



19 April 2017

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 1 and 2 uncontested offices for the Australian Federation of Air Pilots [E2016/264]. 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:

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

Telephone: (03) 8656 4694
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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

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

Regards

Sarah Wilkin

Sarah Wilkin
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 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
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 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
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 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
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	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

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

[delete all that do not apply]

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

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

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
...						



Reference: V16/566

Ms Joanne Janes
Operations Manager
Australian Federation of Air Pilots
Level 4, 132-136 Albert Road
SOUTH MELBOURNE VIC 3205

Dear Ms Janes,

**Australian Federation of Air Pilots
E2016/264 - Casual Vacancies - Stage 2 - Council Office Bearers**

The declaration of the election for uncontested offices is attached.

The election is now complete.

Yours sincerely



Allison Valentine
Returning Officer

8 March 2017

cc all candidates

23 March 2017

Post-election Report

**E2016-264 – Australian Federation of Air
Pilots – Casual Vacancies**

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Election(s) Covered in this Report

Election Decision No/s: E2017/264

Rulesp

Rules used for the election: [282V: Incorporates alterations of 6 January 2017 (R2016/266)] (replaces rulebook dated 17 February 2016 (R2015/244

[282V: Incorporates alterations of 17 February 2016 (R2015/244)] (replaces rulebook dated 19/12/14 (R2014/242))

Rules difficult to apply/interpret: None

Module Rule reference (if any) N/A

Roll of Voters

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

Irregularities

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

Other Matters

None

Attachments

- 1) Declaration of results for Uncontested Offices Stage 1 – VIC
- 2) Declaration of results for Uncontested Offices Stage 2 – VIC

A handwritten signature in blue ink that reads "Allison Valentine". The signature is written in a cursive style with a large initial 'A'.

Allison Valentine
Returning Officer

23 March 2017

Australian Federation of Air Pilots Casual Vacancies - Stage 1 - Council Committees - E2016/264

Declaration of Results for Uncontested Offices

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Jetstar Council

Council Committee Member (5)

Candidates

LOZO, Troy

No further nominations were accepted

Eastern Council

Council Committee Member (2)

Candidates

GLABBATZ, Timothy

THORNE , James

Rex Council

Council Committee Member (7)

Candidates

BURGOYNE, Haydn

No further nominations were accepted

National Council

Council Committee Member (8)

Candidates

No nominations were received

Helicopters Council

Council Committee Member (7)

Candidates

CROFT, Howie

No further nominations were accepted

**Cobham Council
Council Committee Member**

Candidates

SURTEES , William

**Tigerair Council
Council Committee Member**

Candidates

HOWARD, James

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



Allison Valentine
Returning Officer

1 February 2017

**Australian Federation of Air Pilots
E2016/264 - Casual Vacancies - Stage 2 - Council Office Bearers**

Declaration of Results for Uncontested Offices

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Eastern Council

Council Vice-Chair

Candidates

GLABBATZ, Timothy

Council Secretary

Candidates

WENZEL, Jonathan

Rex Council

Council Secretary

Candidates

BURGOYNE, Haydn

Convention Representative

Candidates

BURGOYNE, Haydn

National Council

Convention Representative

Candidates

NORRIS, Andrew William

Helicopters Council

Council Secretary

Candidates

No nomination was received

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

Allison Valentine

Allison Valentine
Returning Officer

8 March 2017



DECISION

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

Australian Federation of Air Pilots (E2016/264)

MR ENRIGHT

MELBOURNE, 30 NOVEMBER 2016

Arrangement for conduct of election.

[1] On 9 and 30 November 2016 the Australian Federation of Air Pilots (the Federation) lodged with the Fair Work Commission (the Commission) the prescribed information in relation to an election for the following offices, due to insufficient nominations received in a previous election (**E2016/147**):

Jetstar Council

Council Committee Members (5)

Eastern Council

Council Committee Members (2)
Council Vice-Chair
Council Secretary

Rex Council

Council Committee Members (6)
Council Secretary
Convention Representative

National Council

Council Committee Members (8)
Convention Representative

Helicopters Council

Council Committee Members (7)
Council Secretary

Cobham Council

Council Committee Member

[2] On the same date the Federation lodged with the Commission the prescribed information in relation to an election for a casual vacancy for the remainder of the term of office in the following offices:

Rex Council

Council Committee Member (1)

Tigerair Council

Council Committee Member (1)

[3] 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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WILKIN, Sarah

From: Joanne Janes <joanne@afap.org.au>
Sent: Wednesday, 30 November 2016 10:45 AM
To: WILKIN, Sarah
Subject: FW: Notification of Changes to Records - AFAP Rex and Tigerair Council Committees
Attachments: 20161019 - FWC Declaration - Changes to the TPC & RPC Committees.pdf; FW: Membership Resignation; Notice of Resignation

Dear Sarah,

Further to our conversation, I write to confirm that the 2016 AFAP election recall has been requested to fill vacancies on our councils and also two positions left vacant due to the resignation of Michael McCaull (Tigerair Council) from the AFAP on 30/9/2016 and the resignation of Rebecca Bryan from the Rex Council on 7/10/2016.

Please find their resignation emails attached.

Please let me know if any further information is 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

Foundation Member of IFALPA

From: Joanne Janes
Sent: Wednesday, 30 November 2016 10:25 AM
To: WILKIN, Sarah (Sarah.WILKIN@fwc.gov.au)
Subject: FW: Notification of Changes to Records - AFAP Rex and Tigerair Council Committees

Joanne Janes
Operations Manager



AUSTRALIAN FEDERATION OF AIR PILOTS
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Foundation Member of IFALPA

From: Joanne Janes
Sent: Wednesday, 19 October 2016 5:15 PM
To: 'orgs@fwc.gov.au'
Cc: David Booth; 'Simon'
Subject: Notification of Changes to Records - AFAP Rex and Tigerair Council Committees

Dear FWC,

Please find attached Notification of Changes to Records regarding the AFAP Rex and Tigerair Pilot Council Committees.

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

Regards,

Joanne Janes
Operations Manager



AUSTRALIAN FEDERATION OF AIR PILOTS
LEVEL 4, 132-136 ALBERT ROAD
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Foundation Member of IFALPA

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.
<http://www.mailguard.com.au>



9 November 2016

General Manager
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via email: orgs@fwc.gov.au

Dear General Manager,

**Re: E2016/147 - Australian Federation of Air Pilots (AFAP) Council Elections
Recall - Council Committee, 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.

The elections should be commenced as soon as possible in accordance with Rule 12. Please 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 should you have any questions or require any additional information.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'JJ', 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:

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:

(5)

Nominations Required:
Five (5)

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:

(2)

Nominations Required:
Two (2)

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:

(7)

Nominations Required:
Seven (7)

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:

(8)

Nominations Required:
Eight (8)

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:

(7)

Nominations Required:
Seven (7)

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:

(1)

Nominations Required:
One (1)

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:

(1)

Nominations Required:
One (1)

ELECTION OF OFFICERS - RULE 5.8(a)

Eastern Council

Council Members (187)

Collegiate
Council Vice-Chair
Council Secretary

Rex Council

Council Members (262)

Collegiate
Council Secretary
Convention Representatives (1)

National Council

Council Members (1451)

Collegiate
Convention Representative (1)

Helicopters Council

Council Members (636)

Collegiate
Council Secretary

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

To fill vacancies due to insufficient nominations and resignations under the AFAP Council structure in accordance with the AFAP Rules.

Then:

To fill vacant Office Bearer positions due to insufficient nominations on the Eastern, Rex, National and Helicopters Council Committees as per Rule 5.8 of the AFAP Rules.

3. The electorate/s for the election are:

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

Then:

Members of the Eastern Council Committee, Rex Council Committee, National Council Committee and Helicopters Council Committee.

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

Please call for nominations as soon as possible. Under Rule 12.3(a) nominations for these positions 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:

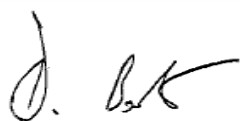
In accordance with Rule 12.3(h) a roll of voters shall be prepared by the Returning Officer which shall be updated so as to include all financial members of the Council on the fourteenth day prior to the opening of nominations.

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

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

Then:

Collegiate voting of all financial members of the Eastern, Rex, National and Helicopters Council Committees.



President, Captain David Booth
9 November 2016