



22 March 2018

Mr Justin Mayfield
Secretary
Australian Aircrew Officers Association
office@aoaaustralia.org

Dear Mr Mayfield,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for [E2017/265]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are provided for in the RO Act.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Aircrew Officers Association must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;
 - the postal address of the person (generally the postal address of the organisation); and

- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Christine Hibberd
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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. *[include OLD name and address and NEW name and address of every branch that has changed]*
 2. ...
- 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 [DATE] the following branch[es]:³
 - COMMENCED operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*

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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[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 [*insert as many pages as required*]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

Insert date of report

Post-election Report

**Australian Aircrew Officers Association
E2017/265**

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Election(s) Covered in this Report

Election Decision No/s: E2017/265

Rules

Rules used for the election:	Rule 39 (Nominations) Rule 40 (Declaration) Rule 46 (Register of Members)
Rules difficult to apply/interpret:	(None)
Module Rule reference (if any)	(N/A)

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: *There were no irregularities identified.*

Attachments

- 1) Declaration of Results for Uncontested Offices



David McKenzie
Returning Officer

13 March 2018



Declaration of Results
Australian Aircrew Officers Association

DECLARATION OF RESULTS FOR UNCONTESTED OFFICES

Results of the election **E2017/265** for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Chairman (1 position)

Candidate

Johannes Jacobus Peter TEUTSCHER

Vice President (1 position)

Candidate

Ian TURNER

Secretary (1 position)

Candidate

Justin MAYFIELD

Treasurer (1 position)

Candidate

David Allen SAUNDERS

General Committee Members (3 positions)

Candidates

Travis GIBSON

Justin ROBSON

Kuts KALADE

As the number of nominations accepted did not exceed the number of offices to be filled, I declare the above candidates elected.



David McKenzie
Returning Officer
Australian Electoral Commission

13 March 2018



DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

Australian Aircrew Officers Association
(E2017/265)

MR ENRIGHT

MELBOURNE, 8 JANUARY 2018

Arrangement for conduct of election.

[1] On 6 December 2017 the Australian Aircrew Officers Association lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Chairman	(1)
Deputy Chairman	(1)
Secretary	(1)
Treasurer	(1)
General Committee Member	(3)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE COMMISSIONER

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svc-adlib5

From: Justin Mayfield <justin.mayfield@hkalpa.org>
Sent: Friday, 5 January 2018 3:11 PM
To: ROC - Registered Org Commission
Subject: AAOA General Committee Strength Vote
Attachments: 20171206-AAOA-GC-number-voting-results.pdf

Gday ROC

Please find the attached vote result document required to authorise the AAOA General Committee strength for our upcoming election.

Kind regards,
Justin Mayfield
Secretary, AAOA



AOA Australia Online Voting Records

Meeting: GC Vote on the number of AAOA GC Members
 Voting Start Date: 06/12/2017
 Voting End Date: 13/12/2017
 Report Date: 13/12/2017


Membership Statistics

	Total	Percentage
GC at voting end date:	6	
No of GC who submitted a vote:	6	100 %
No of GC who did not submit a vote:	0	0 %

Voting Summary

No	Motion	Abs	For	% For	Against	% Against	Motion Carried?	% For of total
1	The AAOA GC resolves, in accordance with AAOA rule 24(b)(ii), to determine that the number of General Committee Members to hold office during the next succeeding term to be three (3). For the avoidance of doubt, when added to the four (4) Principal Officer positions, the total number making up the next succeeding General Committee will be seven (7).	0	6	100 %	0	0 %	Carried	100 %


 Authorised Signatory **J. TEUTSCHER**
 CHAIRMAN


 Authorised Signatory
JUSTIN MAXFIELD
 SECRETARY

(NB: percentage of votes cast for and against the motion do not include abstentions.)

svc-adlib5

From: Justin Mayfield <justin.mayfield@aoagroup.org>
Sent: Wednesday, 6 December 2017 4:56 PM
To: ROC - Registered Org Commission
Cc: AUS General; Peter Teutscher
Subject: E2017/265 AAOA Prescribed Information for Elections
Attachments: 20171206 AAOA PI Election Statement.pdf

Dear Registered Organisations Commission,

Please find attached the 'Prescribed Information For Elections' statement for the Australian Aircrew Officers Association (154N).

If you have any further questions do not hesitate to contact me.

Yours sincerely,
Justin Mayfield
Secretary, AAOA
M +61406011011

06 December 2017

Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001

By Email

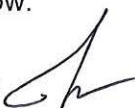
Dear Registered Organisations Commission

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*, REF E2017/265

I, Justin Trevor Mayfield, being the Secretary of the Australian Aircrew Officers Association, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Australian Aircrew Officers Association (154N).
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement **IS** lodged at least 2 months before nominations open for the election below.

Signed:

A handwritten signature in black ink, appearing to be 'J. Mayfield'.

Dated: 6 December 2017

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Justin Mayfield'.

Justin Mayfield

Encl.

ANNEXURE A - E2017/265

- Elections that are required:

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
Central	Chairman	1	DVS	Scheduled	All Financial Members (rule 39.c.)
Central	Deputy Chairman	1	DVS	Scheduled	All Financial Members (rule 39.c.)
Central	Secretary	1	DVS	Scheduled	All Financial Members (rule 39.c.)
Central	Treasurer	1	DVS	Scheduled	All Financial Members (rule 39.c.)
Central	General Committee Member	3	DVS	Scheduled	All Financial Members (rule 39.c.)

- Important dates:

	Direct Voting System	Collegiate Electoral System
Ballot OPEN	<i>Must remain open for at least 21 days; and no longer than 49 days. (rule 39.s.i.)</i>	<i>Not applicable</i>
Nominations OPEN	<i>To be determined by the returning officer. Not specified in association rules, but in or around March 2018.</i>	<i>Not applicable</i>
Nominations CLOSE	<i>The closing day must be at least 28 days after notice is given under sub-rule (g). (rule 39.e.ii.)</i>	<i>Not applicable</i>
Roll of Votes cut-off date	<i>7 days before the day on which nominations for the election open (rule 39.l.ii.)</i>	<i>Not applicable</i>

From: LYNCH,Sam
Sent: Wednesday, 6 December 2017 3:58 PM
To: 'justin.mayfield@aoagroup.org'
Subject: Election - courtesy letter [SEC=UNCLASSIFIED]

Hi Justin,

Thanks for your email, in response to your questions:

- 1) The relevant timeline will be determined by the AEC by reference to any applicable Australian Aircrew Officers Association's rules, and
- 2) Only the PI needs to be filled out, ROC staff will fill out the checklist on receipt of the PI.

Regards,

SAM LYNCH
Senior Adviser
Compliance
Registered Organisations Commission

Tel: (03) 9954 2949
Sam.lynch@roc.gov.au

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www.roc.gov.au



Australian Government
Registered Organisations Commission

Please consider the environment before printing this message

From: Justin Mayfield [<mailto:justin.mayfield@aoagroup.org>]
Sent: Wednesday, 6 December 2017 1:41 PM
To: LYNCH,Sam
Subject: Re: Election - courtesy letter

Good Afternoon Sam,

I am just trying to finalize the prescribed information statement for election for the Australian Aircrew Officers Association. I had a few question in trying to finish our timeline;

1. Does the AEC or ROC have required period between the close of the nominations and the opening of the ballot (ie 7, 14, 21 days etc)?
2. Do AAOA also submit the ROC Election Checklist filled out with relivant information along with the PI statement?

Kind regards,
Justin Mayfield
AAOA Secretary

On Tue, Dec 5, 2017 at 2:46 PM, HKAOA Office <office@hkaoa.org> wrote:

----- Forwarded message -----

From: <Sam.lynch@roc.gov.au>
Date: Tue, Dec 5, 2017 at 1:34 PM
Subject: Election - courtesy letter
To: office@ausaoa.org

Please find attached correspondence from the Registered Organisations Commission. If you have any questions, or have received it in error, please call 1300 341 665.

Please consider the impact to the environment and your responsibility before printing this email. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender.



5 December 2017

Mr Johannes Teutscher
Chariman
Australian Aircrew Officers Association
By email: office@ausaoa.org

CC: AEC Returning Officer by email: industrial.elections@aec.gov.au

Dear Mr Teutscher,

Courtesy Letter - Election for offices [E2017/265]

The rules of the Australian Aircrew Officers Association indicate that an election for offices within the organisation is due to commence shortly for the:

- General Committee

It appears that nominations for the election for the above-named offices open in or around March next year.

Reminder: prescribed information must be lodged

This is a courtesy letter to remind you of your obligation to lodge information about the election (known as the 'prescribed information') pursuant to sub-sections 189(1) and (2) of the *Fair Work (Registered Organisations) Act 2009* (the 'Act'), for nominations opening in March, this would be required in the coming month. Prescribed information must be lodged with the Registered Organisations Commission (the ROC) two months before nominations open for the election.

If you do NOT agree that an election is due

If you have a different interpretation for the commencement of the election or the offices due for election under your rules, please let the ROC know on regorgs@roc.gov.au as soon as possible.

If you agree that an election is due

If you agree that an election is due, the prescribed information must be lodged within the month. The prescribed information should contain details of the election as required by regulation 138(1) of the *Fair Work (Registered Organisations) Regulations 2009* (the 'Regulations'), and any subsequent collegiate elections, if that is relevant. A sample of the prescribed information can be found on our website at <http://www.roc.gov.au/resources-and-decisions/fact-sheets-templates-and-webinars>.

The prescribed information should be emailed to regorgs@roc.gov.au. When lodging the prescribed information, please quote [E2017/265]

If you are unable to lodge the prescribed information on time

If your organisation believes that it will be unable to comply with the prescribed day as set out in the Regulations, it will need to apply to the Commissioner within the month for a later date. Such request will need to set out in detail the reason why your organisation is unable to comply with the requirement. While the Commissioner will consider such an application, there is no assurance that consent to a later day will be allowed.

Penalties apply

It should be noted Section 189(2) is a civil penalty provision. Failure for an organisation to lodge prescribed information at least two months before nominations open may result in legal proceedings being issued with the possibility of a pecuniary penalty being imposed upon an officer and/or the organisation.

The ROC intends to continue to provide reminders that an election is due as a courtesy. However failure to receive a reminder from the ROC cannot be relied on as a reason for late, incorrect or non-lodgment of prescribed information. The obligation to lodge prescribed information consistent with the Act and the rules of the organisation rests with the organisation.

Insufficient nominations

If there are insufficient nominations, or if a casual vacancy arises after the conduct of this election, then those unfilled or vacated offices must be filled in accordance the organisation's rules, and in any event in a timely manner.

Should you seek any clarification in relation to the above, please contact the ROC on regorgs@roc.gov.au.

Yours faithfully,

Sam Lynch
Registered Organisations Commission