Warren Brewster	Vacant	C/- PO Box 1871, Geelong VIC 3220	N/A

VIPA – ABN: 81 242 166 461

Registered Office :  
Suite 203, 1 York St  
Sydney, NSW 2000

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



## VIPA ANNUAL RETURN 2020

I, John Stewart Lyons, being the President 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 registered address of the organisation is Suite 203, 1 York Street, SYDNEY, NSW 2000
- The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
- On 31 December 2019 the number of members was 503.
- 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 2020:

*No elections are scheduled THIS YEAR*

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

Signed: John Lyons, President

Dated: 12 March, 2020

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change.]*

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VIPA – ABN: 81 242 166 461

Registered Office :  
Suite 203, 1 York St  
Sydney, NSW 2000

P: 1800 116 460  
E: [secretary@vipa.asn.au](mailto:secretary@vipa.asn.au)  
W: [vipa.asn.au](http://vipa.asn.au)



## ANNEXURE A

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

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<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>Cameron Macdonald</i>	<i>c/- PO Box 1871, Geelong, VIC 3220</i>	<i>Airline Pilot</i>
<i>Treasurer</i>	<i>Shane Murdock</i>	<i>c/- PO Box 1871, Geelong, VIC 3220</i>	<i>Airline Pilot</i>
<i>Secretary</i>	<i>Mathew Purton</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>Eivind Eikli</i>	<i>c/- PO Box 1871, Geelong, VIC 3220</i>	<i>Airline Pilot</i>
<i>Ordinary Member of the Committee of Management</i>	<i>Adrian Moore</i>	<i>c/- PO Box 1871, Geelong, VIC 3220</i>	<i>Airline Pilot</i>

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