



16 October 2024

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.com.au

Dear Teri O'Toole

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Flight Attendants' Association of Australia (AR2024/26).

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

What you need to do right now

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

These next steps are explained below in more detail.

Financial training must be done within 6 months

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

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

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

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

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



Officer financial training audit

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

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

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

Help for new officers: Officer Induction Kit

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

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

Disclosure obligations: what officers must do

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

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

Time frames for notifications of change

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

Resources to help you make your notifications of change

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

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

These resources include:

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



eLearning module – notifications of change

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

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

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

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

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

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
3 October 2024	N/A	Assistant Federal Secretary – Domestic Vice President – Domestic	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, Teri O’Toole, being the Federal Secretary of the Flight Attendants’ Association of Australia, 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: 3 October 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to 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
FAAA	23.09.2024	Assistant Federal Secretary - Domestic	Gareth Uren	Vacant	Vacant	Vacant
FAAA	16.09.2024	Vice President - Domestic	Angela MacManus	Vacant	Vacant	Vacant



10 July 2024

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: teri@faaa.com.au

Dear Teri O'Toole

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Flight Attendants' Association of Australia (AR2024/26).

A list of those changes has been summarised in Appendix A at the end of this letter. We note that Mr Troy Jones change of office that occurred on 10 April 2024 was an oversight.

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.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/26.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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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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.

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eLearning module – notifications of change



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

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

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

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

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Our records have been updated.

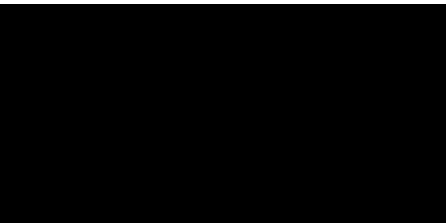
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
01/07/2024 (Amended NOC received on 10/07/2024)	National	Deputy Vice President, Executive Member, Councillors (9)	No, 47 Days

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, Teri O’Toole, being the Federal Secretary of the Flight Attendants’ Association of Australia, 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: Teri O’Toole

Dated: 1 July 2024

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

ANNEXURE A

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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
	30.6.24	Deputy Vice President – Domestic Division	Vacant	Susan Whitford	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	30.6.24	Executive Member – International Division	Vacant	Greg Wall	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	30.6.24	Councillor – International	Vacant	Louise Willsher	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew

		Division – Qantas Airways Limited				
	30.6.24	Councillor – International Division – Qantas Airways Limited	Julie Moody	Mariano Le Mura	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	30.6.24	Councillor – International Division – Qantas Cabin Crew Australia Pty Limited	Benjamin Parker	Julian Groneberg	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	16.9.2020 (took office) 10.4.2024 (resigned) 30.6.2024 (took office) 11.6.2024	Councillor – International Division – International Routes – Virgin Australia	Troy Jones	Vacant	Vacant	Vacant

	(resigned)					
	30.6.24	Councillor – International Division – International Routes – Virgin Australia	Clair Smith	Vacant	Vacant	Vacant
	30.6.24	Councillor – Domestic Division – Domestic Routes – Qantas Airways Limited	Susan Whitford	Elizabeth Simic	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	30.6.24	Councillor – Domestic Division – Domestic Routes – Virgin Australian Airlines, Tiger, VARA	Vacant	Beau Barbera	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew
	30.6.24	Councillor – Domestic Division – Domestic Routes – Rex, Maroomba Airlines, Alliance,	Vacant	Milja Murar	c/o Flight Attendants’ Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew

		Adagold and others not listed elsewhere				
	30.6.24	Councillor – Domestic Division – Domestic Routes – Jetstar, Team Jetstar, Qantas Link, Network Aviation, Eastern Airlines, Sunstate	Sandy Axam	Peter Mackay	c/o Flight Attendants' Association of Australia 20 Ewan St Mascot 2020 NSW	Cabin Crew



19 February 2024

Teri O'Toole
Federal Secretary
Flight Attendants' Association of Australia
Sent via email: info@faaa.com.au

Dear Teri O'Toole

The Flight Attendants' Association of Australia'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	AR2024/26
Lodgement date	5 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.

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

I, Gareth Uren, being the Assistant Secretary Domestic of the Flight Attendants' Association of Australia, 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 section230(1)(a) and section230(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 section230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is 20 Ewan Street, Mascot NSW 2020.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 6583.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:

Quadrennial Federal Council Elections per Rule 39(2a) and 39(4).

¹ section230(l)(d); reg.147(d)

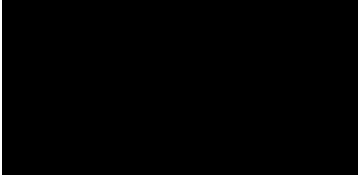
² section230(1)(d); reg.147(a), (b), (c) & (d)

³ section230(l)(d); reg.147(f)

⁴ section230(l)(d); reg.147(e)

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

Signed: Gareth Uren



Dated: 05/21/2024

Annexure A

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

- Offices and Office Holders in the Organisation:

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Federal Secretary	Teri O'Toole	C/- 20 Ewan Street, Mascot NSW 2020	Federal Secretary/Barrister
President	David Horsfall	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Assistant Federal Secretary - International	Lou Nesci	C/- 20 Ewan Street, Mascot NSW 2020	Paid Official
Vice-President - International	Lisa Di Brazza	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Deputy Vice-President International	Ian Blake	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Executive Member	Casual Vacancy	C/- 20 Ewan Street, Mascot NSW 2020	n/a

Assistant Federal Secretary - Domestic	Gareth Uren	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Vice-President - Domestic	Angela McManus	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Deputy Vice-President - Domestic	Casual Vacancy	C/- 20 Ewan Street, Mascot NSW 2020	n/a
International Councillor - QAL	Gavin White	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
International Councillor - QAL	Julie Moody	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
International Councillor - QAL	Kylie Philippe	C/- 20 Ewan Street, Mascot NSW 2020	Trainer
International Councillor - QAL	Casual Vacancy	C/- 20 Ewan Street, Mascot NSW 2020	n/a
International Councillor - QCCA	Benjamin Parker	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
International Councillor - QCCA	Sarah De Wilt	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant

International Councillor - VAI	Troy Jones	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
International Councillor - VAI	Claire Smith	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - QAL	Susan Whitford	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - QAL	Leah Radford	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - VA/VARA/Tiger	Parnesh Sharma	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - VA/VARA/Tiger	Casual Vacancy	C/- 20 Ewan Street, Mascot NSW 2020	n/a
Domestic Councillor - QD	Megan Dickens	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - MAM/Altara	Ali Hijazi	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant
Domestic Councillor - Jetstar/Team Jetstar/Qantaslink	Sandy Axam	C/- 20 Ewan Street, Mascot NSW 2020	Flight Attendant

Domestic Councillor - Rex/Other	Casual Vacancy	C/- 20 Ewan Street, Mascot NSW 2020	n/a
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