



14 February 2017

General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Via email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear General Manager,

**Re: Australian Federation of Air Pilots' response to AEC Post Election Report  
– E2016/147**

Please find enclosed:

- a copy of an extract of the Australian Electoral Commission's post election report (E2016/147);
- a copy of the AFAP's response to the AEC's post election report; and
- a declaration from AFAP President, Captain David Booth.

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

Yours sincerely,

Joanne Janes  
Operations Manager

Simon Lutton  
Executive Director  
Australian Federation of Air Pilots  
Level 4, 132 Albert Road  
South Melbourne VIC 3205

**Post Election Report For: Australian Federation of Air Pilots**

**Election E No 2016/147**

I refer to the above election for your organisation.

Section 197(1) of Schedule 1 of the *Fair Work (Registered Organisations) Act 2009* requires the AEC to provide a written report on the conduct of the election to the Industrial Registrar and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of Schedule 1 requires that if an organisation or branch is given a post election report under section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached Report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the post election report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the *Fair Work (Registered Organisations) Act 2009* Regulations requires an organisation or branch to publish a notice on its web site advising members that a copy of the post election report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.



Allison Valentine  
Returning Officer

22 December 2016

## **POST ELECTION REPORT**

### **Australian Federation of Air Pilots**

#### **ELECTION/S COVERED IN THIS REPORT**

Election Decision No/s: E2016/147

#### **RULES**

Rules used for the election: [282V: Incorporates alterations of 11 June 2014 (R2014/101)]

(replaces rulebook dated 16/05/14 (R2013/404))

Rules difficult to apply/interpret:

1. Rule 12 (3) (g) (ii) and 12 (3) (i) (i) state Ballot Paper order to be determined by alphabetical order. Rule 12 (3) (j) states Ballot Paper order to be determined by lot. Clarification of the method to determine order of names on the ballot paper will facilitate the ballot paper preparation process.
2. Rule 12 5 provides that the Election Notice will be posted to the electorate. The Federation may wish to consider allowing for alternative means of delivery such as email for faster/more efficient communication.
3. For future ballots the Federation may wish to include a provision in the rules for candidate statements.

Model Rule reference (if any):

1. 14.1.4
2. N/A
3. 15

## **ROLL OF VOTERS**

Total number of voters on the Roll: 3664  
Number of apparent workplace addresses: 18  
Number of non-current addresses: 6  
Other matters pertaining to the roll of voters: Nil

## **IRREGULARITIES**

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

## **ATTACHMENTS**

Declaration of Results



Allison Valentine

Returning Officer

22 December 2016



18 January 2017

Ms Allison Valentine  
Returning Officer  
Australian Electoral Commission

**via email:** [industrial.elections@aec.gov.au](mailto:industrial.elections@aec.gov.au)

Dear Ms Valentine,

**Re: Australian Federation of Air Pilots (“AFAP”) Post Election Report – E2016/147**

We refer to the above matter and your letter of 22 December 2016 referencing the following rules deemed difficult to apply or interpret. Please find the AFAP’s response to each matter below.

**1. Rule identified by the AEC as difficult to apply/interpret:**

*“Rule 12(3)(g)(ii) and 12(3)(i)(i) state Ballot Paper order to be determined by alphabetical order. Rule 12(3)(j) states Ballot Paper order to be determined by lot. Clarification of the method to determine order of names on the ballot paper will facilitate the ballot paper preparation process.”*

**AFAP Response:**

We propose to amend Rule 12(3)(g)(ii) by replacing the words ‘*candidates in alphabetical order*’ with ‘*candidates in lottery draw order*’.

We note, however, that our Rules may only be amended by resolution of the AFAP Convention. The next Convention will take place on 6 October 2017. We undertake to raise the proposed amendment to Rule 12(3)(g)(ii) for consideration at this Convention.

**2. Rule identified by the AEC as difficult to apply/interpret:**

*“Rule 12.5 provides that the Election Notice will be posted to the electorate. The Federation may wish to consider allowing for alternative means of delivery such as email for faster/more efficient communication.”*

**AFAP Response:**

We propose to amend Rule 12.5(b) by including the words ‘by notice posted or emailed’. We undertake to raise this proposed amendment for consideration at our next Convention on 6 October 2017.



**3. Rule identified by the AEC as difficult to apply/interpret:**

*“For future ballots the Federation may wish to include a provision in the rules for candidate statements.”*

**AFAP Response:**

Please note that a rule change to provide for candidate statements was approved at the AFAP’s Annual Convention on 7 October 2016. The Fair Work Commission subsequently approved this rule change as at 6 January 2017.

Please do not hesitate to contact AFAP Operations Manager, Joanne Janes at [joanne@afap.org.au](mailto:joanne@afap.org.au) or me at [simon@afap.org.au](mailto:simon@afap.org.au) or on 03 9928 5737 should you require any further information.

Yours sincerely,

Simon Lutton  
Executive Director



**DECLARATION OF AUTHORISED OFFICER**

I, David Booth, of 132-136 Albert Road, South Melbourne in the State of Victoria, being the President of the Australian Federation of Air Pilots (AFAP) declare as follows:

1. A copy of the attached Post-Election report extract from the Australian Electoral Commission (E2016/147 - dated 22 December 2016) and the AFAP's response to the report (dated 18 January 2017) have been posted to the AFAP website.
2. A copy of these documents will be proved to any member who so requests.
3. I declare that to the best of my knowledge and belief the particulars set out in this declaration are true and correct.

**Captain David Booth  
AFAP President  
14 February 2017**



18 January 2017

Captain David Booth  
President  
Australian Federation of Air Pilots  
president@afap.org.au

Dear Booth

**Organisation must respond to the post-election report of the Australian Electoral Commission: E2016/147**

On 22 December 2016 the Fair Work Commission (the Commission) received a post election report from the Australian Electoral Commission (AEC) for election E2016/147 dated 4 October 2016. The AEC will have also provided the report to the organisation under section 197 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The report identifies rules that were difficult to interpret or apply, in particular rule(s) of R2014/101 dated 11 June 2014 – Rule 12 (3)(g)(ii), 12 (3)(i)(i), 12 (3)(j) and 12 (5). This letter serves as a reminder of the obligations imposed on the organisation or branch as a consequence of the AEC's report. If a response has already been sent to the AEC and made available to all members please disregard this letter.

**A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regs 141(4) and (5)).

**A written response must be provided to the AEC**

A written response must be provided to the AEC within 30 days of receipt of the report. The organisation's response must include whether the organisation or branch intends to take action and if so what action the organisation or branch intends to take (s198(2)).

**Extract of report must be made available to members**

The organisation or branch must make the section of the report relating to the difficult rules available to its members (s198(3)). This extract from the report must be made available to the members before or at the same time as the organisation's response is made available to members.

**Written response must be made available to members**

A copy of the organisation's response to the AEC must be made available to members either:

- within 30 days after the response is given to the AEC, or
- published in the next edition of the organisation or branch journal (s198(5))

Subsection 198(6) and regulation 142 prescribe ways in which the relevant extract and the copy of the response can be made available to members. These do not limit the ways in which they can be made available to members. The organisation will comply if it does all of the following:-

- publish the report extract and the copy of the response in the next edition of the organisation or branch's journal; and



- within 30 days of giving the response to the AEC:
  - lodges with the Commission a copy of the relevant extract and response, together with a declaration that a copy will be provided to any member who so requests; and
  - give notice in the next edition of the organisation or branch's journal, or an appropriate newspaper, that a copy of the relevant extract and response are available on request to each member free of charge; and
- publish the relevant extract on the website within 14 days after receiving the report, and publish the response on the website within 14 days of giving the response to the AEC (reg 142(2)).

### **Penalties may apply**

If the organisation or branch does not:

- respond to the AEC within 30 days,
- make the extract of the report relating to the rules available to members no later than the organisation's response is made available to members, or
- make the organisation's response available to members within 30 days or in the next edition of the journal,

the organisation may face penalties under the RO Act. Each requirement listed above is a civil penalty provision that may result in fines for the organisation

As noted above, if the response and report have already been made available to members and the AEC, please disregard this letter. If you have any questions in relation to these obligations please contact the Commission for assistance by email to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

### **If the organisation or branch decides to alter its rules in response to the AEC's report**

If the organisation or branch decides to alter its rules in response to the AEC's report, the Regulatory Compliance Branch of the Commission is able to provide advice and assistance regarding draft alterations, as well as about the processes required to make the alterations. We encourage the organisation or branch to forward drafts of proposed alterations to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Yours sincerely

Debbie Ball

Regulatory Compliance Branch



18 January 2017

Captain David Booth  
President  
Australian Federation of Air Pilots  
president@afap.org.au

Dear Booth,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of uncontested/contested offices [E2016/147]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

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

#### **Holders of office required to undertake approved training**

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (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. A list of approved training providers is attached.

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 provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

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

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

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

Telephone:  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

- the date of the change of office holder;
- the name of the person now holding the office;
- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

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

Regards

Debbie Ball  
Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

*[delete all that do not apply]*

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. *[include OLD name and address and NEW name and address of every branch that has changed]*
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[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](mailto:orgs@fwc.gov.au).]*

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

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

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## 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
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

Simon Lutton  
Executive Director  
Australian Federation of Air Pilots  
Level 4, 132 Albert Road  
South Melbourne VIC 3205

**Post Election Report For: Australian Federation of Air Pilots**

**Election E No 2016/147**

I refer to the above election for your organisation.

Section 197(1) of Schedule 1 of the *Fair Work (Registered Organisations) Act 2009* requires the AEC to provide a written report on the conduct of the election to the Industrial Registrar and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of Schedule 1 requires that if an organisation or branch is given a post election report under section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached Report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the post election report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the *Fair Work (Registered Organisations) Act 2009* Regulations requires an organisation or branch to publish a notice on its web site advising members that a copy of the post election report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.



Allison Valentine  
Returning Officer

4 October 2016

## **POST ELECTION REPORT**

**Australian Federation of Air Pilots**

### **ELECTION/S COVERED IN THIS REPORT**

Election Decision No/s: E2016/147

### **RULES**

Rules used for the election: [282V: Incorporates alterations of 11 June 2014 (R2014/101)]

(replaces rulebook dated 16/05/14 (R2013/404))

Rules difficult to apply/interpret:

1. Rule 12 (3) (g) (ii) and 12 (3) (i) (i) state Ballot Paper order to be determined by alphabetical order. Rule 12 (3) (j) states Ballot Paper order to be determined by lot. Clarification of the method to determine order of names on the ballot paper will facilitate the ballot paper preparation process.
2. Rule 12 5 provides that the Election Notice will be posted to the electorate. The Federation may wish to consider allowing for alternative means of delivery such as email for faster/more efficient communication.
3. For future ballots the Federation may wish to include a provision in the rules for candidate statements.

Model Rule reference (if any):

1. 14.1.4
2. N/A
3. 15



## **ROLL OF VOTERS**

Total number of voters on the Roll: 3664  
Number of apparent workplace addresses: 18  
Number of non-current addresses: 6  
Other matters pertaining to the roll of voters: Nil

## **IRREGULARITIES**

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

## **ATTACHMENTS**

Declaration of Results



Allison Valentine

Returning Officer

4 October 2016



25 October 2016

Captain David Booth  
President  
Australian Federation of Air Pilots  
president@afap.org.au

Dear Captain Booth,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of stage 2 uncontested positions [E2016/147]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

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

#### **Holders of office required to undertake approved training**

Section 154D(1) of the Fair Work (Registered Organisations) Act 2009 (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. A list of approved training providers is attached.

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 provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

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

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

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

Telephone: (03) 8656 4753  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

- the date of the change of office holder;
- the name of the person now holding the office;
- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

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

Regards

Marianne Kay  
Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. [include OLD name and address and NEW name and address of every branch that has changed]
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. [include name of each new branch]
    2. ...
  - CEASED operation:
    1. [include name of each closed branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[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](mailto:orgs@fwc.gov.au).]*

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

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

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

**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.*

<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>
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...						



## DECISION

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

### **Australian Federation of Air Pilots** (E2016/147)

MR ENRIGHT

MELBOURNE, 15 JUNE 2016

*Arrangement for conduct of election.*

**[1]** On 16 May 2016, the Australian Federation of Air Pilots lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

President	(1)
Vice-President (Administration and Finance)	(1)
Vice-President (Membership)	(1)
Trustee	(1)
Technical Director	(1)
<b>Virgin Council</b>	
Council Committee Member	(15)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(3)
<b>Jetstar Council</b>	
Council Committee Member	(15)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(2)
<b>Eastern Council</b>	
Council Committee Member	(7)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)

**Sunstate Council**

Council Committee Member	(9)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(1)

**Rex Council**

Council Committee Member	(10)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(1)

**National Council**

Council Committee Member	(15)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(4)

**Helicopters Council**

Council Committee Member	(15)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)
Convention Representative	(3)

**Cobham Council**

Council Committee Member	(5)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)

**Tigerair Council**

Council Committee Member	(5)
Council Chairman	(1)
Council Vice-Chairman	(1)
Council Secretary	(1)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered*



*Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

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**From:** Joanne Janes <joanne@afap.org.au>  
**Sent:** Monday, 6 June 2016 2:15 PM  
**To:** Orgs  
**Cc:** Simon Lutton  
**Subject:** FW: 2016 AFAP Federal and Council Elections

Dear Michael,

As discussed, we propose that nominations for our Federal and Council elections be declared open on Monday 18 July 2016.

Please do not hesitate to contact me should any further information be required.

Regards

Jo

**Joanne Janes**  
Operations Manager



**AUSTRALIAN FEDERATION OF AIR PILOTS**  
LEVEL 4, 132-136 ALBERT ROAD  
SOUTH MELBOURNE, VIC 3205  
T 03 9928 5737 F 03 9699 8199 M 0416 044 286  
*Monday to Thursday*  
[WWW.AFAP.ORG.AU](http://WWW.AFAP.ORG.AU)

*Foundation Member of IFALPA*

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**From:** Joanne Janes  
**Sent:** Monday, 16 May 2016 5:01 PM  
**To:** 'orgs@fwc.gov.au'  
**Cc:** David Booth; 'Simon'  
**Subject:** 2016 AFAP Federal and Council Elections

Dear FWC,

Please find attached correspondence from the Australian Federation of Air Pilots regarding the 2016 Federal and Council Elections.

Please contact me on the numbers below should any further information be required.

Regards,

**Joanne Janes**

Operations Manager



**AUSTRALIAN FEDERATION OF AIR PILOTS**

LEVEL 4, 132-136 ALBERT ROAD

SOUTH MELBOURNE, VIC 3205

**T** 03 9928 5737 **F** 03 9699 8199 **M** 0416 044 286

*Monday to Thursday*

[WWW.AFAP.ORG.AU](http://WWW.AFAP.ORG.AU)

*Foundation Member of IFALPA*



16 May 2016

General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Via email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear General Manager,

**Re: Australian Federation of Air Pilots (AFAP) Federal Elections 2016**

Please find attached information lodged in accordance with section 189(1) of Schedule 1 of the *Fair Work (Registered Organisations) Act 2009*. The information includes the prescribed information in respect of an election, signed by AFAP President, Captain David Booth, as specified in Regulation 138 of the *Fair Work (Registered Organisations) Regulations 2009*.

Please note that to meet the requirements of the AFAP Rules and the scheduling of our Annual Convention on 7 October 2016, the Federal elections should be commenced (nominations open) in accordance with Rule 12.

Please contact me on (03) 9928 5737 or at [joanne@afap.org.au](mailto:joanne@afap.org.au) should you have any questions or require any additional information.

Yours sincerely,

Joanne Janes  
**Operations Manager**

**PRESCRIBED INFORMATION IN RESPECT OF FEDERAL ELECTION SUBSECTION  
189(1) OF THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

I am an officer of the Australian Federation of Air Pilots (AFAP) and am authorised to sign this statement which is lodged in accordance with subsection 189(1) of Schedule 1 of the *Fair Work (Registered Organisations) Act 2009*.

**1. The office/s in respect of which the elections are required are:**

President  
Vice President (Administration and Finance)  
Vice President (Membership)  
Trustee  
Technical Director

**2. The reasons for which the elections are required are:**

The term of office of the Officers will expire at the conclusion of the Annual Convention of the AFAP scheduled for 7 October 2016.

**3. The electorate/s for the election are:**

The financial members of the AFAP.

**4. The dates and times that nominations open and close are:**

Nominations should be called for in accordance with Rule 12 of the Rules of the AFAP and be open for 21 days. If an election is required a ballot should be opened within 14 days after the end of the nomination period and closed not later than 21 days from the date of issue of the last ballot paper.

**5. The day provided for under the AFAP Rules as the day on which the roll of voters is to be closed**

In accordance with Rule 12.6(c) a roll of voters shall be prepared by the Returning Officer which shall be updated so as to include all financial members of the AFAP on the fourteenth day prior to the opening of nominations.

**6. The voting system to be used in the conduct of the elections is:**

Direct voting system of all financial members of the AFAP.



**Captain David Booth**  
**AFAP President**  
16 May 2016



16 May 2016

General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Via email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear General Manager,

**Re: Australian Federation of Air Pilots (AFAP) Council Elections 2016 –  
Council Committee, Council Chair, Council Vice-Chair, Secretary and  
Convention Representative**

The attached information is lodged in accordance with section 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

The information includes:

- the prescribed information in respect of the Council Committee Elections, signed by AFAP President, Captain David Booth; and
- details of the number of required nominations, in accordance with Rule 4 of the AFAP Rules.

Please note that to meet the requirements of the AFAP Rules and the scheduling of our Annual Convention on 7 October 2016, the elections should be commenced as soon as possible in accordance with Rule 12.

Please also note that, under the AFAP Rules, the Council Committee members elect a Chair, Vice Chair, Secretary and, in some cases, Convention Representative(s) after the result of the Committee member election is known. Rule 5.8 states:

*“The abovementioned officers shall be elected by and from the members of the Council Committee as soon as possible after the declaration of the ballot of Committee members...”*

With regard to Rule 5.8(a)(iv), the number of financial members in each Council is as follows:

Virgin	675	Sunstate	226
Jetstar	428	Rex	262
Eastern	187	National	1451
Cobham	131	Helicopters	636
Tigerair	117		

Please contact me on (03) 9928 5737 or at [joanne@afap.org.au](mailto:joanne@afap.org.au) should you have any questions or require any additional information.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Joanne Janes', with a long horizontal line extending to the right.

Joanne Janes  
**Operations Manager**

**PRESCRIBED INFORMATION IN RESPECT OF COUNCIL ELECTIONS –  
SUBSECTION 189(1) OF THE FAIR WORK (RO) ACT 2009**

I am an officer of the Australian Federation of Air Pilots and am authorised to sign this statement that is lodged in accordance with section 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

**1. The offices and positions in respect of which the elections are required are:**

**Virgin Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Virgin Council comprises 675 financial members:

**(15)**

Nominations Required:  
Fifteen (15)

**Jetstar Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Jetstar Council comprises 428 financial members:

**(15)**

Nominations Required:  
Fifteen (15)

**Eastern Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Eastern Council comprises 187 financial members:

**(7)**

Nominations Required:  
Seven (7)

**Sunstate Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Sunstate Council comprises 226 financial members:

**(9)**

Nominations Required:  
Nine(9)

**Rex Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Rex Council comprises 262 financial members:

**(10)**

Nominations Required:  
Ten (10)



### **National Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the National Council comprises 1451 members:

**(15)**

Nominations Required:  
Fifteen (15)

### **Helicopters Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Helicopters Council comprises 636 members:

**(15)**

Nominations Required:  
Fifteen (15)

### **Cobham Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Cobham Council comprises 131 financial members:

**(5)**

Nominations Required:  
Five (5)

### **Tigerair Council Committee**

Number of Council Committee members to be elected under Rule 4.1.1(e)(ii) as the Tigerair Council comprises 117 financial members:

**(5)**

Nominations Required:  
Five (5)

## **ELECTION OF OFFICERS - RULE 5.8(a)**

### **Virgin Council**

Council Members (675)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (3)

### **Jetstar Council**

Council Members (428)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (2)

### **Eastern Council**

Council Members (187)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

### **Sunstate Council**

Council Members (226)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (1)

### **Rex Council**

Council Members (262)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (1)

### **National Council**

Council Members (1451)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (4)

### **Helicopters Council**

Council Members (636)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

Convention Representatives (3)

### **Cobham Council**

Council Members (131)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

### **Tigerair Council**

Council Members (117)

#### Collegiate

Council Chair

Council Vice-Chair

Council Secretary

## **2. The reasons for which the elections are required are:**

The term of office of the Officers will expire at the conclusion of the AFAP Annual Convention on 7 October 2016.

and

To fill Office Bearer positions on each Council Committee as per Rule 5.8.

## **3. The electorate/s for the election are:**

Members of the Virgin Council, Jetstar Council, Eastern Council, Sunstate Council, Rex Council, National Council, Helicopters Council, Cobham Council and the Tigerair Council.

Then:

Members of the Virgin Council Committee, Jetstar Council Committee, Eastern Council Committee, Sunstate Council Committee, Rex Council Committee, National Council Committee, Helicopters Council Committee, Cobham Council Committee and the Tigerair Council Committee.

**4. The dates and times of the beginning and end of the period in which nominations of candidates will be called for:**

Under Rule 12.3(a) nominations for these positions shall be declared on or about the 15<sup>th</sup> of July and shall remain open for a period of 21 days.

**5. The day provided for under the AFAP Rules as the day on which the roll of voters is to be closed**

In accordance with Rule 12.3(h) a roll of voters shall be prepared by the Returning Officer which shall be updated so as to include all financial members of the Council on the fourteenth day prior to the opening of nominations.

**6. The voting system to be used in the conduct of the elections is:**

Direct voting system of all financial members of the relevant Council.

Then:

Collegiate voting of all financial members of the relevant Council Committee.



**President, Captain David Booth**  
16 May 2016