



30 November 2021

David Backhouse  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

### Notification of changes – Action required

Dear David Backhouse,

We acknowledge receipt of a Notification of Change to the office holders of the Australian and International Pilots Association (**AIPA**) in matter AR2020/63.

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

I note that correspondence received on 17/11/2021 advised of a reporting omission following a review of archives at AIPA and that there had also been a disruption of reporting following a staff member leaving the organisation. However, it is also noted that AIPA has apologised for this error, put in place steps to avoid a recurrence and has responded promptly to advice given by the Registered Organisations Commission (ROC). No further action is required regarding this matter.

### 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 ROC'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 AR2020/63.

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 (s.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 ROC 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 ROC 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 ROC'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 ROC'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 (r 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 ROC 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@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24/11/2021	N/A	Committee of Management vacancies (3)	No - up to 546 days late

**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, David John Backhouse, 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.
3. I confirm that AIPA is filing this *Notification of changes to records* outside the normal time limit of 35 days from the date the relevant changes occurred.
4. After reviewing our archives, it has become apparent that AIPA did not file *Notifications of changes to records* after the following office holders tendered their resignations from their respective positions on the Committee of Management last year:

NAME	RESIGNATION DATE
Timothy Jarrold	22 April 2020
Jarrold Bryce	23 June 2020
Kristie Christian	21 July 2020

5. On 17 November 2021, I wrote to the Registered Organisations Commission (**AIPA's correspondence**) to advise that AIPA had become aware of these omissions and requested advice about how we could correct the mistake.
6. On 23 November 2021, Ms Christine Hibberd (Administration Officer at the Registered Organisations Commission) sent a preliminary response to AIPA's correspondence, advising AIPA that the first step to correcting its mistake would be to lodge a *Notification of changes to records* with the Registered Organisations Commission as soon as possible.
7. We seek to comply with the Registered Organisations Commission's advice by filing this declaration and the accompanying notification at Annexure A.

Signed:



David John Backhouse

Secretary

Dated: 24 November 2021

*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](mailto: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	Occupation of <u>New</u> Office Holder
N/A	22 April 2020	Committee of Management Member	Timothy Jarrold	N/A	N/A	N/A
N/A	23 June 2020	Committee of Management Member	Jarrod Bryce	N/A	N/A	N/A
N/A	21 July 2020	Committee of Management Member	Kristie Christian	N/A	N/A	N/A



19 April 2021

David Backhouse  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

### **Notification of changes – Action required**

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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 ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

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

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### **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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- [notification of change template](#)
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### **eLearning module – notifications of change**

The ROC 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@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

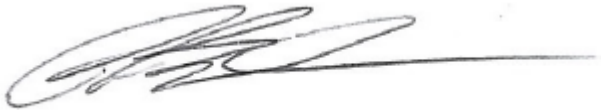
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19/01/2021	N/A	President, Committee of Management Member	Yes
10/02/2021	N/A	President, Vice President (3), Secretary, Assistant Secretary	Yes
16/02/2021	N/A	Committee of Management Members (5)	Yes

**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, David Backhouse, 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: 16 February 2021

*[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](mailto: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 :

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
N/A	10.2.2021	Committee of Management Member	Vacancy	Alexander Winslow	Suite 6.01, Level 6 247 Coward St Mascot NSW 2020	Pilot
N/A	10.2.2021	Committee of Management Member	Vacancy	Tal Lavee	Suite 6.01, Level 6 247 Coward St Mascot NSW 2020	Pilot
N/A	10.2.2021	Committee of Management Member	Vacancy	John Pavlou	Suite 6.01, Level 6 247 Coward St Mascot NSW 2020	Pilot
N/A	10.2.2021	Committee of Management Member	Vacancy	Anthony Lucas	Suite 6.01, Level 6 247 Coward St Mascot NSW 2020	Pilot
N/A	10.2.2021	Committee of Management Member	Vacancy	Rodney Duncan	Suite 6.01, Level 6 247 Coward St Mascot NSW 2020	Pilot

**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, David Backhouse, 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.
3. This document should be considered with reference to the notification of changes filed with the ROC on 19 December 2020.

Signed: 

Dated: 10 February 2021

*[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](mailto:regorgs@roc.gov.au).]*

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<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
N/A	9 February 2021	President	Brad Hodson	Murray Butt	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	9 February 2021	Vice President	Brad Hodson	Andrew Stahl	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	9 February 2021	Vice President	Jason Beavan	Barry Jackson	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	9 February 2021	Vice President	Shane Loney	Cathy Brown	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	9 February 2021	Secretary	Christopher Hewett	David Backhouse	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	9 February 2021	Assistant Secretary	Jason Lipson	Mathew Evans	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

**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.
  - Under Rule 41 of AIPA's registered rules, where a vacancy arises in the office of President, the vacancy shall be filled by appointment by and from the members of the Committee of Management at the next meeting of the Committee of Management held after such vacancy arises. Pending such meeting, a Vice President willing to serve shall act in that office.
  - Brad Hodson accepted to act in the office of President and is the subject of this notification of changes to record. A separate and further notification of changes to record will be filed, as required, after the office of President has been filled by the AIPA Committee of Management at its next meeting pursuant to Rule 41. The next meeting is on 9 February 2021.
  - When Mark Sedgwick resigned from the AIPA Committee of Management, the unexpired part of the term of office relating to the vacant position did not exceed three-quarters of the term of the office. The casual vacancy was filled in accordance with rule 38(u)(ii) of the AIPA rules.

Signed:



Dated: 19 January 2020

*[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](mailto:regorgs@roc.gov.au).]*



**ANNEXURE A**

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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 (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	<p>17 December 2020 (Mark Sedgwick resigned)</p> <p>17 December 2020 (Brad Hodson accepted to act in the role)</p>	President	Mark Sedgwick	Brad Hodson	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
N/A	<p>17 December 2020 (Mark Sedgwick resigned)</p> <p>18 January 2021 (Shannon Kennedy accepted casual vacancy)</p>	Committee of Management Member	Mark Sedgwick	Shannon Kennedy	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot



5 January 2021

Christopher Hewett  
Secretary  
Australian and International Pilots Association  
Sent via email: office@aipa.org.au

Dear Christopher Hewett

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/63)**

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
05/08/2020	N/A	Committee of Management Member (1)	Yes
06/10/2020	N/A	Committee of Management Member (1)	Yes

**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.

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
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  - 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.
  - Please note that, when Luke Hilbert resigned from the AIPA Committee of Management, the unexpired part of the term of office relating to the vacant position did not exceed three-quarters of the term of the office. In accordance with rule 38(u)(ii) of the AIPA rules, the casual vacancy was offered to the next highest polling candidate from the same ballot, Kieran Conlon, who accepted the casual vacancy.

Signed:



Dated: 6 October 2020

*[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](mailto:regorgs@roc.gov.au).]*

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N/A	<p>2 October 2020 (Luke Hilbert resigned)</p> <p>2 October 2020 (Kieran Conlon accepted casual vacancy)</p>	Committee of Management Member	Luke Hilbert	Kieran Conlon	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
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  - Please note that, when Greg Pavlou resigned from the AIPA Committee of Management, the unexpired part of the term of office relating to the vacant position did not exceed three-quarters of the term of the office. In accordance with rule 38(u)(ii) of the AIPA rules, the casual vacancy was offered to the next highest polling candidate from the same ballot, Juan Cameron, who accepted the casual vacancy.

Signed:



Dated: 5 August 2020

*[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](mailto:regorgs@roc.gov.au).]*

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N/A	<p>24 July 2020 (Greg Pavlou resigned)</p> <p>4 August 2020 (Juan Cameron accepted casual vacancy)</p>	Committee of Management Member	Greg Pavlou	Juan Cameron	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot



3 August 2020

Christopher Hewett  
 Secretary  
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 Sent via email: office@aipa.org.au

Dear Christopher Hewett

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20/07/2020	N/A	Treasurer	Yes

**Officer Induction Kit**

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Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

GPO Box 2983, Melbourne VIC 3001  
 Telephone: 1300 341 665 | Email: regorgs@roc.gov.au  
 Website: [www.roc.gov.au](http://www.roc.gov.au)



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Signed:



Dated: 20 July 2020

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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 (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	14 July 2020	Treasurer	Vacancy	Paul Bond	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot



17 July 2020

Christopher Hewett  
Secretary  
Australian and International Pilots Association  
Sent via email: office@aipa.org.au

Dear Christopher Hewett

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/63)**

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
16/06/2020	N/A	Treasurer	Yes

**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.

Thank you for your correspondence.

Yours sincerely

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au  
Website: [www.roc.gov.au](http://www.roc.gov.au)

**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: 16 June 2020

*[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](mailto: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:

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	9 June 2020	Treasurer	Gregory Pavlou	Vacancy	c/- The Australian and International Pilots Association, Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot



**Australian Government**  
**Registered Organisations Commission**

20 April 2020

Christopher Hewett  
Secretary  
Australian and International Pilots Association  
Sent via email: [office@aipa.org.au](mailto:office@aipa.org.au)

Dear Christopher Hewett

**The Australian and International Pilots Association's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your Annual Return and Review Outcome**

Year 2020  
Matter number AR2020/63  
Lodgement date 23 March 2020  
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 ROC 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 ROC website.**

## **The ROC's risk-based approach**

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

## **Do you have questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

**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.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 2,300.<sup>3</sup>
  - 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.

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<sup>1</sup> s.230(1)(d); reg.147(d)

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

<sup>3</sup> s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup>
  - *President (1), Vice-President (3), Vice-President (A Pilots) (1), Vice-President (Group Airlines) (1), Secretary, Assistant Secretary, Treasurer.*
  - *Committee of Management causal vacancy elections (2)*
  
- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated: 23 March 2020

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto: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 change<sup>5</sup>.]*

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<sup>4</sup> s.230(1)(d); reg.147(e)

<sup>5</sup> 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:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Mark Sedgwick	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)	Philip Peatfield	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	Greg Pavlou	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Michael Armessen	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	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	Paul Bond	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Cathy Brown	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Jarrold Bryce	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	Brolin Castellino	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Kristie Christian	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Mathew Evans	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Kristan Foo	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Mark Gilmour	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	Luke Hilbert	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	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	Timothy Jarrold	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Gerard Jones	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	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	Jeff Munro	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Greg Pavlou	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	Stewart Roche	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Gareth Rogers	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Brent Rooke	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Kurt Schweighoffer	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	Andrew Stahl	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	Mark Williams	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	James Wirth	Suite 6.01, Level 6, 247 Coward Street MASCOT NSW 2020	Airline Pilot
Committee of Management	Robert Woodbury	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**