



5 March 2025

Luke Murray  
Acting Federal Secretary  
The Australian Licenced Aircraft Engineers Association  
Sent via email: [alaea@alaea.asn.au](mailto:alaea@alaea.asn.au)

Dear Luke Murray

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Licenced Aircraft Engineers Association (AR2024/66).

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

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
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#### **Officer financial training audit**

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To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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#### **Help for new officers: Officer Induction Kit**

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Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

#### **Disclosure obligations: what officers must do**

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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:

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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](#).

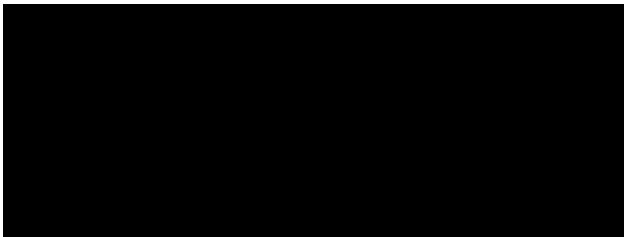
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
16/02/2025  (Amended NOC - 03/03/2025)	National	Councillor (2)	Yes

# **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***

I, Luke Murray, being the (Acting) Federal Secretary of the Australian Licenced Aircraft Engineers Association, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed: Federal Secretary (Acting)

Dated: 03 March 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

# ANNEXURE A

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

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

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	11/2/25	Regional Airlines Councillor	Vacant	William James Lanting	25 Stoney Creek road Bexley, NSW 2207	L.A.M.E.
National	11/2/25	Virgin Australia Councillor	Vacant	Michael Moyle	25 Stoney Creek road Bexley, NSW 2207	L.A.M.E.



28 January 2025

Luke Murray  
Acting Federal Secretary  
The Australian Licenced Aircraft Engineers Association  
Sent via email: [alaea@alaea.asn.au](mailto:alaea@alaea.asn.au)

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**Fair Work Commission**

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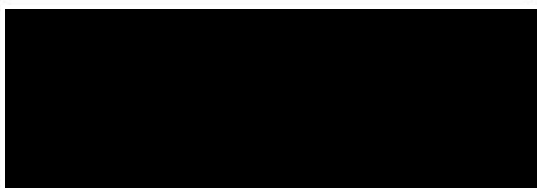
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21 January 2025 (amended received 25/01/2025)	National	Assistant Federal Secretary	Yes

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Signed: Federal Secretary (Acting)

Dated: 24 January 2025

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National	15/1/25	Assistant Federal Secretary	Peter Gill	Vacant  Note: Luke Murray is acting in the role of Assistant Federal Secretary until the completion of the election of the Federal Secretary position (E2024/191)		



9 December 2024

Peter Gill  
Acting Federal Secretary  
The Australian Licenced Aircraft Engineers Association  
Sent via email: [alaea@alaea.asn.au](mailto:alaea@alaea.asn.au)

Dear Peter Gill

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Yours sincerely

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26 November 2024	N/A	Senior Vice President	Yes



Tuesday, 26 November 2024

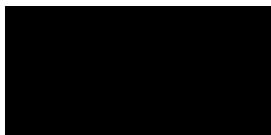


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Web: [www.alaea.asn.au](http://www.alaea.asn.au)  
ABN: 84 234 747 620

I, Peter Gill, being the Acting Federal Secretary of the Australian Licenced Aircraft Engineers Association declare the following:

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Signed:



Dated:

26/11/24

**"Guardians of Air Safety"**

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation:

<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
19.11.2024	Senior Vice President	Vacant through Resignation	<i>Luke Charles Murray</i>	<i>c/- the Registered Organisation, 25 Stoney Creek Road, Bexley NSW 2207</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>



13 November 2024

Peter Gill  
Acting Federal Secretary  
The Australian Licenced Aircraft Engineers Association  
Sent via email: [alaea@alaea.asn.au](mailto:alaea@alaea.asn.au)

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01/11/2024	National	Federal Secretary	Yes

Friday, 1 November 2024

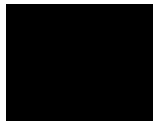


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31.10.2024	Federal Secretary	Stephen Ross Purvinas	Vacant through Resignation		





13 May 2024

Stephen Purvinas  
Federal Secretary  
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Sent via email: fedsec@ALAEA.asn.au

Dear Stephen Purvinas

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9 May 2024	N/A	Councillor Virgin Blue or its Maintenance and Repair Organisation Provider	Yes

Monday, 6 May 2024

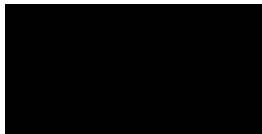


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I, Stephen Purvinas, being the Federal Secretary of the Australian Licenced Aircraft Engineers Association declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 07/05/24

**"Guardians of Air Safety"**

#### ANNEXURE A

- Changes to Offices and Office Holders in the Organisation:

Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
02.05.2024	Councillor Virgin Blue or its Maintenance and Repair Organisation provider.	Geoffrey Hyatt	Vacant through Resignation		



24 April 2024

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

Dear Stephen Purvinas

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Licenced Aircraft Engineers Association (AR2024/66).

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

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

#### Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



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

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

#### **Help for new officers: Officer Induction Kit**

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

#### **Disclosure obligations: what officers must do**

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

#### **Time frames for notifications of change**

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.



These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



#### **eLearning module – notifications of change**

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or [regorgs@fwc.gov.au](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
22 April 2024	n/a	Senior Vice President	Yes

Monday, 22 April 2024

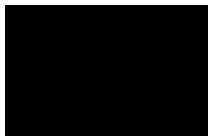


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Web: [www.alaea.asn.au](http://www.alaea.asn.au)  
ABN: 84 234 747 620

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

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
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Signed:



Dated: 22/04/24

**"Guardians of Air Safety"**

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Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
18.04.2024	Senior Vice President	Chris Tamblyn	Vacant through Resignation		



8 April 2024

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

Dear Stephen Purvinas

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Licenced Aircraft Engineers Association (AR2024/66).

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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.

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Yours sincerely

**Fair Work Commission**

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
2 April 2024	n/a	Qantas Controlled or aligned Regional Airline Councillor	Yes



Tuesday, 2 April 2024

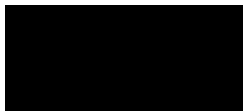


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Web: [www.alaea.asn.au](http://www.alaea.asn.au)  
ABN: 84 234 747 620

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

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 02/04/24

**"Guardians of Air Safety"**

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation:

Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
29.03.2024	Qantas Controlled or aligned Regional Airline Councillor	<i>Matthew Paynter</i>	Vacant through Resignation		



21 February 2024

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

Dear Stephen Purvinas

**The Australian Licenced Aircraft Engineers Association's annual return of information (annual return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your 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	2024
Matter number	AR2024/66
Lodgement date	6 February 2024
Review	Primary Review
Result	FILED

**Your primary review**

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



**Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.**

### **The Commission's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

### **Do you have any questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work 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**

By Email: [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

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

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 25 Stoney Creek Road, Bexley, NSW 2207.<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 3059. This number consisted of 990 members that have chosen not to resign from the Association but have taken associate status, meaning they pay no dues and have relinquished voting rights but are entitled to ongoing representation and association benefits if required.<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, No elections are scheduled in 2024.<sup>4</sup>

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

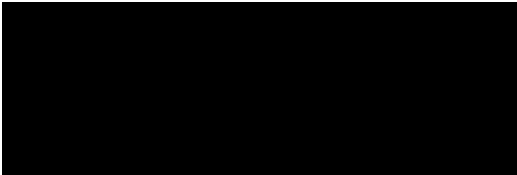
<sup>2</sup> Section 230(1)(d); reg. 147(a), (b), (c) & (d)

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

<sup>4</sup> Section 230(1)(d); reg. 147(e)

- The organisation:
  - Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed: **Stephen Purvinas**



Dated: 6 February 2024

## Annexure A

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

- Offices and Office Holders in the Organisation [*insert as many pages as required*]:

#### ANNEXURE A

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

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>Federal Secretary</i>	Stephen Purvinas	<i>c/- the Registered Organisation, [postal address of Registered Organisation]</i>	<i>Paid official f</i>
<i>Federal President</i>	Rodney Wyse	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Assistant Federal Secretary</i>	Peter Gill	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Senior Vice President</i>	Christian Tamblyn	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Vice President</i>	Wayne Derndorfer	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Trustee</i>	Stephen Re	<i>As above</i>	<i>Technical Manager - ALAEA</i>
<i>Trustee</i>	Mark Gant	<i>As above</i>	<i>Duty Maintenance Manager- Qantas</i>
<i>Qantas Councillor</i>	Mathew Rea	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Qantas Councillor</i>	Patrick Hildebrandt	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Qantas Councillor</i>	Michael Ward	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>
<i>Qantas Councillor</i>	Kevin Baldacchini	<i>As above</i>	<i>Licenced Aircraft Maintenance Engineer - Qantas</i>

Qantas Councillor	Stephen Fotoulis	As above	Licensed Aircraft Maintenance Engineer - Qantas
Qantas Councillor	Eddy Azzopardi		Licensed Aircraft Maintenance Engineer - Qantas
Qantas Controlled or aligned Regional Airline Councillor	Matthew Paynter	As above	Licensed Aircraft Maintenance Engineer - Jetstar
Regional Airline Councillor	Currently Vacant		
Councillor Virgin Blue or its Maintenance and Repair Organisation provider.	Geoffrey Hyatt	As above	Licensed Aircraft Maintenance Engineer – Virgin Tech
Councillor Virgin Blue or its Maintenance and Repair Organisation provider.	Dean Fitzpatrick	As above	Licensed Aircraft Maintenance Engineer – Virgin Tech
Councillor Helicopter Sector	Jamie Edwards	As above	Licensed Aircraft Maintenance Engineer –Babcock MCS
Councillor General Aviation Operators, and/or any airline other than Qantas and Virgin Blue	Christopher Burleigh	As above	Licensed Aircraft Maintenance Engineer – Horizon Airlines Engineering
Councillor Staff Classification	Paul Staddon	As above	Technical Instructor - Qantas