



24 November 2022

Stephen Purvinas
Federal Secretary
The Australian Licenced Aircraft Engineers Association
Sent via email: fedsec@alaea.asn.au



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2022/170

Dear Stephen Purvinas,

An election has recently been completed by the Australian Electoral Commission (**AEC**) for the Australian Licenced Aircraft Engineers Association.

This letter explains the next steps you must take and what information you need to lodge with the Registered Organisations Commission (**ROC**).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to regorgs@roc.gov.au

This letter explains these steps and the tools available to help you.

STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (r. 141). The notice must be on your website for at least 3 months.



Can I put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than 3 months. You can always do more than the regulatory minimum.

The ROC will also publish your declaration of results on our [website](https://www.roc.gov.au).

STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete financial training (s 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face to face and online [financial training packages on the ROC website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR been granted an [exemption by the ROC within 6 months](#) of beginning to hold office.



Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the RO Act, and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast, such as episode 17 - conflicts of interest](#).

STEP 3: Notifications of change

A notification of change must be lodged with the ROC within **35 days** of the change occurring.



We have a [template](#) to help you with this, which you can send to regorgs@roc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

ROC v CEPU

The organisation failed to make a series of notifications of change on time.

The Full Court said 'The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.'

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).

Questions?



Why do I need to tell you the results of the election when you've already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn't required.

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



The ROC has a [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

24 November 2022

Post-election report

**Australian Licenced Aircraft
Engineers Association, The**
Insufficient Nominations election
E2022/170

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Election(s) Covered in this Report

Organisation: The Australian Licenced Aircraft Engineers Association

Election: Insufficient Nominations

Election Decision No/s: E2022/170

Rules

Rules used for the election: N[107N: Incorporates alterations certified on 11 March 2016 [R2015/272]

Rules difficult to apply/interpret: N/A

Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website: www.aec.gov.au/ieb/

Signed

Lachlan Symonds
Returning Officer
Australian Electoral Commission
E: iebevents@aec.gov.au
P: 03 9285 7111
24 November 2022

Attachments

A. Declaration of results for Uncontested Offices

Australian Licenced Aircraft Engineers Association, The
DECLARATION OF RESULTS - E2022/170
Uncontested Offices

Insufficient Nominations Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Federal

Councillor — Helicopter Sector (1)

Candidates

TOOVEY Robert

Councillor — Qantas Controlled or aligned Regional Airlines (1)

Candidates

PAYNTER Matthew

Councillor — Regional Airlines (1)

Candidates

No Nominations Received

Councillor — Staff Classification (1)

Candidates

No Nominations Received

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Lachlan Symonds
Returning Officer
Telephone: 03 9285 7111
Email: iebevents@aec.gov.au
24/11/2022



[2022] ROCD 145



Australian Government
Registered Organisations Commission

DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

The Australian Licenced Aircraft Engineers Association (E2022/170)

MR STEENSON

SYDNEY, 7 SEPTEMBER 2022

Arrangement for conduct of election.

[1] On 30 August 2022 the Australian Licenced Aircraft Engineers Association lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices, due to insufficient nominations received in a previous election (**E2022/5**):

Federal Executive Councillors as follows:

Helicopter Sector Councillor	(1)
Qantas controlled or aligned Regional Airlines Councillor	(1)
Regional Airlines Councillor	(1)
Staff Classifications Councillor	(1)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE COMMISSIONER

Printed by authority of the Commonwealth Government Printer

PR352328

30 August 2022

regorgs@roc.gov.au

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Stephen Purvinas, being the Federal Secretary of the Australian Licenced Aircraft Engineers Association, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Australian Licenced Aircraft Engineers Association.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement is lodged at least 2 months before nominations open for the election below.

Signed: Stephen Purvinas



Dated: 30 August 2022

ANNEXURE A

- Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
<i>Federal</i>	Councillor – Helicopter Sector	1	<i>DVS</i>	<i>Insufficient nominations</i>	<i>Federal Executive Rule 21(3)(c)</i>
	Councillor – Qantas Controlled or aligned Regional Airlines	1	<i>DVS</i>	<i>Insufficient nominations</i>	<i>Federal Executive Rule 21(3)(d)</i>
	Councillor – Regional Airlines	1	<i>DVS</i>	<i>Insufficient nominations</i>	<i>Federal Executive Rule 21(3)(e)</i>
	Councillor – Staff Classification	1	<i>DVS</i>	<i>Insufficient nominations</i>	<i>Federal Executive Rule 21(3)(g)</i>

- Important dates:

	Direct Voting System
Nominations OPEN	<i>Nominations will open on a date determined by the Returning Officer. As specified in Rule 23(c),</i>
Nominations CLOSE	<i>Nominations will close on a date determined by the Returning Officer. As specified in Rule 21(4) (d) and Rule 23(c)</i>
Roll of Voters cut off date	<i>To be determined by the Returning Officer.</i>

The Australian Licenced Aircraft Engineers Association

DECLARATION OF RESULTS - E2022/5

Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

The Australian Licenced Aircraft Engineers Association

Federal President (1)

Candidates

WYSE Rodney

Vice-President (1)

Candidates

DERNDORFER Wayne

Assistant Federal Secretary (1)

Candidates

GILL Peter

Trustee (2)

Candidates

GANT Mark

RE Steve

Qantas Airways

Federal Executive Councillor (6)

Candidates

AZZOPARDI Eddy

BALDACCHINO Kev

FOTOULIS Steve

HILDEBRANDT Pat

REA Mathew

WARD Mick

Virgin Australia or its Maintenance and Repair Organisation provider

Federal Executive Councillor (2)

Candidates

DAVIES Mike

FITZPATRICK Dean

Helicopter Sector

Federal Executive Councillor (1)

Candidates

No Nominations Received

Qantas controlled or aligned Regional Airlines

Federal Executive Councillor (1)

Candidates

No Nominations Received

Regional Airlines

Federal Executive Councillor (1)

Candidates

No Nominations Received

General Aviation Operators

Federal Executive Councillor (1)

Candidates

BURLEIGH Chris

Staff Classifications

Federal Executive Councillor (1)

Candidates

No Nominations Received

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Kathleen Cassar
Returning Officer
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29/04/2022