



15 November 2023

John Pavlou  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

Dear John Pavlou

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian and International Pilots Association (AR2023/61).

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
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#### **Officer financial training audit**

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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

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These resources include:

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#### **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](mailto: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
3 November 2023	N/A	Committee of Management Member	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, John Pavlou, being the Secretary of the Australian and International Pilots 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:

A handwritten signature in black ink, appearing to be 'John Pavlou', with a stylized, cursive script.

John Pavlou, Australian and International Pilots Association

Dated: 3 November 2023

## 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 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
N/A	31.10.2023	Committee of Management Member	Casual Vacancy	Shane R Smith	Suite 6.01, 247 Coward St, Mascot, NSW 2020	Airline Pilot



1 November 2023

John Pavlou  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

Dear John Pavlou

### Notification of changes – Action required

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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](#)
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These next steps are explained below in more detail.

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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

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#### **Officer financial training audit**

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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.

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These resources include:

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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.

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23 October 2023	N/A	Committee of Management Member	Yes

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Signed:

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John Pavlou, Australian and International Pilots Association

Dated: 23 October 2023

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N/A	11.10.2023	Committee of Management Member	Matt Smith	N/A	N/A	N/A

24 May 2023

John Pavlou  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

cc:

Dear John Pavlou

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Yours sincerely

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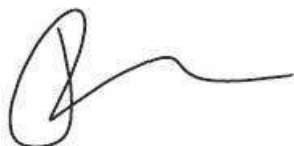


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Signed:

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John Pavlou, Australian and International Pilots Association

Dated: 15 May 2023

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N/A	10.05.2023	Committee of Management Member	Vacant	Andrew Taylor	Suite 6.01, 247 Coward St, Mascot, NSW 2020	Airline Pilot

27 April 2023

John Pavlou  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

Dear John Pavlou

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Yours sincerely

**Fair Work Commission**

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13/03/2023	National	Committee of Management Member (2)	Yes
06/04/2023	National	Committee of Management Member (2)	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***

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Signed:

A handwritten signature in black ink, consisting of a large, stylized capital 'P' followed by a horizontal line that tapers off to the right.

John Pavlou, Australian and International Pilots Association

Dated: 6 April 2023

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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
N/A	30.03.2023	Committee of Management Member	Vacant	Stewart Roche	Suite 6.01, 247 Coward St, Mascot, NSW 2020	Airline Pilot
N/A	06.04.2023	Committee of Management Member	Vacant	Marc Ruedegger	Suite 6.01, 247 Coward St, Mascot, NSW 2020	Airline Pilot



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Signed: John Pavlou, Secretary

Dated: 13.03.2023

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Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

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N/A	10.02.2023	Committee of Management Member	Brook Armstrong	Vacant	N/A	N/A
N/A	10.03.2023	Committee of Management Member	David Bluston	Vacant	N/A	N/A



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

25 January 2023

John Pavlou  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

Dear John Pavlou

**The Australian and International Pilots 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	AR2023/61
Lodgement date	16 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](mailto: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, John Pavlou, being the Secretary of the Australian & International Pilots 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 Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 2131.<sup>3</sup>
  - 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 of THIS YEAR:

*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 Pavlou, Secretary

Dated: 10 January 2023

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)

## 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>Secretary</i>	<i>John Pavlou</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>President</i>	<i>Tony Lucas</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Treasurer</i>	<i>Glen Hunter</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Assistant Secretary</i>	<i>Alexander Winslow</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Vice President</i>	<i>Jason Lipson</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Vice President</i>	<i>Mark Hofmeyer</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Vice President</i>	<i>Phil Peatfield</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Vice President (A pilots)</i>	<i>Theron Busby</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Vice President (Group Airlines)</i>	<i>Simon Gould</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Committee of Management</i>	<i>Darren Arthur</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Committee of Management</i>	<i>Cathy Brown</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Committee of Management</i>	<i>Nicolas Chetelat</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
<i>Committee of Management</i>	<i>Ryan Gill</i>	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>

Committee of Management	Chris Hewett	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Dave Holt	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Barry Stewart Jackson	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Andrew Marshall	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Matt Smith	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Andrew Stahl	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	James Wirth	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Brook Armstrong	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Corey Beer	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	David Bluston	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Steve Cornell	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Chris Doran	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Eytan Herson	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Shane Ince	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Shane Loney	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	James Massy-Greene	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Jack Moir	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>

Committee of Management	Greg Pavlou	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Adrian Salt	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Ben Smith	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Jason Turton	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>
Committee of Management	Chris Watling	<i>c/- Australian &amp; International Pilots Association, Suite 6.01, Level 6, 247 Coward St, Mascot NSW 2020</i>	<i>Airline Pilot</i>