

2 April 2024

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
25 March 2024	n/a	Eastern Council – Committee 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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:



Captain Louise Pole
President
Australian Federation of Air Pilots

25 March 2024

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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
Eastern Council	28/2/2024	Committee Member	Vacant	Jessika Chong	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



6 March 2024

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No).
			If No, how many days late
29/02/2024	National	Cobham Council - Ceased Operation.	Yes
		Qantas Mainline	
		Council- Renamed to	
		Qantas Council.	
		National- Committee	
		Member, Vice Chair (2).	

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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.
 - On 7 February 2024 the following council CEASED operation:
 - » Cobham Council.
 - On 7 February 2024 the 'Qantas Mainline Council' was renamed the 'Qantas Council'.

Signed:

Captain Louise Pole
President
Australian Federation of Air Pilots

29 February 2024

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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of New Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
National Council	28/01/24	Committee Member	Robert Close	Vacant		
National Council	28/01/24	Vice-Chair	Robert Close	Vacant		
National Council	29/01/24	Vice-Chair	Vacant	Matthew Magnussen	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Cobham Council	7/02/24	Chair	Vacant - office deleted			
Cobham Council	7/02/24	Vice-Chair	Vacant - office deleted			
Cobham Council	7/02/24	Secretary	Vacant - office deleted			
Cobham Council	7/02/24	Committee member	Vacant - office deleted			
Cobham Council	7/02/24	Committee member	Vacant - office deleted			
Cobham Council	7/02/24	Committee member	Vacant - office deleted			
Cobham Council	7/02/24	Committee member	Vacant - office deleted			



29 January 2024

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Council	Change	Within prescribed period (Yes/No). If No, how many days late
21 January 2024	Qantas Mainline Council	Chair Vice-Chair Secretary	Yes
	Virgin Council	Committee Member (2)	
	Eastern Council	Convention Representative Committee Member	

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

Nouise Pole

President

Australian Federation of Air Pilots

21 January 2024

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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Qantas Mainline Council	19/12/23	Chair	Vacant	Michael Egan	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	19/12/23	Vice-Chair	Vacant	Mark Gilmour	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	19/12/23	Secretary	Vacant	Daniel Kobeleff	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Virgin Council	24/12/23	Committee Member	Robert Thomas	Vacant		
Eastern Council	8/1/24	Convention Representative	Vacant	Tim Anderson	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	8/1/24	Committee Member	William Hamilton	Vacant		
Virgin Council	18/1/24	Committee Member	Vacant	Kenelm Winslow	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



27 November 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Acknowledgment

We acknowledge receipt of a Notification of Change to the Australian Federation of Air Pilots (AR2023/36).

A list of those changes has been summarised in Appendix A at the end of this letter.

Time frames for notifications of changes

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.

But we understand they can be a difficult requirement to get right. We have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- FWC 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 <u>eLearning module</u> 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 Fair Work Commission website through the <u>list of Registered Organisations</u>.

Date of lodgement		Change	Within prescribed period (Yes/No). If No, how many days late
8 November 2023	Qantas Mainline Council	Chair – new office Vice-Chair – new office Secretary - new office	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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

Nouise Pole

President

Australian Federation of Air Pilots

8 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 Councils:

Federal/Council	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 New Office Holder
Qantas Mainline Council	11/10/2023	Chair	N/A – new office	Vacant		
Qantas Mainline Council	11/10/2023	Vice-Chair	N/A – new office	Vacant		
Qantas Mainline Council	11/10/2023	Secretary	N/A – new office	Vacant		



30 October 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement		Change	Within prescribed period (Yes/No).
			If No, how many days late
19 October 2023	Federal	Welfare Director	Yes
	Rex Council	Committee Member (2)	
	Sunstate Council	Committee Member	
	Qantas Mainline	Committee Member (4)	

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

Nouise Pole

President

Australian Federation of Air Pilots

19 October 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 Councils:

AFAP Council	Date of Change	Name of Council that has changed
Qantas Mainline	11/10/2023	In accordance with sub-rule 4.1.1(k) of the AFAP Rules, the Qantas Mainline Council commenced operation on 11 October 2023, the date of the declaration of the election (E2023/151) for Council Committee Members.

Federal/Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
Federal	6/10/2023	Welfare Director	Vacant	Darren Gray	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Rex Council	11/10/2023	Committee Member	Vacant	Jordan Fitzgerald	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Rex Council	11/10/2023	Committee Member	Vacant	Matthew Sheehy	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Sunstate Council	11/10/2023	Committee Member	Vacant	Thomas Dunphy	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	11/10/2023	Committee Member	N/A - New position	Michael Armessen	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	11/10/2023	Committee Member	N/A – New position	Michael Egan	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	11/10/2023	Committee Member	N/A - New position	Mark Gilmour	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Qantas Mainline Council	11/10/2023	Committee Member	N/A – New position	Daniel Kobeleff	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



20 September 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12 September 2023	Rex Council Eastern Council	Committee Member (2) Secretary Committee Member	Yes
	National Jet Systems Council	Chair Vice Chair Secretary	

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

President

Australian Federation of Air Pilots

12 September 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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
Rex Council	20/8/23	Committee Member	Daryl Sheedy	Vacant		
Eastern Council	30/8/23	Secretary	Vacant	Tim Anderson	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	31/8/23	Committee Member	Michael Ward	Vacant		
National Jet Systems Council	5/9/2023	Chair	Vacant	Anthony Clouting	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Jet Systems Council	5/9/2023	Vice-Chair	Vacant	Eric Galliers	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Jet Systems Council	5/9/2023	Secretary	Vacant	Justin Gordon	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Rex Council	11/9/23	Committee Member	Vacant	Simon Bourchier	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



23 August 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> exemption
- Inform all officers of their <u>disclosure obligations</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Officer Induction Kit</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
10 August 2023	Sunstate Council	Committee Member	Yes
	National Council	Convention Representative	
18 August 2023	Sunstate Council	Secretary	Yes
		Committee Member	

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

President

Australian Federation of Air Pilots

18 August 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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Sunstate Council	18/8/2023	Secretary	Vacant	Richard Copland	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Sunstate Council	18/8/2023	Committee Member	Vacant	Bianca Salim	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot

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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

President

Australian Federation of Air Pilots

10 August 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 Councils:

Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
Sunstate Council	16/7/2023	Committee Member	Jason Dadge	Vacant		
National Council	17/7/2023	Convention Representative	Vacant	Lyden Hughes	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



5 July 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
27 June 2023	Virgin Council	Committee 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, Captain Louise Pole, being the President of the Australian Federation of Air Pilots, 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:

Captain Louise Pole

President

Australian Federation of Air Pilots

27 June 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 Councils:

		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 New Office Holder
Virgin Council	14/6/2023	Committee Member	Vacant	Ben Raby	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



30 May 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: admin@afap.org.au

cc:

Dear Louise Pole

Notification of changes - Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late

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, Louise Pole, being the President of the Australian Federation of Air Pilots, 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.
- On 21 April 2023 the following council:
 - COMMENCED operation:
 - » National Jet Systems Council Level 4, 132-136 Albert Road, South Melbourne, VIC, 3205.

Signed:

Captain Louise Pole

Nouise Pole

President

Australian Federation of Air Pilots

17 May 2023

ANNEXURE A

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

Federal/Council	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of New Office Holder
Federal	20/4/2023	Vice President Membership	Vacant	Michael McGinnis	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	21/4/2023	Committee Member	Vacant	William Hamilton	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	21/4/2023	Committee Member	Vacant	James Kosenko	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	21/4/2023	Committee Member	Vacant	Shabbir Parekh	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	21/4/2023	Committee Member	Vacant	Brendan Quaife	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
Eastern Council	21/4/2023	Committee Member	Vacant	Michael Ward	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Council	21/4/2023	Committee Member	Vacant	Lyden Hughes	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot

National Council	21/4/2023	Committee Member	Vacant	Matthew Magnussen	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Council	21/4/2023	Committee Member	Vacant	William Surtees	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Jet Systems Council	21/4/2023	Committee Member	Vacant	Anthony Clouting	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Jet Systems Council	21/4/2023	Committee Member	Vacant	Eric Galliers	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot
National Jet Systems Council	21/4/2023	Committee Member	Vacant	Justin Gordon	C/O AFAP L4, 132-136 Albert Rd, South Melbourne VIC 3205	Pilot



6 April 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: louise.pole@afap.org.au

Dear Louise Pole

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots (AR2023/36).

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 <u>financial training</u> or <u>obtain an</u> <u>exemption</u>
- 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 <u>financial training</u> (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 <u>officer training online panel</u> 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 <u>Disclosures Fact Sheet</u>.

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 <u>eLearning module</u> 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 <u>list of Registered Organisations</u>.

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
31/03/2023	Sunstate Council	Committee Member	Yes



4 April 2023

Louise Pole Federal President Australian Federation of Air Pilots Sent via email: <u>admin@afap.org.au</u>

Dear Louise Pole

The Australian Federation of Air Pilots's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your annual return and its assessment

Year 2023

Matter number AR2023/36

Lodgement date 2 March 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 Fair Work Commission (the Commission) website.

The Commission's risk-based approach

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review. The Commission's advanced review checklist is published on our website.

This year your annual return was assessed against an advanced review.

Do you have any questions?

Information and education materials are available on our <u>website</u>. These materials are regularly updated. We recommend you <u>subscribe to the Commission's subscription service to find out when we release new materials</u>.

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission

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

- I, Louise Pole, being the President of the Australian Federation of Air Pilots, 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 Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - The name and address of each council of the organisation is:
 - 1. Virgin Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 2. Jetstar Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 3. Eastern Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 4. Sunstate Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 5. Rex Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 6. National Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 7. Helicopters Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - 8. Cobham Level 4, 132-136 Albert Road, South Melbourne, Victoria, 3205.
 - On 31 December in the previous year the number of members was 4346.
 - 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 2023:
 - 1. Federal elections
 - Trustee (1)
 - Vice-President (Administration & Finance) (1)
 - Welfare Director (1)
- During the previous 12 months:
 - The Tiger Council ceased operation. NO branches or councils COMMENCED operation.
- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:

Captain Louise Pole
1 March 2023

2

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

• Offices and Office Holders in the Organisation and its Councils:

Federal/ Council	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occup- ation of Office Holder
Federal	President	Louise Pole	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Federal	Vice-President (Administration & Finance)	Benjamin Bollen	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Federal	Vice-President (Membership)	Vacant		
Federal	Safety & Technical Director	Philip Remilton	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Federal	Welfare Director	Vacant		
Federal	Trustee	George Brown	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Federal	Trustee	Robert Nicholson	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Federal	Trustee	Bryan Murray	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Chair	Stephen Hungerford	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Vice-Chair	Shaun Rudduck	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Secretary	Marco Bohun	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Convention Representative	Michael McGinnis	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Convention Representative	Walter Gowans Jnr	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Rodney Aldridge	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Mark Bannister	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Marco Bohun	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	David Cunningham	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Matthew Duggan	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Walter Gowans Jnr	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Stephen Hungerford	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Sean McCarthy	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Virgin	Committee Member	Michael McGinnis	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot

ourne 3205 VIC	Pilot
ourne 3205 VIC I	
	Pilot
ourne 3205 VIC	Pilot
	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
ourne 3205 VIC	Pilot
	ourne 3205 VIC

Eastern	Committee Member	Benjamin Moss	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Eastern	Committee Member	Vacant	GO ALAF, Level 4, 102-100 Albert Nu, South Welbourne 3200 VIC	FIIOL
Eastern	Committee Member	Vacant		
Eastern	Committee Member	Vacant		
Eastern	Committee Member	Vacant		
Eastern	Committee Member	Vacant		
Sunstate	Chair	Jarrod Blaker	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Vice-Chair	Anthony Berko	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Secretary	Vacant		
Sunstate	Committee Member	Jarrod Blaker	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Anthony Berko	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Daniel Lyons	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Russell Thompson	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Richard Copland	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Clinton Shiell	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Louise Pole	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Sunstate	Committee Member	Jason Dadge	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Chair	Robin Darroch	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Vice-Chair	Jai White	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Secretary	Haydn Burgoyne	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Convention Representative	Haydn Burgoyne	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Committee Member	Robin Darroch	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Committee Member	Haydn Burgoyne	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Committee Member	Jai White	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Committee Member	Daryl Sheedy	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		
Rex	Committee Member	Vacant		

National	Chair	Philip Remilton	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Vice-Chair	Robert Close	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Secretary	Julian Hipwell	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Convention Representative	Gregory Chow	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Convention Representative	Tom Hawksworth	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Convention Representative	Shane Brook	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Convention Representative	Vacant		
National	Committee Member	Stuart Beveridge	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Shane Brook	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Gregory Chow	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Robert Close	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Tom Hawksworth	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Richard Higgins	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Julian Hipwell	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Chris Laurence	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Stephen Maughan	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Robert Nicholson	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Philip Remilton	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Alister Wheaton	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Vacant	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Vacant	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
National	Committee Member	Vacant	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Chair	Matthew Nielsen	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Vice-Chair	David Croal	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Secretary	Vacant		
Helicopters	Convention Representative	Brett Hunter	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Convention Representative	David Crick	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Convention Representative	Vacant		
Helicopters	Committee Member	David Crick	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Committee Member	David Croal	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Committee Member	Natalie Davies-White	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Committee Member	Brett Hunter	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot

Helicopters	Committee Member	Mathew Nielsen	c/o AFAP, Level 4, 132-136 Albert Rd, South Melbourne 3205 VIC	Pilot
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant	44444	
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Helicopters	Committee Member	Vacant		
Cobham	Chair	Vacant		
Cobham	Vice-Chair	Vacant		
Cobham	Secretary	Vacant		
Cobham	Committee Member	Vacant		
Cobham	Committee Member	Vacant		
Cobham	Committee Member	Vacant		
Cobham	Committee Member	Vacant		