



29 November 2023

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

Dear Stephen Purvinas

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Licenced Aircraft Engineers Association (AR2023/66).

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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20 November 2023	N/A	Councillor – Helicopter Sector Councillor – Staff Classification	Yes

Monday, 20 November 2023



25 Stoney Creek Rd Bexley 2207 NSW
Ph: (02) 9554 9399 Fax: (02) 9554 9644
Email: alaea@alaea.asn.au
Web: www.alaea.asn.au
ABN: 84 234 747 620

I, Stephen Purvinas, being the Federal Secretary of the Australian Licenced Aircraft Engineers Association 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: Nov 20, 2023

"Guardians of Air Safety"

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation:

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
9.11.2023	Councillor - Helicopter Sector	<i>Vacant</i>	Jamie Edwards	<i>c/o 25 Stoney Creek Rd Bexley NSW 2207</i>	<i>Licensed Aircraft Maintenance Engineer</i>
9.11.2023	Councillor – Staff Classification	<i>Vacant</i>	Paul Staddon	<i>c/o 25 Stoney Creek Rd Bexley NSW 2207</i>	<i>Qantas Engineering Technical Instructor</i>



11 September 2023

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

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Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
4 September 2023	n/a	Councillor – Helicopter Sector	Yes

Monday, 4 September 2023



25 Stony Creek Rd Bexley 2207 NSW
Ph: (02) 9554 9399 Fax: (02) 9554 9644
Email: alaea@alaea.asn.au
Web: www.alaea.asn.au
ABN: 84 234 747 620

I, Stephen Purvinas, being the Federal Secretary of the Australian Licenced Aircraft Engineers Association 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: Sep 4, 2023

"Guardians of Air Safety"

ANNEXURE A

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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
24.08.2023	Councillor - Helicopter Sector	<i>Robert Toovey</i>	Currently Vacant	<i>c/o 25 Stoney Creek Rd Bexley NSW 2207</i>	N/A



Australian Government
Registered Organisations Commission

24 January 2023

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

Dear Stephen Purvinas

The Australian Licenced Aircraft Engineers Association'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	2023
Matter number	AR2023/66
Lodgement date	10 January 2023
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 no branches) in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Stephen Purvinas, being the Federal Secretary of the Australian Licenced Aircraft Engineers Association, 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 25 Stoney Creek Rd Bexley NSW 2207.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members of the organisation was 2973. This number consisted of 960 members that have chosen not to resign from the Association but have taken associate status, meaning they pay no dues and have relinquished voting rights but are entitled to ongoing representation and association benefits if required.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), (b), (c) & (d)

³ s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2023:⁴

No Elections are scheduled in 2023

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

Signed:

Steve Purvinas

Stephen Purvinas

Federal Secretary

Dated: 10 January 2023

⁴ s.230(1)(d); reg.147(e)

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

- 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>Federal Secretary</i>	Stephen Purvinas	<i>c/- the Registered Organisation, [postal address of Registered Organisation]</i>	<i>Paid official</i>
<i>Federal President</i>	Rodney Wyse	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Assistant Federal Secretary</i>	Peter Gill	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Senior Vice President</i>	Christian Tamblyn	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Vice President</i>	Wayne Derndorfer	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Trustee</i>	Stephen Re	<i>As above</i>	<i>Technical Manager - ALAEA</i>
<i>Trustee</i>	Mark Gant	<i>As above</i>	<i>Duty Maintenance Manager- Qantas</i>
Qantas Councillor	Mathew Rea	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
Qantas Councillor	Patrick Hildebrandt	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
Qantas Councillor	Michael Ward	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>

Qantas Councillor	Kevin Baldicchino	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
Qantas Councillor	Stephen Fotoulis	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
Qantas Councillor	Eddy Azzopardi		<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
Qantas Controlled or aligned Regional Airline Councillor	Matthew Paynter	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Jetstar</i>
Regional Airline Councillor	Currently Vacant		
Councillor Virgin Blue or its Maintenance and Repair Organisation provider.	Currently Vacant	<i>As above</i>	
Councillor Virgin Blue or its Maintenance and Repair Organisation provider.	Dean Fitzpatrick	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer – Virgin Tech</i>
Councillor Helicopter Sector	Robert Toovey		<i>Licenced Aircraft Maintenance Engineer – Self -Employed</i>
Councillor General Aviation Operators, and/or any airline other than Qantas and Virgin Blue	Christopher Burleigh		<i>Licenced Aircraft Maintenance Engineer – Horizon Airlines Engineering</i>
Councillor Staff Classification	Currently Vacant		