



**Australian Government**  
**Australian Industrial Registry**

Level 5, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9655 0410  
Email: [kevin.donnellan@air.gov.au](mailto:kevin.donnellan@air.gov.au)

Ms Jane Ponton  
Industrial Officer  
The Civil Air Operations Officers' Association of Australia

email: [Jane.Ponton@civilair.asn.au](mailto:Jane.Ponton@civilair.asn.au)

Dear Ms Ponton

**Re: The Civil Air Operations Officers' Association of Australia  
Notification of changes made to records of an organisation  
– AR 2008/226**

I acknowledge receipt of your letter of 7 July 2008 and declaration providing notification of changes made to records in accordance with subsection 233(2) of Schedule 1 to the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 2008.

The documents lodged cover changes made to the holders of office consequent to recent elections E2008/107 and 137.

The documents have been filed.

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to be 'K Donnellan', with a long horizontal stroke extending to the right.

Kevin Donnellan

Statutory Services Branch  
30 July 2008



PO Box 394  
Port Melbourne VIC 3207  
PH: 03 9647 9100  
Freecall 1800 359 007  
Fax 03 9647 9199  
Email: [civilair@civilair.asn.au](mailto:civilair@civilair.asn.au)  
Website: [www.civilair.asn.au](http://www.civilair.asn.au)

7 July 2008

Industrial Registrar  
Australian Industrial Registry  
Organisations Branch  
GPO Box 1994S  
MELBOURNE VIC 3001  
(sent via email)

Dear Sir,

**Re: Civil Air Operations Officers' Association of Australia – AMENDED Annual Return of Information for Year 2008**

In accordance with subsection 233(1) of the Registration and Accountability of Organisations (Schedule 1 to the Workplace Relations Act 1996) and Regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003, Civil Air wish to lodge the attached AMENDED information, being records required to be kept by the organisation.

Please do not hesitate to contact me on (03) 9647 9100 if you wish to discuss this information further.

Yours sincerely

A handwritten signature in black ink that reads 'Jane Ponton'.

Jane Ponton  
INDUSTRIAL OFFICER



## WORKPLACE RELATIONS ACT 1996

In the matter of the Annual Return of Records to be kept and lodged by organisations and information concerning number of members (employee organisations only) of THE CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA.

### Declaration

I, Robert Mason, Air Traffic Controller, of 214 Graham Street, Port Melbourne, in the State of Victoria, do hereby solemnly and sincerely declare:

1. THAT, I am the Federal President of The Civil Air Operations Officers' Association of Australia.
2. THAT, I am authorised to make this declaration on behalf of the Association.
3. THAT, the Federal Office of the Association resides at 214 Graham Street, Port Melbourne in Victoria and that the Association does not operate any other Branches or Offices.
4. THAT annexed hereto and marked as "Annexure A" is a list of the names, postal addresses and occupations of the persons holding office as at 1 July 2008, as required by subsection 230(1)(c).
5. THAT particulars contained in the documents lodged herewith are a correct statement of the information contained in the records of the organisation.



.....  
Robert Mason  
President

DECLARED at *Melbourne* in the *State of Victoria* this 7<sup>th</sup> day of *July 2008*.

ANNEXURE "A"

PERSONS HOLDING OFFICE IN THE ORGANISATION

<b>Name</b>	<b>Position</b>	<b>Postal Address</b>	<b>Occupation</b>
Robert P. Mason	President	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Blair A. Henderson	Vice President Professional	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Andrew P. Boon	Vice President Technical	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
James A. Walsh	Vice President Administrative	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Ian J. Stansfield	Vice President Communication	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Stuart T. Maxwell	Vice President Finance	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Sean Lake	<i>Acting</i> Sydney Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Peter Kym Smith	Adelaide Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Shane P. Starr	Brisbane Centre Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Michael T. Ireland	Melbourne Centre Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Bruce T. Davoren	Brisbane Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Peter J. Sullivan	Cairns Tower & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Johl G. Brown	Perth Tower & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Phillip J. Ware	FDC/TGO Delegate	PO Box 394, Port Melbourne Vic 3207	Simulator Support Officer (SSO)
Allan Dean Scherp	Melbourne Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
David M. Horn	Regional District Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Stuart J. Allman	Air Traffic Services Management & Operational Support Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller



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Telephone: (03) 8661 7764  
Fax: (03) 9655 0410  
Email: [kevin.donnellan@air.gov.au](mailto:kevin.donnellan@air.gov.au)

Mr Michael Haines  
President  
The Civil Air Operations Officers' Association of Australia

email: [civilair@civilair.asn.au](mailto:civilair@civilair.asn.au)

Dear Mr Haines

**Re: The Civil Air Operations Officers' Association of Australia  
Annual Return of information contained in records kept by organisation  
– AR 2008/226**

I have received your declaration dated 7 March 2008 and subsequent amended declaration of 14 March 2008 providing information in accordance with subsection 233(1) of Schedule 1 of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 7 and 14 March 2008.

The documents lodged cover the required information for the **2008** Annual Return of the organisation.

The documents have been filed and can be viewed on the website at <http://www.e-airc.gov.au/212V/annual>

If you wish to discuss any of the matters referred to above I can be contacted on (03) 8661 7764.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Kevin Donnellan', written in a cursive style.

Kevin Donnellan

Statutory Services Branch  
14 March 2008



PO Box 394  
Port Melbourne VIC 3207  
PH: 03 9647 9100  
Freecall 1800 359 007  
Fax 03 9647 9199  
Email: [civilair@civilair.asn.au](mailto:civilair@civilair.asn.au)  
Website: [www.civilair.asn.au](http://www.civilair.asn.au)

14 March 2008

Industrial Registrar  
Australian Industrial Registry  
Organisations Branch  
GPO Box 1994S  
MELBOURNE VIC 3001  
(sent via email)

Dear Sir,

**Re: Civil Air Operations Officers' Association of Australia – AMENDED Annual Return of Information for Year 2008**

In accordance with subsection 233(1) of the Registration and Accountability of Organisations (Schedule 1 to the Workplace Relations Act 1996) and Regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003, Civil Air wish to lodge the attached AMENDED information, being records required to be kept by the organisation.

Please do not hesitate to contact me on (03) 9647 9100 if you wish to discuss this information further.

Yours sincerely

A handwritten signature in black ink that reads "Jane Ponton".

Jane Ponton  
INDUSTRIAL OFFICER



## WORKPLACE RELATIONS ACT 1996

In the matter of the Annual Return of Records to be kept and lodged by organisations and information concerning number of members (employee organisations only) of THE CIVIL AIR OPERATIONS OFFICERS' ASSOCIATION OF AUSTRALIA.

### Declaration

I, Michael Haines, Air Traffic Controller, of 214 Graham Street, Port Melbourne, in the State of Victoria, do hereby solemnly and sincerely declare:

1. THAT, I am the Federal President of The Civil Air Operations Officers' Association of Australia.
2. THAT, I am authorised to make this declaration on behalf of the Association.
3. THAT, the Federal Office of the Association resides at 214 Graham Street, Port Melbourne in Victoria and that the Association does not operate any other Branches or Offices.
4. THAT annexed hereto and marked as "Annexure A" is a list of the names, postal addresses and occupations of the persons holding office as at 7 March 2008, as required by subsection 230(1)(c).
5. THAT, the number of persons who were members of The Civil Air Operations Officers' Association of Australia as of 31 December 2007, was the sum total of **1002** members.
6. THAT in accordance with the Civil Air Operations Officers' Association of Australia Rules [rule 34(e)], elections for Divisional Delegates representing the following divisions shall be conducted each even numbered year:

*Melbourne Centre  
Regional District  
Sydney Towers and TCU  
Brisbane Towers and TCU  
Perth Towers and TCU*

7. THAT, in accordance with the Civil Air Operations Officers' Association of Australia Rules [rule 38(d)], "Elections for Officers of the Association positions as defined in rule 20 of the rules shall be conducted each even numbered year for the following positions:

*President  
Two (2) Vice-Presidents (Administrative and Technical)".*

8. THAT in accordance with rule 34(d), members of the National Executive “*shall take Office from the first day of July following the declaration of their election*” [rule 34(d)].
9. THAT in accordance with rule 38(c), Officers of the Association also referred to as the Committee of Management “*shall take Office from the first day of May following the declaration of their election in that year. They shall hold office for a period of two years. For the Committee of Management elections occurring in 2007 and 2008, the National Executive will appoint a person to the Office, as per Casual Vacancy rule (37), to cover the term from 1 March to 1 May.*” [rule 38(c)].
10. THAT the register of members has, at all times, been keep and maintained, as required by subsection 230(1)(a) and (2).
11. THAT particulars contained in the documents lodged herewith are a correct statement of the information contained in the records of the organisation.



.....  
Michael Haines  
President

DECLARED at *Melbourne* in the *State of Victoria* this 14<sup>th</sup> day of *March 2008*.



ANNEXURE "A"

PERSONS HOLDING OFFICE IN THE ORGANISATION

<b>Name</b>	<b>Position</b>	<b>Postal Address</b>	<b>Occupation</b>
Michael S. Haines	President	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Blair A. Henderson	Vice President Professional	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Robert P. Mason	Vice President Technical	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Shaun M. Day	Vice President Administrative	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Ian J. Stansfield	Vice President Communication	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Stuart T. Maxwell	Vice President Finance	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Sean D. Lake	Sydney Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Peter Kym Smith	Adelaide Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Shane P. Starr	Brisbane Centre Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Michael T. Ireland	<i>Acting</i> Melbourne Centre Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Andrew P. Boon	Brisbane Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Peter J. Sullivan	Cairns Tower & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Mark P. Wells	Perth Tower & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Phillip J. Ware	FDC/TGO Delegate	PO Box 394, Port Melbourne Vic 3207	Simulator Support Officer (SSO)
Allan Dean Scherp	Melbourne Towers & TCU Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
David M. Horn	Regional District Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller
Stuart J. Allman	Air Traffic Services Management & Operational Support Delegate	PO Box 394, Port Melbourne Vic 3207	Air Traffic Controller