



18 October 2022

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.net

Notification of changes – Action required

Dear Teri O'Toole,

We acknowledge receipt of a Notification of Change to the office holders of the Flight Attendants' Association of Australia (AR2022/26).

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.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2022/26.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

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 <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
17/10/2022	n/a	Deputy Vice President-Domestic vacancy	No, 31 days
17/10/2022	n/a	Councillor-MAM/Altara new office holder	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, Teri O'Toole, being the Federal Secretary of the Flight Attendants' Association of Australia, 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:



Dated:

17/10/22

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
Federal	06.10.2022	Councillor – MAM/Altara	Vacant	Ali Hijazi	20 Ewan Street Mascot NSW 2020	Flight Attendant

(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, Teri O'Toole, being the Federal Secretary of the Flight Attendants' Association of Australia, 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:



Teri O'Toole -Federal Secretary of the Flight Attendants' Association of Australia
Dated: 22/08/2022

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:

Date	Branch	Name of Office	Name of office holder	Postal Address of Office Holder	Occupation of Office Holder
12/08/2022	No Branch	<i>Deputy Vice-President Domestic</i>	Toni Lockyer	Casual Vacancy	<i>Flight Attendant</i>



20 July 2022

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.net

Notification of changes – Action required

Dear Teri O'Toole,

We acknowledge receipt of a Notification of Change to the office holders of the Flight Attendants' Association of Australia (AR2022/26).

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)
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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.

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Help for new officers: Officer Induction Kit

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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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eLearning module – 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
27/06/2022	N/A	Councillor - QAL Short Haul	Yes

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I, Teri O'Toole, being the Federal Secretary of the Flight Attendants' Association of Australia, 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: **Teri O'Toole, Federal Secretary**

Dated: 25 June 2022

*[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.]*

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 [*insert as many pages as required*]:

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC must be notified within 35 days of the change*
- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
Federal	24.06.2022	Councillor - QAL Short Haul	Casual Vacancy	Leah Radford	20 Ewan Street, Mascot, NSW 2020	Flight Attendant



17 May 2022

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.net

Notification of changes – Action required

Dear Teri O'Toole,

We acknowledge receipt of a Notification of Change to the office holders of the Flight Attendants' Association of Australia (AR2022/26).

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](#)
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Good governance processes around financial training are highly recommended. These include:

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Time frames for notifications of change

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Yours sincerely

Registered Organisations Commission

Appendix A

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Our records have been updated.

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6/04/2022 Amendment received 11/04/2022	N/A	Executive Member (International), Councillor (Domestic) (2)	Yes

(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, Teri O'Toole, being the Federal Secretary of the Flight Attendants' Association of Australia, declare the following:

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Signed:

Teri O'Toole -Federal Secretary of the Flight Attendants' Association of Australia

Dated: 11/04 2022

A handwritten signature in blue ink, appearing to read 'Teri O'Toole', is written vertically over the printed name.

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:

Branch	Date of change	Name of Office	Position	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
No Branch	01.04.2022	Executive Member (International)	Vacant	Laura Mackay	20 Ewan Street MASCOT NSW 2020	Flight Attendant
No Branch	01.04.2022	Councillor (Domestic)	Vacant	Gabrielle Linton	Same as above	Flight Attendant
No Branch	01.04.2022	Councillor (Domestic)	Vacant	Adam Procter	Same as above	Flight Attendant



17 March 2022

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.net

cc: Geeta@faaa.net

Notification of changes – Action required

Dear Teri O'Toole,

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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
14 March 2022		Councillor (International) Greg Wall has vacated this office	Yes

(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, Teri O'Toole, being the Federal Secretary of the Flight Attendants' Association of Australia, 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:



Teri O'Toole -Federal Secretary of the Flight Attendants' Association of Australia

Dated: 14 March 2022

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

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
No Branch	<i>Councillor (International)</i>	<i>Greg Wall</i>	<i>Vacancy</i>	<i>Flight Attendant</i>



Australian Government
Registered Organisations Commission

17 March 2022

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.net

cc: info@faaa.net

Dear Teri O'Toole

The Flight Attendants' Association of Australia'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	AR2022/26
Lodgement date	14 and 17 March 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

ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

AR2021/22 – Flight Attendants’ Association of Australia

I, Teri O’Toole, being the Federal Secretary of the Flight Attendants’ Association of Australia, 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 20 Ewan Street MASCOT NSW 2020.¹
 - There are currently no branches of the organisation.²
 - On 31 December 2021 the number of members was **4425**.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) & (d)

³ s.230(1)(d); reg.147(f)

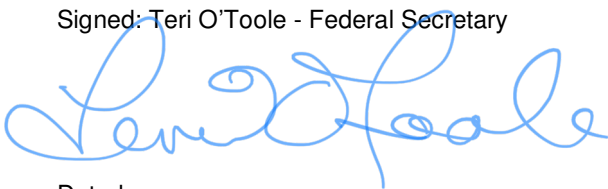
- Under the rules of the organisation, the following elections held between 1 January and 31 December 2021:⁴

1. There are no scheduled elections due in the period 1 January to 31 December 2021.
(The scheduled quadrennial elections were completed September 2020

There were 3 vacancies in the office Divisional Councillor (Domestic). These were the subject of an election decision issued by the ROC on 9 October 2020 in matter E2020/186, to fill these vacancies by and from the respective 'Domestic' electorates. From these 3 vacancies 2 position were filled in February 2021. 1 Position resigned in August 2021. Currently 2 councillor positions are vacant in (Domestic)

- During the previous 12 months:⁵
 - NO branches COMMENCED operation.
- The organisation:
 - Has not entered into an agreement under s.151 (1) of the Act with a state union.

Signed: Teri O'Toole - Federal Secretary



Dated:

17/3/22

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to 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.⁶]*

⁴ s.230(1)(d); reg.147(e)

⁵ s.230(1)(d); reg.147(b) & (c)

⁶ s.233(2); reg. 151

ANNEXURE A

- Offices and Office Holders in the Organisation to Federal Council:

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
No Branch	Federal Secretary	Teri O'Toole	C/- 20 Ewan Street Mascot NSW 2020	Flight Attendant/Barrister
	Federal Assistant Secretary (International)	Lou Nesci	As above	Flight Attendant
	President (International)	David Horsfall	As above	Flight Attendant
	Vice President (International)	Lisa Di Brazza	As above	Flight Attendant
	Deputy Vice President (International)	Ian Blake	As above	Flight Attendant
	Executive Member (International)	Laura Mackay	As above	Flight Attendant
	Councillor (International)	Sarah De Wilt	As above	Flight Attendant
	Councillor (International)	Benjamin Parker	As above	Flight Attendant
	Councillor (International)	Troy Jones	As above	Flight Attendant
	Councillor (International)	Clair Smith	As above	Flight Attendant
	Councillor (International)	Julie Moody	As above	Flight Attendant
	Councillor (International)	Kylie Philippe	As above	Flight Attendant
	Councillor (International)	Greg Wall	As above	Flight Attendant
	Councillor (International)	Gavin White	As above	Flight Attendant

	<i>Federal Assistant Secretary (Domestic)</i>	<i>Gareth Uren</i>	<i>C/- 20 Ewan Street Mascot NSW 2020</i>	<i>Flight Attendant</i>
	<i>Vice President (Domestic)</i>	<i>Angela McManus</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Deputy Vice President (Domestic)</i>	<i>Toni Lockyer</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Megan Dickens</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Gabrielle Linton</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Susan Whitford</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Adam Procter</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Nesh Sharm</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Vacant</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Vacant</i>	<i>As above</i>	<i>Flight Attendant</i>
	<i>Councillor (Domestic)</i>	<i>Sandy Axam</i>	<i>As above</i>	<i>Flight Attendant</i>