



17 December 2018

Mr Chris Hewett
Secretary
Australian and International Pilots Association
chris.hewett@aipa.org.au

CC: Philip van den Heever

Dear Mr Hewett,

Notification of changes made to records [AR2018/56]

I acknowledge receipt of a Notification of Change to the office holders of the Australian and International Pilots Association.

This information was lodged with the Registered Organisations Commission (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 changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13/12/2018	N/A	Treasurer	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. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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 your 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.

Thank you for the notification.

Yours faithfully,

Alistair Hodgeman
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, Christopher Hewett, being the Secretary of the Australian and International Pilots 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: 13 December 2018

[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

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 italicised information: this is instructional or provided by way of example only*
- *the ROC 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 (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	<i>11 December 2018</i>	<i>Treasurer</i>	<i>Vacancy</i>	<i>Glen Hunter</i>	<i>c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020</i>	<i>Airline Pilot</i>



28 November 2018

Mr Chris Hewett
Secretary
Australian and International Pilots Association
chris.hewett@aipa.org.au

Dear Mr Hewett,

Notification of changes made to records [AR2018/56]

I acknowledge receipt of a Notification of Change to the office holders of the Australian and International Pilots Association.

This information was lodged with the Registered Organisations Commission (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 changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19/11/2018	N/A	President, Committee of Management members (6), Committee of Management member vacancy	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. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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Mandatory training

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Thank you for your correspondence.

Yours faithfully,

Kylie Ngo
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, Christopher Hewett, being the Secretary of the Australian and International Pilots 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: 19 November 2018

[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

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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 italicised information: this is instructional or provided by way of example only*
- *the ROC 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*
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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 (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	<i>13 November 2018</i>	<i>President</i>	<i>Murray Butt</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>

N/A	13 November 2018	President	Vacancy	Mark Sedgwick	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	13 November 2018	Treasurer	Adam Susz	Vacant	Vacant	Vacant
N/A	13 November 2018	Committee of Management Member	Juan Cameron	Vacant	Vacant	Vacant

N/A	13 November 2018	Committee of Management Member	Russell Gillson	Vacant	Vacant	Vacant
N/A	13 November 2018	Committee of Management Member	Matthew Klæbe	Vacant	Vacant	Vacant
N/A	13 November 2018	Committee of Management Member	Brett Newsham	Vacant	Vacant	Vacant

N/A	13 November 2018	Committee of Management Member	Adrian Salt	Vacant	Vacant	Vacant
N/A	13 November 2018	Committee of Management Member	Adam Susz	Vacant	Vacant	Vacant
N/A	13 November 2018	Committee of Management Member	Gordon Taylor	Vacant	Vacant	Vacant

N/A	13 November 2018	Committee of Management Member	Vacancy	Michael Armessen	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	13 November 2018	Committee of Management Member	Vacancy	Paul Bond	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	13 November 2018	Committee of Management Member	Vacancy	Mathew Evans	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

N/A	13 November 2018	Committee of Management Member	Vacancy	Mark Gilmour	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	13 November 2018	Committee of Management Member	Vacancy	Alexander O'Rourke	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	13 November 2018	Committee of Management Member	Vacancy	Gregory Pavlou	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

N/A	13 November 2018	Committee of Management Member	Vacancy	Brent Rooke	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
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18 April 2018

Mr Christopher Hewett
Secretary
Australian and International Pilots Association
Email: office@aipa.org.au

Dear Mr Hewett,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/56]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 14 March and 18 April 2018 of your 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 your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the Australian and International Pilots Association.

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

The Annual Return has now been filed and no further action is required in relation to this Annual Return. Annual Returns are publicly available on the website through [the List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Australian and International Pilots Association is encouraged to use this template if any changes occur.

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

Michael Moutevelis
Registered Organisations 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, Christopher Hewett being the Secretary of the Australian and International Pilots 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 Suite 6.01, Level 6, 247 Coward Street Mascot NSW 2020. The postal address of the organisation is Locked Bag 5747, Botany, NSW, 1455. 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 2198.³
 - 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

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)

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:⁴

1. *President (1), Vice-President (3), Vice-President (A Pilots) (1), Vice-President (Group Airlines) (1), Secretary, Assistant Secretary, Treasurer.*
2. *Committee of Management Members (20)*

- The organisation:

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

Signed:



Dated: 18 April 2018

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

⁴ s.230(1)(d); reg.147(e)

⁵ s.233(2); reg. 151

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*]:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Murray Butt	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Vice President	Jason Beavan	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Vice President	Brad Hodson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Vice President	Shane Loney	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Vice President ("A" Pilots)	Theron Busby	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Vice President (Group Airlines)	Darren Fielder	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Secretary	Christopher Hewett	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Assistant Secretary	Jason Lipson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Treasurer	Adam Susz	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Steven Anderson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Darren Arthur	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Mick Aspinall	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	David Backhouse	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Jason Beavan	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Theron Busby	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Murray Butt	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Juan Cameron	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Skye Campbell	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Darren Fielder	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Brett Flack	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Leigh Geddes	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Russell Gillson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Michael Glynn	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Christopher Hewett	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Brad Hodson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

Committee of Management	Glen Hunter	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Shane Ince	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Barry Jackson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Matt Klabe	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Jason Lipson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Shane Loney	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Jeff Lunt	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Franco Mascaro	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Andrew McCallum	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Todd Mickleson	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Jeff Munro	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Brett Newsham	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Phillip Peatfield	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	David Prosser	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Stewart Roche	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Adrian Salt	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Mark Sedgwick	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Adam Susz	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Gordon Taylor	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Chris Watling	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Cameron Wegemund	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Sean Winckel	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Steven Woods	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Douglas Worrall	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

1. **Captain Theron Busby is the only “A” Pilot who holds a position on the AIPA Committee of Management**
2. **AIPA does not have any Flight Engineers as members**



5 March 2018

Mr Philip van den Heever
Executive Director
Australian and International Pilots Association
Sent via email: philip.vandenneever@aipa.org.au

Dear Mr Hewett,

**Australian and International Pilots Association
Annual Return of Information for 2018 [AR2018/56]**

I refer to our letter dated 1 February 2018 reminding you of the obligation to lodge an Annual Return of Information (Annual Return). Please ignore this letter if you have lodged the Annual Return in the last few days.

When must you lodge the Annual Return?

The Annual Return 2018 must be lodged no later than **31 March 2018**.

What must you lodge?

Two signed declarations certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged along with copies of some of your records. The required declarations and records are set out in the table that follows this letter.

Please refer to our previous correspondence which provides information about maintaining the register of members, a recommendation that private information not be provided and which explains who must sign the declarations.

Consider using the ROC's template

The ROC provides a template Annual Return for an organisation without branches and a template Annual Return for an organisation with branches on our [Factsheets, templates and webinars](#) page. We recommend that you use this template to ensure that you make the correct declarations and include all the required information.

Failure to comply

Failure to comply with these obligations exposes your organisation to financial penalties (up to \$63 000 for a body corporate and \$12 600 for an individual per contravention), under s.305 of the RO Act.

Need more information?

If you require further information about an Annual Return you can refer to the [Annual returns](#) page on our website and, in particular, our Webinar slides. You can also contact the ROC by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au.

Yours sincerely



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

The following declarations and a copy of each of the following records must be lodged with the ROC between 1 January and 31 March each year.

Requirement	Details of requirement
Declaration regarding maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to ss.171A and 230(2)(b) of the RO Act which sets out certain circumstances where membership ceases to exist and when their names must be removed from the register, and s.172 which sets out when unfinancial members must be removed from the register
Declaration that correct statement of	A declaration stating by the Secretary or other prescribed officer that the copy of the records is a correct statement of the information contained in the records [s.233(1)(b)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
The number of members	A record of the number of members on 31 December in the previous year
The number of ineligible State members (if applicable)	If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and r.147(g)]

Obligation to notify of changes within 35 days

If there are any changes to the records listed above an organisation must, within 35 days of the change, lodge with the ROC, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151].



5 March 2018

Mr Chris Hewett
Secretary
Australian and International Pilots Association
Sent via email: chris.hewett@aipa.org.au

Dear Mr Hewett,

**Australian and International Pilots Association
Annual Return of Information for 2018 [AR2018/56]**

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What must you lodge?

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Please refer to our previous correspondence which provides information about maintaining the register of members, a recommendation that private information not be provided and which explains who must sign the declarations.

Consider using the ROC's template

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Failure to comply

Failure to comply with these obligations exposes your organisation to financial penalties (up to \$63 000 for a body corporate and \$12 600 for an individual per contravention), under s.305 of the RO Act.

Need more information?

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Yours sincerely



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

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Declaration that correct statement of	A declaration stating by the Secretary or other prescribed officer that the copy of the records is a correct statement of the information contained in the records [s.233(1)(b)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
The number of members	A record of the number of members on 31 December in the previous year
The number of ineligible State members (if applicable)	If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and r.147(g)]

Obligation to notify of changes within 35 days

If there are any changes to the records listed above an organisation must, within 35 days of the change, lodge with the ROC, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151].



1 February 2018

Mr Philip van den Heever
Executive Director
Australian and International Pilots Association

Sent via email: philip.vandenheever@aipa.org.au

Dear Mr van den Heever,

**Australian and International Pilots Association
Annual Return of Information for 2018 [AR2018/56]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian and International Pilots Association by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

Who must sign the declaration?

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

Who lodges the Annual Return of information?

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].



1 February 2018

Mr Chris Hewett
Secretary
Australian and International Pilots Association

Sent via email: chris.hewett@aipa.org.au

Dear Mr Hewett,

**Australian and International Pilots Association
Annual Return of Information for 2018 [AR2018/56]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian and International Pilots Association by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

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The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

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Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
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List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].



19 January 2018

Mr Chris Hewett
Secretary
Australian and International Pilots Association
chris.hewett@aipa.org.au

Dear Mr Hewett,

Notification of changes made to records [AR2018/56]

I acknowledge receipt of a Notification of Change to the office holders of the Australian and International Pilots Association.

This information was lodged with the Registered Organisations Commission (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 changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/01/2018	NA	Committee of Management Member has resigned, new member has been appointed	Yes

Late notifications

Please note that 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. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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, the details of which 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 must 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.

Thank you for your correspondence.

Yours faithfully,

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, Christopher Hewett, being the secretary of the Australian and International Pilots Association, declare:

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: 18 January 2018

*[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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	9 January 2018	Committee of Management Member	Maxford Thomson	Resignation	Sean Winckel	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot