



26 November 2024

Scott Nugent
President
The Civil Air Operations Officers' Association of Australia
Sent via email: civilair@civilair.asn.au

Dear Scott Nugent

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Civil Air Operations Officers' Association of Australia (AR2024/7).

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.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/7.

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)
- 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*).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

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
14 November 2024	n/a	Brisbane Centre Divisional Delegate Acting Vice President (Communication)	No, 3 days No, 34 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, Scott Nugent, being the President of The Civil Air Operations Officers' 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.



.....
Scott Nugent
President

DECLARED at *Melbourne* in the *State of Victoria* this *14th* day of *November 2024*.

ANNEXURE "A"

Date of Change	Name of Office	Name of previous Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
7 October 2024 Election E2024/147	Brisbane Centre Divisional Delegate	Patrick Daniels <i>(was Acting)</i>	Timothy Valkenburg	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
6 September 2024	<i>Acting</i> Vice President Communication	<i>Vacant</i>	Jessica Walton	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller



9 September 2024

Scott Nugent
President
The Civil Air Operations Officers' Association of Australia
Sent via email: civilair@civilair.asn.au

Dear Scott Nugent

Notification of changes – Action required

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

Financial training must be done within 6 months

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

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

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

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
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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.

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Yours sincerely

Fair Work Commission

Appendix A

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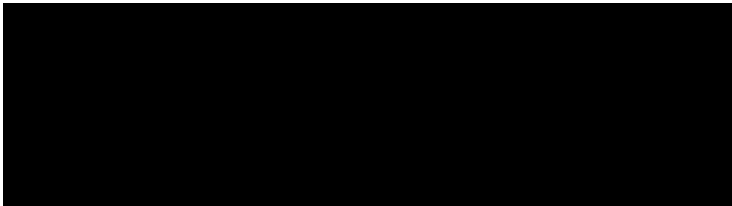
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
29/08/2024	National	President, Vice President Communication	Yes

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I, Scott Nugent, being the President of The Civil Air Operations Officers' 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.



.....
Scott Nugent
President

DECLARED at *Melbourne* in the *State of Victoria* this 29th of August 2024.

ANNEXURE "A"

Date of Change	Name of Office	Name of previous Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
1 August 2024 Election E2024/59	President	Tom McRobert	Scott Nugent	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
1 August 2024	Vice President Communication	Scott Nugent	<i>VACANT</i>	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller



31 July 2024

Thomas McRobert
President
The Civil Air Operations Officers' Association of Australia
Sent via email: civilair@civilair.asn.au

Dear Thomas McRobert

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Yours sincerely

Fair Work Commission

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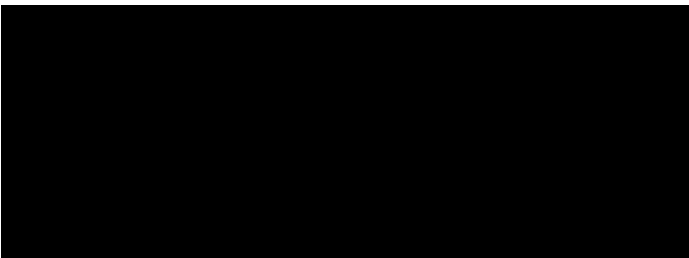
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
23 July 2024	n/a	Perth Towers & TCU Delegate Acting Brisbane Centre Delegate Acting Melbourne Centre – Alternate Delegate	Yes

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, Tom McRobert, being the President of The Civil Air Operations Officers' 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.



.....
Tom McRobert
President

DECLARED at *Melbourne* in the *State of Victoria* this 23rd of *July 2024*.

ANNEXURE "A"

Date of Change	Name of Office	Name of previous Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
21 June 2024 Election E2023/177	Perth Towers & TCU Delegate	Christopher Clarke	Patrick Halpenny	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
27 June 2024	Acting Brisbane Centre Delegate	<i>Vacant</i>	Patrick Daniels	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
8 July 2024	Acting Melbourne Centre – Alternate Delegate	<i>Vacant</i>	Jessica Walton	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller



22 April 2024

Thomas McRobert
President
The Civil Air Operations Officers' Association of Australia
Sent via email: civilair@civilair.asn.au

Dear Thomas McRobert

The Civil Air Operations Officers' 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	AR2024/7
Lodgement date	25 March 2024
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 [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, Tom McRobert, Air Traffic Controller, of The Civil Air Operations Officers' 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 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 214 Graham Street, Port Melbourne in Victoria.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members 923.
 - 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.

- The following elections must be held between 1 January and 31 December of this year:

Under Rule 38(d), “*Committee of Management Elections as defined in rule 21 of the rules shall be conducted each even numbered year for the following positions:*

President

Two (2) Vice-Presidents (Administrative and Technical)”.

Under Civil Air Rule 34(e), *Elections for Delegates representing the following divisions shall be conducted each even numbered year:*

Melbourne Centre

Sydney Towers and TCU

Brisbane Towers and TCU

Perth Towers and TCU

Brisbane Centre - Alternate

Southern Towers

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



.....

Tom McRobert
President

DECLARED at *Melbourne* in the *State of Victoria* this 25th day of *March 2024*.

ANNEXURE "A"
PERSONS HOLDING OFFICE IN THE ORGANISATION

Office	Name of Office Holder	Postal Address	Occupation
President	Thomas A. McRobert	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Vice President Administrative	Ben Cureton	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Vice President Communication	Scott R. Nugent	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Vice President Finance	Fred J. Malcolm	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Vice President Professional	James A. Walsh	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Vice President Technical	Tim R. Rees	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Air Traffic Services Management & Operational Support Delegate	James W. Eason	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Brisbane Centre Delegate	<i>VACANT</i>	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Brisbane Centre – Alternate Delegate	Jeremy T. Elich	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Brisbane Towers & TCU Delegate	Phillip P. O’Sullivan	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
FDC/SSO/ADT Delegate	Alexander J. MacDonald	PO Box 394, Port Melbourne Vic 3207	Flight Data Co-ordinator
Melbourne Centre Delegate	Benjamin J. Ippolito	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Melbourne Centre – Alternate Delegate	<i>VACANT</i>	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Melbourne Towers & TCU Delegate	Jacqueline Marshall	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Northern Towers Delegate	David Sando	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
<i>Acting</i> Perth Tower & TCU Delegate	Patrick Halpenny	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Southern Towers Delegate	Peter N. Young	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Sydney Towers & TCU Delegate	Ryan W. Murray	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Western Towers Delegate	Paul A. Hart	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller