



23 August 2018

Mr Simon Lutton
General Manager
Australian Federation of Air Pilots

Sent via email: admin@afap.org.au

Dear Mr Lutton,

Notification of changes made to records [AR2018/15]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots.

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	Change	Within prescribed period (Yes/No). If No, how many days late
16 March 2018	Jonathan Wenzel resigned as Eastern Council Committee Member and Eastern Council Committee Secretary Rohan Smith resigned as Vice-Chair of Cobham Council and became Chair	Yes
23 March 2018	Matthew O'Keeffe resigned as National Council Committee Member and National Council Committee Convention Representative	Yes
26 March 2018	Rowan Ward became Cobham Council Vice-Chair	Yes
17 May 2018	Lloyd Baum became National Council Committee Member	Yes
20 August 2018	Robert Close became National Council Committee Member and National Council Convention Representative Lloyd Baum resigned as National Council Committee Member	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 an organisation open to Federal Court proceedings. I also note that the above Notifications of Change were lodged on time.

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 your correspondence.

Yours faithfully,



Sam Gallichio
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, David Booth, being the President of the Australian Federation of Air Pilots, at 132 Albert Rd,
South Melbourne, Victoria, 3205, 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 is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



David Booth
President
Australian Federation of Air Pilots

26 March 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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
Cobham Council	21/3/2018	Cobham Council Committee - Vice Chair	Vacant	Casual vacancy appointment	Rowan Ward	c/o Australian Federation of Air Pilots 132- 136 Albert Rd, South Melbourne, VIC 3205	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***

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Signed:



David Booth
President
Australian Federation of Air Pilots

23 March 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

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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
<i>National Council</i>	<i>7/3/2018</i>	<i>National Council Committee Member</i>	<i>Matthew O'Keeffe</i>	<i>Resignation from employer</i>	<i>Vacant</i>		
<i>National Council</i>	<i>7/3/2018</i>	<i>National Council Convention Representative</i>	<i>Matthew O'Keeffe</i>	<i>Resignation from employer</i>	<i>Vacant</i>		

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)
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 - A list of changes to offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



David Booth
President
Australian Federation of Air Pilots

16 March 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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.

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<i>Eastern Pilot Council</i>	<i>15/2/2018</i>	<i>Eastern Council Committee Member</i>	<i>Jonathan Wenzel</i>	<i>Resignation from employer</i>	<i>Vacant</i>		
<i>Eastern Pilot Council</i>	<i>15/2/2018</i>	<i>Eastern Council Committee Secretary</i>	<i>Jonathan Wenzel</i>	<i>Resignation from employer</i>	<i>Vacant</i>		
<i>Cobham Pilot Council</i>	<i>16/2/2018</i>	<i>Cobham Council Chair</i>	<i>Rohan Smith - please note that this was initially a temporary appointment to the position of Chair in accordance with Rule 5.15(b) until such time as an election was held (in accordance with Rule 4.4(b)(ii)).</i>	<i>Election declaration attached - 2017/203</i>	<i>Rohan Smith</i>	<i>Level 4, 132- 136 Albert Road, South Melbourne</i>	<i>Commercial Pilot</i>
<i>Cobham Pilot Council</i>	<i>16/2/2018</i>	<i>Cobham Council Vice Chair</i>	<i>Rohan Smith</i>	<i>The Vice Chair position is now vacant as Rohan Smith has been elected Committee Chair - E2017/203</i>			



21 November 2017

General Manager
Australian Federation of Air Pilots
admin@afap.org.au

Dear General Manager,

Notification of changes made to records [AR2017/16]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots.

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
20/11/2017	National Council	Resignation of Committee Member/Convention Representative	Yes
20/11/2017	Jetstar Council	Resignation of Committee Member	Yes
20/11/2017	Cobham Council	New Committee Member	Yes

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***

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1. I am authorised to make this declaration.
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 - A list of changes to offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



David Booth
President
Australian Federation of Air Pilots

20 November 2017

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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
National Council	24/10/2017	Committee Member	Andrew Norris	Resignation	N/A		
National Council	24/10/2017	Convention Representative	Andrew Norris	Resignation	N/A		
Jetstar Council	14/11/2017	Committee Member	Daniel Blakemore	Change of employment position	N/A		
Cobham Council	16/11/2017	Committee Member	Vacant (previously held by Nick Hayes)	AEC Election - 2017/203	Michael London	L4, 132-136 Albert Rd, South Melbourne, VIC	Commercial Air Pilot

From: ROC - Registered Org Commission
Sent: Thursday, 12 October 2017 3:40 PM
Subject: Education and advice campaign - notification of changes to records within prescribed timeframe [SEC=UNCLASSIFIED]
Attachments: Letter to orgs_Notifications of Change.pdf; Fact Sheet_Notification of changes.pdf; Guidance Note_notifications of change.pdf; Legislative Summary_Notifications of Change.pdf

Good afternoon,

Please find attached correspondence for the Secretary or other prescribed office holder, providing education and advice regarding the obligation to notify the Registered Organisations Commission (the ROC) of changes to the records of a registered organisation.

Kind regards,

Office of the Registered Organisations Commission

Tel: 1300 341 665
regorgs@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000



Australian Government
Registered Organisations Commission

Did you know? We have a free email subscription service to send out important updates and newsletters. [Subscribe here](#)



12 October 2017

Dear Secretary (or prescribed office holder),

Education and advice campaign - the obligation to notify the ROC of changes to records within the prescribed statutory time frame

I write on behalf of the Registered Organisations Commissioner to advise you about an education and advice campaign being conducted by the Registered Organisations Commission (ROC) which is designed to encourage all registered organisations and their office holders to comply with the statutory obligation to lodge timely notifications of changes to records, contained in section 233(2) of the *Fair work (Registered Organisations) Act 2009* (the RO Act).

The ROC has become increasingly concerned about systemic contraventions of s.233(2) in which the lodgement of notifications are repeatedly weeks, months or even years late, or have not been lodged at all. Contraventions of this provision can give rise to risks for registered organisations and their members as a result of reduced transparency and accountability, and can expose the organisation to potential civil penalty proceedings.

As an independent regulator, the ROC's approach seeks to be fair, proportionate, objective and evidence-based. The ROC considers that compliance with statutory obligations is essential to ensure that registered organisations function efficiently, effectively and transparently.

The importance of timely notifications

The statutory obligation on registered organisations to notify the ROC of particular changes to records under s.233(2) of the RO Act has been part of the regulatory scheme in various forms for over 100 years and is currently a civil penalty provision, which means that registered organisations or their prescribed office holders may be potentially liable for any breaches.

The obligation is essential for a number of reasons including that:

- It assists members to participate in the democratic functioning and control of their organisations;
- Enables the regulator to publish information about who current office holders are; and
- It promotes accountability of office holders who are managing the funds and assets of registered organisations.

Registered organisations represent the interests of approximately 2 million members nationally. It is essential that timely information about the identity of relevant office holders is lodged in compliance with the RO Act so that the regulator and each organisation's members can be aware of which office holders are exercising management and financial responsibilities in their organisations.

The ROC and its predecessors have published the lists of office holders of registered organisations on the relevant agency's public website since at least 2003. The ROC also publishes all notifications about changes to the branches, office addresses and office holders of registered organisations lodged under s.233(2) of the RO Act. The publication of this information provides transparency to members and the general public and facilitates accountability.

Educational reference documents

The ROC is committed to providing education, assistance and advice to registered organisations as part of the functions set out in s.329AB of the RO Act. Our primary educational goal is to maximise voluntary compliance with statutory obligations under the RO Act, to promote the effective governance, accountability and transparency of registered organisations and to thereby reduce the need for enforcement action.

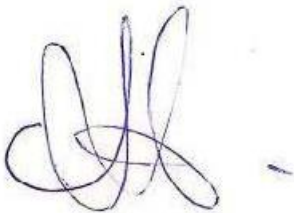
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- Guidance Note – a quick reference guide in the form of a table, using scenarios where organisation staff and office holders may be unsure if they are obliged to notify changes. The table contains references to all relevant legislative provisions;
- Fact Sheet – a separate fact sheet outlining the types of changes that need to be notified and what needs to be included with the notification;
- Legislative Summary – a brief summary of the history of the legislative provision to notify changes, included for the purpose of understanding the historical context of the obligation.

In addition, the ROC will continue its ongoing practice of providing courtesy reminder correspondence about the requirement to notify changes to office holders, whenever we are provided with election results from the Australian Electoral Commission (**AEC**). Further, the ROC proposes to audit and continue to review compliance with this important statutory obligation.

Should you have any questions or feedback in relation to this correspondence, I can be contacted on 1300 341 665 or via regorgs@roc.gov.au.

Yours faithfully,



Chris Enright
Executive Director
Registered Organisations Commission



Fact sheet

Notification of changes

The *Fair Work (Registered Organisations) Act 2009* requires organisations of employers and employees to annually lodge certain information to the Registered Organisations Commission (the ROC). In addition, whenever any changes occur in relation to certain records, registered organisations are required to lodge a notification of change to the ROC. The change must be lodged within 35 days after the change occurs.

Records requiring notifications of any changes

If any of the following records change, the organisation must notify the ROC of the change within 35 days after the change occurs:

- the list of offices in the organisation or in a branch of the organisation
- the name, postal address or occupation of a person holding office
- the name of a branch of the organisation
- the commencement or cessation of a branch of the organisation
- the address of the office of the organisation, or the address of the office of a branch of the organisation

What does the ROC do with the information?

Records including the above information are required to be lodged by each organisation by 31 March in each year in the Annual Return of Information. Annual Returns are published under the corresponding organisation on the ROC website. This information can be found by clicking on the 'Find a Registered Organisation' tab. Notifications of changes are published in descending date order within the corresponding year's annual return document. This enables members to view the changes with reference to the complete list of office holders.

When changes must be notified

Details of any changes must be notified within 35 days after the change occurs, as prescribed by regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009*.

What needs to be included?

NOTE: *The ROC recommends use of the sample Notification of Changes template, as provided below, to help ensure that all of the required details are included in a notification of change*

- The notification must be lodged with a declaration signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to

the statutory body. The declaration must contain a statement that the information lodged is a correct statement of the changes made.

- The notification must include details of each relevant office/office holder/branch to which the changes have occurred.
- The notification must include the date the change occurred and clearly specify what the change was.
- The notification must indicate the date on which the changes occurred, as this pertains to the obligation to lodge the notification within 35 days of the change.
- For changes to office holders the following details are also required:
 - The title of the relevant office
 - The name of each new or former office holder
 - the postal address of each new office holder. For privacy reasons, the ROC recommends using the postal address of the relevant organisation/branch, rather than the residential address of the person.
 - The occupation of each new office holder
- For new branches the street address (not just a postal address) must be included.

Who can sign the declaration?

The declaration must be signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to the statutory body. A sample declaration template is provided below under 'sample notification of change template'.

If an organisation is divided into branches or divisions, the notification of change may be made by a national office holder or the relevant branch or division office holder, depending on who has authority under the rules of the organisation to do so.

Sample Notification of Changes Template

The sample notification of change template provided below includes a sample declaration template and a sample notification table. The ROC recommends use of these documents to help ensure that all of the required information is provided.

- [Sample notification of change template](#)

Find out more

- Guidance Note – ROC Quiz Answers - Notifications of Change
- Legislative Summary – Notifications of Change
- [ROC Internal Checklist – Notifications of change](#)
- [Fact Sheet – Records to be kept by registered organisations](#)
- [Fact Sheet – Records to be lodged annually by registered organisations](#)

For instructions on how to lodge a notification of changes with the ROC, please refer the [Lodging Documents](#) section of our website.



Guidance Note

Notifications of Change ROC Quiz

<u>Question</u>	<u>Answer</u>	<u>Reference</u> * RO Act = Fair Work (Registered Organisations) Act 2009; * RO Regs = Fair Work (Registered Organisations) Regulations 2009).
1. Do organisations need to lodge a notification of changes <i>IF</i>:		
a) An elected office holder resigned but the term of office was almost over	YES – any change to the list of office holders of the organisation or a branch of the organisation must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(b) of the RO Act; • Reg.151 of the RO Regs
b) A person leaves an office but the person replacing them will not commence for a few weeks	YES – this requires <u>two</u> notifications – one for the office holder leaving, and one for the person replacing them. If both changes can be notified within 35 days of the earliest change, they can be included together in just one notification, however, we recommend notifying each change as soon as possible after it occurs in order to ensure compliance.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
c) An elected national office holder relocated to a different state	YES – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
d) A branch relocated to different premises	YES – any change to the office name or address of the organisation, or of a branch of the organisation, must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(d) of the RO Act; • Reg.147(d)(ii) of the RO Regs; • Reg.151 of the RO Regs
e) The Secretary’s telephone number or email address changed	Not required under the legislation – however, it is beneficial to update us with any changes to contact details so we can provide alerts for upcoming lodgement dates and other important information. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	N/A
f) A Branch office changed its’ telephone number or	Not required under the legislation – however, it is beneficial to keep	N/A

	preferred email address	us updated with relevant contact details to facilitate ROC alerts for upcoming lodgement dates and other important information updates. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	
	g) The AEC has recently provided a declaration of results for an election to the organisation and the email shows that it was also sent to the ROC by the AEC	YES – the organisation is still required to formally notify the ROC of any <u>changes</u> to the list of office holders in the organisation or any of its’ branches. If an election results in any changes to the people holding offices, those changes must be formally notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	h) An entire branch is abolished	YES - the organisation is required to notify the ROC of any changes to its’ list of branches; any changes to the list of offices in a branch of the organisation; and any changes to the list of names, postal addresses and occupations of people holding those offices	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Sections 230(1)(b), (c) and (d) of the RO Act; • Regs.147(a), (c) and (e)(ii) of the RO Regs; • Reg.151 of the RO Regs
	i) A person is re-elected to the same office they already held, and they are listed in the most recent annual return list of office holders	NO – only changes need to be notified to the ROC	N/A
	j) A person is re-elected, but to a different office	YES – any <u>changes</u> to the list of office holders in the organisation or any of its’ branches needs to be notified to the ROC within 35 days.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	k) A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	YES – members of the Committee of Management are officers as defined in the Act. Any changes in relation to such offices must be lodged within 35 days of the date the change took place.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 9 of the RO Act; • Reg.151 of the RO Regs
	l) A person resigned but it won’t take effect for three months	NOT YET – a notification of change needs to be lodged within 35 days after the change takes effect. This means it must be lodged between the day it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	m) A person has been elected but they won’t take office until a set date in the future	NOT YET – a notification of change needs to be lodged after the change takes effect. It must be lodged between the date it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	2. What needs to be included in the notification?	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.147 of the RO Regs

	office holder, this will include the date the change occurred, the title of the relevant office, the name of the relevant person/people, whether they have ceased or commenced office, the postal address of the person / people (we recommend using the relevant organisation/branch address for privacy reasons), and the title of the occupation of the person / people. We recommend using the Notification of Changes template , which is available on the Notification of Changes page of the ROC website.	
Do organisations need to lodge:		
An amended list of all of the officers	NO – only details of the changes need to be lodged. If you lodge the entire list again and do not identify the changes staff of the ROC will ask you to specify what the changes are and when they occurred	<ul style="list-style-type: none"> Section 233(2) of the RO Act
Officers' names	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' occupation titles	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' <i>home</i> addresses	NO – please do not lodge their home addresses. The ROC publishes all of the returns on the website – please list their professional addresses	N/A
Officers' <i>professional</i> addresses	YES – this can be the address of the Union or Employer Association, or the relevant branch	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
<u>ONLY</u> the changes to the President, Treasurer, Vice President and Secretary	NO – notifications of change are required in relation to <u>all offices</u> in which a change has occurred. Offices include Committee of Management Members (however named - including, for example, Directors of the Board)	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act; Section 9 of the RO Act;
A soft copy by email and a hard copy by post	NO – the ROC only requires one lodgement and email is the preferred method. The email address to lodge the notifications is regorgs@roc.gov.au .	N/A
Copies of resignations	NO – proof of leaving office is only required for evidence in relation to casual vacancy election matters. Evidence is not required in relation to notifications of changes.	N/A
Does it need to be signed?	YES – the notification must accompany a declaration stating that the copy of records lodged is a	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Reg.150 of the RO Regs

	correct statement of the changes made. The declaration must be signed by the Secretary or another current officer whose duties under the rules include lodging required information to the statutory body.	
3. Elections and Notifications of change		
a) If an officer resigns do organisations need to lodge the Prescribed Information for a casual vacancy election separately to the notification of changes?	YES – the notification process is completely separate to the election process. Notification of a vacant office does not cause an election process to automatically start. For information about lodging Prescribed Information for elections, see the Elections page of the ROC website.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;
b) Do organisations need to advise the ROC about changes even when the ROC has been provided with the declaration of results for an election by the AEC?	YES – it is one of the statutory obligations of organisations to notify the ROC, in writing, of any changes to the records the organisation has lodged. The AEC declaration of results provides the names of office holders elected, but does not indicate whether this constitutes a change to the list of office holders that the organisation lodged with the annual return.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act
c) If evidence of a vacancy has already been provided to the organisation for an election matter, is it still necessary to lodge a notification of the change?	YES – the notification of changes process and requirements are completely separate to those of the election process.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;



Guidance Note

Summary and Historical Context of the Legislative Provisions

A brief explanation of the historical context surrounding the reporting obligation to notify changes is provided below. This information is intended to promote a better understanding of the reporting obligation, as well as an understanding of some of the purposes of the obligation.

As an overview, the statutory requirement for federally registered organisations to notify the relevant regulator of changes to records:

- appears to have been part of the relevant legislative scheme for over a century,
- has varied in terms of the time periods allowed for the changes to be notified to the relevant regulator,
- is an essential, fundamental and appropriate statutory obligation which provides transparency to members and the regulator.

Summary of the current provisions relevant to notifications of changes

'RO Act' means *Fair Work (Registered Organisations) Act 2009*.

'RO Regs' means *Fair Work (Registered Organisations) Regulations 2009*.

Subsection 233(2) of the RO Act provides that:

An organisation must, within the prescribed period, lodge with the Commissioner notification of any change made to the records required to be kept under paragraphs 230(1)(b), (c) and (d), certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made.

Civil penalty: 60 penalty units.

Subsections 230(1)(b), (c) and (d) of the RO Act provide that:

- (1) An organisation must keep the following records:
 - (a) a list of the offices in the organisation and each branch of the organisation;
 - (c) a list of the names, postal addresses and occupations of the persons holding the offices;
 - (d) such other records as are prescribed.

Regulation 147 of the RO Regs provides that:

For paragraph 230(1)(d) of the Act, the following records are prescribed in relation to an organisation:

- (a) a record of the name of each branch of the organisation;
- (b) a record of the name of each branch that commenced operation in the previous 12 months;
- (c) a record of the name of each branch that ceased operation in the previous 12 months;

- (d) a record of the address of:
 - (i) the office of the organisation; and
 - (ii) the office of each branch of the organisation;
- (e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:
 - (i) for an office in the organisation; and
 - (ii) for an office in a branch of the organisation;
- (f) a record of the number of members on 31 December in the previous year;
- (g) if the organisation has entered into an agreement mentioned in subsection 151(1) of the 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 section 150 of the Act.

Regulation 151 of the RO Regs provides that:

For subsection 233(2) of the Act, for the lodgment of notification of any change to the records, the period of 35 days, beginning on the day after the day when the change is made, is prescribed.

Section 5 of the RO Act provides that:

The standards set out in this Act:

- (a) ensure that employer and employee organisations registered under this Act are representative of and accountable to their members, and are able to operate effectively; and
- (b) encourage members to participate in the affairs of the organisations to which they belong; and
- (c) encourage the efficient management of organisations and high standards of accountability of organisations to their members; and
- (d) provide for the democratic functioning and control of organisations; and
- (e) facilitate the registration of a diverse range of employer and employee organisations.

Brief chronological history of the legislative provision

1913 - The history of the provision for registered organisations to notify changes to relevant statutory body can be traced back to 1913. The *Conciliation and Arbitration Regulations 1913*, contained the 'Returns of Officers' provision at regulation 19, which required updates of lists of office holders to be provided within 14 days of any change.

1928 - The *Conciliation and Arbitration Regulations 1928* contained requirements relating to records at regulation 20 and this requirement bears similarity to the obligation set out in s 233(2) of the current RO Act. From 1928, the statutory requirement in accordance with regulation 23 was that changes to the records of registered organisations were to be filed with the relevant regulator within 14 days.

1989 - In 1989, the obligation on a registered organisation to notify the relevant regulator of changes to office holders was found in regulation 131, and notifications of changes were required to be lodged within 35 days. The requirement transitioned into the *Industrial Relations Act 1988* by virtue of section 268(4) taking effect in March 1989.

1988 - The *Industrial Relations Act 1988* was replaced by the *Workplace Relations Act 1996*.

2002 - The *Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002* placed the reporting obligations of registered organisations into a separate schedule. This amendment introduced Schedule 1B to the *Workplace Relations Act 1996*, which was the original RAO (*Registration and Accountability of Organisations*) Schedule. The RAO schedule included section 233 which is very similar to the provision in s.233(2) of the current RO Act.

2009 - The RAO schedule later became the *Fair Work (Registered Organisations) Act 2009*.



30 August 2017

General Manager
Australian Federation of Air Pilots
admin@afap.org.au

Dear General Manager,

Notification of changes made to records [AR2017/16]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
25/08/2017		New Council Committee Member for Sunstate (1) New Council Committee Members for Eastern (2)

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

Section 293K of 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 contained in the RO Act.

Thank you for the notification.

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, David Booth, being the President of the Australian Federation of Air Pilots, declare the following:

- I am authorised to make this declaration.
- 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*:
 - i. 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:



David Booth

AFAP President

Dated: 25 August 2017

*[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>Sunstate</i>	<i>11 August 2017 E2017 - 108</i>	<i>Council Committee Member</i>	<i>Vacant</i>	<i>Richard Copland</i>	<i>c/o AFAP, L4 132 -136 Albert Rd, South Melbourne, VIC, 3205</i>	<i>Pilot</i>
<i>Eastern</i>	<i>3 July 2017 E2017 - 108</i>	<i>Council Committee Member</i>	<i>Vacant</i>	<i>Alastair Campbell</i>	<i>c/o AFAP, L4 132 -136 Albert Rd, South Melbourne, VIC, 3205</i>	<i>Pilot</i>
<i>Eastern</i>	<i>3 July 2017 E2017 - 108</i>	<i>Council Committee Member</i>	<i>Vacant</i>	<i>Shabbir Parekh</i>	<i>c/o AFAP, L4 132 -136 Albert Rd, South Melbourne, VIC, 3205</i>	<i>Pilot</i>



18 April 2017

General Manager
Australian Federation of Air Pilots
admin@afap.org.au

Dear General Manager,

Notification of changes made to records [AR2017/16]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
6/04/2017		Two resignations from Eastern Council Committee One resignation from Sunstate Council Committee

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require 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 should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Christine Hibberd
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
Facsimile: (03) 9655 0410
Internet: www.fwc.gov.au

**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 Booth, being the President of the Australian Federation of Air Pilots, at 132 Albert Rd,
South Melbourne, Victoria, 3205, 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 is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



David Booth
President
Australian Federation of Air Pilots

6 April January 2017

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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
<i>Eastern Pilot Council</i>	<i>7/3/2017</i>	<i>Eastern Council Committee Member</i>	Cameron Bailey	<i>No longer employed by Eastern</i>			
<i>Eastern Pilot Council</i>	<i>8/3/2017</i>	<i>Eastern Council Committee Member</i>	Luke Ford	<i>No longer employed by Eastern</i>			
<i>Sunstate Pilot Council</i>	<i>17/3/2017</i>	<i>Sunstate Council Committee Member</i>	Matthew Vaughan	<i>No longer employed by Sunstate</i>			



22 March 2017

Captain David Booth
President
Australian Federation of Air Pilots

via email: admin@afap.org.au

Dear Captain Booth,

Annual Return of Information for 2017 [AR2017/16]

I acknowledge receipt on 21 February 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of Australian Federation of Air Pilots.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/registered-organisations/find-registered-organisations>.

Notifications of Change

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

Yours sincerely

Sarah Wilkin
Regulatory Compliance Branch

DECLARATION

I, David Eric Martin Booth, President of the Australian Federation of Air Pilots Level 4, 132-136 Albert Road, South Melbourne in the State of Victoria, do solemnly and sincerely declare that:

1. The register of Members has, during the calendar year 2016, been kept and maintained as required by section 230 of the Fair Work (Registered Organisations) Act 2009;
2. Attachment "A" contains a correct list of the Officers in the Federation and each council of the Federation, the address of each council of the Federation, and the names and addresses of all persons holding Offices. All of these office holders are in accordance with the Rules of the Offices. All of these office holders, are, in accordance with the Rules of the Federation, employed or normally employed as pilots, or are seeking employment as pilots;
3. Attachment "B" contains a record of each election that must, under the Rules of the Federation, be held during the year commencing 1 April 2017;
4. Attachment "C" contains a record of the councils that commenced or ceased operation in the previous 12 months.

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959 and its subsequent amendments and subject to the penalties provided by that Act, for the making of false statements on Statutory Declarations, conscientiously believing the statements contained in this Declaration to be true in every particular.



**Captain David Booth
President**

9 March 2017

CERTIFIED STATEMENT

I, Captain David Booth, President of the Australian Federation of Air Pilots, do hereby certify that the number of persons who were on 31 December 2016 financial members of the Federation was 3748.

A handwritten signature in black ink, appearing to read 'D. Booth', with a stylized flourish at the end.

**Captain David Booth
President**

9 March 2017

PRINCIPAL OFFICERS
4/132-136 Albert Road
South Melbourne VIC 3205

PRESIDENT *David Booth* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

VICE PRESIDENT MEMBERSHIP *Ben Bollen* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

VICE PRESIDENT ADMINISTRATION & FINANCE *Louise Pole* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

TECHNICAL DIRECTOR *Peter Gardiner* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

TRUSTEES *George Brown* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

John Absolon Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

Bryan Murray Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

VIRGIN COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *George Kailis* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

VICE CHAIRMAN *Rodney Aldridge* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

SECRETARY *Stuart Beveridge* Pilot
 4/132 Albert Road
 South Melbourne VIC 3205

CONVENTION REPRESENTATIVES

Vaughan Bradshaw Pilot
4/132 Albert Road
South Melbourne VIC 3205

Michael McGinnis Pilot
4/132 Albert Road
South Melbourne VIC 3205

Stuart Beveridge Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS

Rodney Aldridge Pilot
4/132 Albert Road
South Melbourne VIC 3205

Stuart Beveridge Pilot
4/132 Albert Road
South Melbourne VIC 3205

David Booth Pilot
4/132 Albert Road
South Melbourne VIC 3205

Vaughan Bradshaw Pilot
4/132 Albert Road
South Melbourne VIC 3205

Andrew Carson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Darren Gray Pilot
4/132 Albert Road
South Melbourne VIC 3205

Richard Hogg Pilot
4/132 Albert Road
South Melbourne VIC 3205

Wayne Jericho Pilot
4/132 Albert Road
South Melbourne VIC 3205

George Kailis Pilot
4/132 Albert Road
South Melbourne VIC 3205

Joseph Kirchner Pilot
4/132 Albert Road
South Melbourne VIC 3205

Brett Loeliger Pilot
4/132 Albert Road
South Melbourne VIC 3205

Michael McGinnis Pilot
4/132 Albert Road
South Melbourne VIC 3205

Aaron Philips Pilot
4/132 Albert Road
South Melbourne VIC 3205

Darren Smith Pilot
4/132 Albert Road
South Melbourne VIC 3205

Cameron Webb Pilot
4/132 Albert Road
South Melbourne VIC 3205

JETSTAR COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *Brook Armstrong* Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN *Ben Bollen* Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY *Alan Kilpatrick* Pilot
4/132 Albert Road
South Melbourne VIC 3205

CONVENTION REPRESENTATIVE *Christopher Gibson* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Alan Kilpatrick Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS *Brook Armstrong* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Ben Bollen Pilot
4/132 Albert Road
South Melbourne VIC 3205

Joe Eakins Pilot
4/132 Albert Road
South Melbourne VIC 3205

Christopher Gibson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Paul Hogan Pilot
4/132 Albert Road
South Melbourne VIC 3205

Alan Kilpatrick Pilot
4/132 Albert Road
South Melbourne VIC 3205

Andrew Stein Pilot
4/132 Albert Road
South Melbourne VIC 3205

Jeremy Vanderklift Pilot
4/132 Albert Road
South Melbourne VIC 3205

Damien Maloney Pilot
4/132 Albert Road
South Melbourne VIC 3205

Troy Lozo Pilot
4/132 Albert Road
South Melbourne VIC 3205

Daniel Blakemore Pilot
4/132 Albert Road
South Melbourne VIC 3205

EASTERN COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *Colin Terry* Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN *Timothy Glabatz* Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY *Jonathan Wenzel* Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS *Colin Terry* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Robert Anderson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Luke Ford Pilot
4/132 Albert Road
South Melbourne VIC 3205

Cameron Bailey Pilot
4/132 Albert Road
South Melbourne VIC 3205

Jonathan Wenzel Pilot
4/132 Albert Road
South Melbourne VIC 3205

Timothy Glabatz Pilot
4/132 Albert Road
South Melbourne VIC 3205

James Thorne Pilot
4/132 Albert Road
South Melbourne VIC 3205

SUNSTATE COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN

Rodney Millroy Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN

Russell Thompson Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY

Louise Pole Pilot
4/132 Albert Road
South Melbourne VIC 3205

CONVENTION REPRESENTATIVE

Jarrod Blaker Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS

Jarrod Blaker Pilot
4/132 Albert Road
South Melbourne VIC 3205

George Brown Pilot
4/132 Albert Road
South Melbourne VIC 3205

Ben Davis Pilot
4/132 Albert Road
South Melbourne VIC 3205

Rod Millroy Pilot
4/132 Albert Road
South Melbourne VIC 3205

David Nelson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Louise Pole Pilot
4/132 Albert Road
South Melbourne VIC 3205

Alexander Potter Pilot
4/132 Albert Road
South Melbourne VIC 3205

Russell Thompson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Matthew Vaughan Pilot
4/132 Albert Road
South Melbourne VIC 3205

REX COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN

Robin Darroch Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN

Mark Bennett Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY

Haydn Burgoyne Pilot
4/132 Albert Road
South Melbourne VIC 3205

CONVENTION REPRESENTATIVE

Vacant

COUNCIL COMMITTEE MEMBERS

Mark Bennett Pilot
4/132 Albert Road
South Melbourne VIC 3205

Haydn Burgoyne Pilot
4/132 Albert Road
South Melbourne VIC 3205

Robin Darroch Pilot
4/132 Albert Road
South Melbourne VIC 3205

Peter Gravitis Pilot
4/132 Albert Road
South Melbourne VIC 3205

NATIONAL COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *Richard Higgins* Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN *Robert Nicholson* Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY *Julian Hipwell* Pilot
4/132 Albert Road
South Melbourne VIC 3205

CONVENTION REPRESENTATIVE *Matthew O’Keeffe* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Julian Hipwell Pilot
4/132 Albert Road
South Melbourne VIC 3205

Philip Remilton Pilot
4/132 Albert Road
South Melbourne VIC 3205

Andrew Norris Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS *Richard Higgins* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Julian Hipwell Pilot
4/132 Albert Road
South Melbourne VIC 3205

Tom Nemeth Pilot
4/132 Albert Road
South Melbourne VIC 3205

Robert Nicholson Pilot
4/132 Albert Road
South Melbourne VIC 3205

Matthew O’Keeffe Pilot
4/132 Albert Road
South Melbourne VIC 3205

Philip Remilton Pilot
4/132 Albert Road
South Melbourne VIC 3205

Andrew Norris Pilot
4/132 Albert Road
South Melbourne VIC 3205

HELICOPTERS COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *Matthew Nielsen* Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN *David Croal* Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY *Vacant*

CONVENTION REPRESENTATIVES *Howie Croft* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Glenn Williams Pilot
4/132 Albert Road
South Melbourne VIC 3205

Matthew Leyden Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS *Simon Brough* Pilot
4/132 Albert Road
South Melbourne VIC 3205

David Croal Pilot
4/132 Albert Road
South Melbourne VIC 3205

Brett Hunter Pilot
4/132 Albert Road
South Melbourne VIC 3205

<i>Philip Jerry</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
<i>Mathew Leyden</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
<i>Troy Mussio</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
<i>Matthew Nielsen</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
<i>Glenn Williams</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
<i>Howie Croft</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot

COBHAM COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN	<i>*Rohan Smith</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
VICE CHAIRMAN	<i>Rohan Smith</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
SECRETARY	<i>Belinda Baynham</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
COUNCIL COMMITTEE MEMBERS	<i>Belinda Baynham</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot
	<i>Rohan Smith</i> 4/132 Albert Road South Melbourne VIC 3205	Pilot

**In accordance with Sub-rule 5.15(b) of the AFAP Rules, following the resignation of the Cobham Council Chair - Nick Hayes on 7/1/2017, Vice Chair-Rohan Smith has been temporarily appointed to the position of Chair until such time as an election is held. An application for an election to fill the casual vacancy is currently before the Fair Work Commission.*

Rowan Ward Pilot
4/132 Albert Road
South Melbourne VIC 3205

William Surtees Pilot
4/132 Albert Road
South Melbourne VIC 3205

TIGERAIR COUNCIL
4/132-136 Albert Road
South Melbourne VIC 3205

CHAIRMAN *Michael MacNamara* Pilot
4/132 Albert Road
South Melbourne VIC 3205

VICE CHAIRMAN *Matthew Sheppard* Pilot
4/132 Albert Road
South Melbourne VIC 3205

SECRETARY *Steven Cerche* Pilot
4/132 Albert Road
South Melbourne VIC 3205

COUNCIL COMMITTEE MEMBERS *Michael MacNamara* Pilot
4/132 Albert Road
South Melbourne VIC 3205

Matthew Sheppard Pilot
4/132 Albert Road
South Melbourne VIC 3205

Steven Cerche Pilot
4/132 Albert Road
South Melbourne VIC 3205

Warren Hutchinson Pilot
4/132 Albert Road
South Melbourne VIC 3205

James Howard Pilot
4/132 Albert Road
South Melbourne VIC 3205

**ELECTIONS REQUIRED UNDER THE FEDERATION RULES
FROM 1 APRIL 2017 – 1 APRIL 2018**

Elections for the year commencing 1 April 2017 are listed in the table below:

Election	Date	Electorate
Federal Election: <ul style="list-style-type: none"> • Vice-President (Administration & Finance) • Vice-President (Membership) • Trustee • Welfare Director 	To be completed before Annual Convention scheduled 6 October 2017 (Rule 12.4(c)) The prescribed information in respect of the Federal Election will be forwarded to the Fair Work Commission, with nominations to commence on or about 15 July 2017.	Rank and file membership of the Federation

**COUNCILS THAT COMMENCED OR CEASED OPERATION IN THE PREVIOUS
12 MONTHS**

Councils that commenced operation in the previous 12 months

Tigerair Council

Councils that ceased operation in the previous 12 months

Nil



9 March 2017

General Manager
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via email: orgs@fwc.gov.au

Dear General Manager,

Re: Australian Federation of Air Pilots (AFAP) – Amended Annual Return (Matter AR2017/16)

Further to our Annual Return lodgement on 21 February 2017, please find attached an amended Annual Return containing:

- details of recently elected officials declared by the Australian Electoral Commission yesterday – E2016/264 (Attachment A); and
- the inclusion of the AFAP's new federal Welfare Director position in the schedule of elections required in 2017 (Attachment B).

For ease of reference, the amendments are highlighted in red.

Also attached is:

1. A statutory declaration by AFAP President, Captain David Booth, together with attachments, as required by section 233 of the Fair Work (Registered Organisations) Act 2009; and
2. A certified statement of the number of members of the AFAP, as required by Regulation 147 of the Fair Work (Registered Organisations) Regulations 2009.

Please contact me on (03) 9928 5737 or at joanne@afap.org.au should any further information be required.

Yours sincerely,

Joanne Janes
Operations Manager



23 January 2017

General Manager
Australian Federation of Air Pilots
admin@afap.org.au

Dear General Manager,

Notification of changes made to records [AR2017/16]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Federation of Air Pilots.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
19 January 2017	Cobham	Cobham Council Committee Member Chair

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require 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 should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Debbie Ball
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
Facsimile: (03) 9655 0410
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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 Booth, being the President of the Australian Federation of Air Pilots, at 132 Albert Rd, South Melbourne, Victoria, 3205, 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 is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



David Booth
President
Australian Federation of Air Pilots

8 February 2017

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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
<i>Cobham Pilot Council</i>	<i>7/1/2017</i>	<i>Cobham Council Chair</i>	<i>Nicholas Hayes</i>	<i>No longer employed by Cobham</i>	<i>Rohan Smith (please note that this is a temporary appointment (in accordance with Rule 5.15(b)) until such time as an election is held (in accordance with Rule 4.4(b)(ii)).</i>	<i>Level 4, 132- 136 Albert Road, South Melbourne</i>	<i>Commercial Pilot</i>

**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)
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Signed:



David Booth
President
Australian Federation of Air Pilots

19 January 2017

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ANNEXURE A

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<i>Cobham Pilot Council</i>	<i>7/1/2017</i>	<i>Cobham Council Committee Member</i>	<i>Nicholas Hayes</i>	<i>No longer employed by Cobham</i>			
<i>Cobham Pilot Council</i>	<i>7/1/2017</i>	<i>Cobham Council Chair</i>	<i>Nicholas Hayes</i>	<i>No longer employed by Cobham</i>			