



15 August 2019

Justin Mayfield
Secretary
Australian Aircrew Officers Association

Sent via email: office@aoaaustralia.org

Dear Justin Mayfield,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/49)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 26 February 2019 of the organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing the Annual Return. The documents lodged provide the required information for the 2019 Annual Return of the Australian Aircrew Officers Association.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

I also acknowledge receipt of a Notification of Change on 3 July 2019 to the office holders of the Australian Aircrew Officers Association.

This information was lodged with the ROC pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the change and when it was lodged. Our records have been updated and the document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period
3 July 2019	n/a	Steven Earp – General Committee Member; 1 July 2019	YES

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct any new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures


Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "David Vale", is enclosed in a thin black rectangular border.

David Vale
Registered Organisations Commission

**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, Justin T. Mayfield, being the secretary of the Australian Aircrew Officers Association, declare the following:

1. I am authorised to make this declaration.

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

Signed:

A handwritten signature in blue ink, appearing to be 'Justin T. Mayfield', is written over a faint, illegible printed name.

Dated: 03 July 2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupatio n of <u>New</u> Office Holder
<i>Australian Aircrew Officers Association</i>	<i>01.07.2019</i>	<i>General Committee Member</i>	<i>Povilas Darius Kalade</i>	<i>Stephen Earp</i>	<i>Ground Floor, 27 Peel Street, South Brisbane, Queensland, 4101</i>	<i>Nil</i>

[1] s.230(1)(d); reg.147(d)

[2] s.230(1)(d); reg.147(a) & (d)

[3] s.230(1)(d); reg.147(b) & (c)

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, Justin T Mayfield, being the secretary of the Australian Aircrew Officers Association, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Ground Floor, 27 Peel Street, South Brisbane, Queensland 4101.¹
 - 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 128.³
 - 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.

¹ s.230(1)(d); reg.147(d)

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

³ s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January 2019 and 31 December 2019:⁴

No elections are scheduled THIS YEAR

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

Signed:



JUSTIN T. MAYFIELD
SECRETARY

Dated: 21 FEB 2019

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to orgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within 35 days of the change⁵.]

⁴ s.230(1)(d); reg.147(e)

⁵ s.233(2); reg. 151

Annex A

- *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	Financial training in accordance with the RO Act
Secretary	Justin T Mayfield	Ground Floor, 27 Peel Street, South Brisbane, Queensland 4101	Aircrew Officer	Completed
Chairman	Johannes Jacobus Peter Teutscher	As above	Aircrew Officer	Completed
Deputy Chairman	Ian Andrew Turner	As above	Aircrew Officer	Completed
Treasurer	David Allen Saunders	As above	Aircrew Officer	Completed
General Committee Member	Travis Gibson	As above	Aircrew Officer	Completed
General Committee Member	Justin Robson	As above	Aircrew Officer	Completed
General Committee Member	Povilas Darius Kalade	As above	Aircrew Officer	Completed