

5 March 2018

# Post-election Report

**Civil Air Operations Officers' Association  
of Australia  
Casual Vacancies Election - E2017/270**

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## Election(s) Covered in this Report

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Election Decision No/s: E2017/270

## Rules

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Rules used for the election: 212V-Incorporates alterations of 10 November 2017 [R2017/208] (replaces rulebook dated 23 January 2017 [R2016/209 & R2016/293])

Rules difficult to apply/interpret: None

Model Rule reference (if any) N/A

## Roll of Voters

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

## Irregularities

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

Other irregularities identified, and action taken: Nil

## Other Matters

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None.

## Attachments

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- 1) Declaration of results for Uncontested Offices



Kylie Connor  
Returning Officer

5 March 2018

5 March 2018

# Post-election Report

**Civil Air Operations Officers' Association  
of Australia  
Scheduled Election – Vice Presidents  
E2017/228**

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## Election(s) Covered in this Report

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Election Decision No/s: E2017/228

## Rules

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Rules used for the election: 212V-Incorporates alterations of 10 November 2017 [R2017/208] (replaces rulebook dated 23 January 2017 [R2016/209 & R2016/293])

Rules difficult to apply/interpret: None  
Model Rule reference (if any) N/A

## Roll of Voters

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

## Irregularities

---

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

Other irregularities identified, and action taken: Nil

## Other Matters

---

None.

## Attachments

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- 1) Declaration of results for Uncontested Offices



Kylie Connor  
Returning Officer

5 March 2018





**Reference:** E2017/228

Ms Jane Ponton  
Industrial Officer  
Civil Air Operations Officers' Association of Australia  
PO Box 394  
PORT MELBOURNE VIC 3207

Dear Ms Ponton,

**Civil Air Operations Officers' Association of Australia  
Scheduled Election – Vice Presidents**

**E2017/228**

The declaration of the election for uncontested offices is attached.

The election is now complete.

Yours sincerely



Kylie Connor  
Returning Officer

2 March 2018

cc all candidates

**Civil Air Operations Officers' Association of Australia**  
**DECLARATION OF RESULTS – E2017/228**  
**Uncontested Office**

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**Scheduled Election**

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 are:

**National**

**Vice President Administrative (1)**

Candidate

No Nomination was received.

**Vice President Technical (1)**

Candidate

WILLIAMS, Geoffrey

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



Kylie Connor  
Returning Officer  
Australian Electoral Commission  
2 March 2018



1 March 2018

Mr Thomas McRobert  
President  
Civil Air Operations Officers' Association of Australia  
civilair@civilair.asn.au

Dear Mr McRobert,

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

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for [E2017/228]. 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 293K of the *Fair Work (Registered Organisations) Act 2009* (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 provided for in the RO Act.

#### **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 Civil Air Operations Officers' Association of Australia, The 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;
  - 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

**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, [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]*

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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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

- 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>...</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>
<i>...</i>						



1 March 2018

Mr Thomas McRobert  
President  
Civil Air Operations Officers' Association of Australia  
civilair@civilair.asn.au

Dear Mr McRobert,

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

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for Branch [E2017/270]. 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 293K of the *Fair Work (Registered Organisations) Act 2009* (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 provided for in the RO Act.

#### **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 Civil Air Operations Officers' Association of Australia, The 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.
  
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  - the name of the office now held;
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Regards

**Christine Hibberd**  
**Registered Organisations Commission**

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    1. *[include name of each new branch]*
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    1. *[include name of each closed branch]*

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

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

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

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

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<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>
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		<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>
<i>...</i>						

**Civil Air Operations Officers' Association of Australia**  
**DECLARATION OF RESULTS – E2017/228**  
**Uncontested Office**

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**Scheduled Election**

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 are:

**National**

Vice President Technical (1)

Candidate

WILLIAMS, Geoffrey

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



Kylie Connor  
Returning Officer  
Australian Electoral Commission  
1 March 2018

**Civil Air Operations Officers' Association of Australia**  
**DECLARATION OF RESULTS – E2017/270**  
**Uncontested Offices**

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**Casual Vacancies Election**

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 are:

Adelaide Towers and Terminal Control Unit

Divisional Delegate (1)

Candidate

HART, Paul

Brisbane Centre

Delegate (1)

Candidate

IRVINE, David

Melbourne Centre

Alternate (1)

Candidate

HANDS, Brett

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



Kylie Connor  
Returning Officer  
Australian Electoral Commission  
1 March 2018



## DECISION

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

**Civil Air Operations Officers' Association of Australia**  
( E2017/228 and E2017/270)

MR ENRIGHT

MELBOURNE, 23 JANUARY 2018

*Arrangement for conduct of election.*

[1] On 12 December 2017 the Civil Air Operations Officers' Association of Australia (the organisation) lodged with the Registered Organisations Commission (the Commission) prescribed information for an election to fill the following offices:

Vice President Administrative  
Vice President Technical

[2] On 12 December 2017 the organisation also lodged with the (the Commission) prescribed information for an election to fill the new following office:

Melbourne Centre – Alternate

[3] On 12 December 2017 the organisation also lodged with the Commission prescribed information for an election to fill the following offices, due to insufficient nominations received in a previous election (**E2017/21**):

Brisbane Centre Delegate  
Adelaide Towers and Terminal Control Unit Divisional Delegate

[4] 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 COMMISSIONER

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Fax 03 9647 9199  
Email: [civilair@civilair.asn.au](mailto:civilair@civilair.asn.au)  
Website: [www.civilair.asn.au](http://www.civilair.asn.au)

12 December 2017

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001  
Email to: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Sir/Madam,

### REQUEST FOR CONDUCT OF AN ELECTION

In accordance with the *Fair Work Act 2009* and section 189 of the *Fair Work (Registered Organisations) Act 2009*, please find attached the relevant papers requesting conduct of a casual vacancy elections.

If further discussions are necessary regarding this request, the Association's Industrial Officer, Jane Ponton, has been delegated responsibility (Phone 03. 9647 9100) and will be available to assist.

Yours faithfully,

A handwritten signature in black ink that reads "Peter McGuane".

Peter McGuane  
EXECUTIVE SECRETARY

## FAIR WORK ACT 2009

In the matter of statement and notice of prescribed information under *Fair Work (Registered Organisations) Act 2009*:

### STATEMENT

I, TOM MCROBERT, 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 lodge the following prescribed information concerning forthcoming elections on behalf of the Association.
3. **THAT** I confirm that the following information is being lodged under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*.



Tom McRobert  
PRESIDENT

Dated: 12 December 2017

## NOTICE

### **Offices/Positions:**

A	Brisbane Centre Delegate
A	Adelaide Towers and Terminal Control Unit Divisional Delegate
B	Melbourne Centre – Alternate

### ***Reasons for election:***

Elections for the positions marked “A” are requested because the positions were not filled in Civil Air Election E2017/193.

An election for the position marked “B” is requested because the position is a new position which was created when approved by the Fair Work Commission on 10 November 2017 in Rule Change R2017/208.

### ***Elected by:***

For the position of Brisbane Centre Delegate, the electorate for the direct voting system is the Brisbane Centre Division of Civil Air.

For the position of Adelaide Towers and TCU Delegate, the electorate for the direct voting system is the Adelaide Towers and TCU Division of Civil Air.

For the position of Melbourne Centre – Alternate Delegate, the electorate for the direct voting system is the Melbourne Centre Division of Civil Air.

### ***Nominations open and close:***

As these are casual vacancies, nominations open and close in accordance with a timetable provided by the Returning Officer, delegated by the Australian Electoral Commission (AEC).

### ***Cut off date for roll:***

As per Civil Air Rule 35(g), “The roll of voters for any ballot is to be closed on the seventh day before the day on which nominations for the election open”.



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)

12 December 2017

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001  
Email to: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Sir,

### **REQUEST FOR CONDUCT OF AN ELECTION**

In accordance with the *Fair Work Act 2009* and section 189 of Schedule 1 of the *Fair Work (Registered Organisations) Act 2009*, please find attached the relevant papers requesting conduct of elections for Officers of Civil Air.

If further discussions are necessary regarding this request, the Association's Industrial Officer, Jane Ponton, has been delegated responsibility (Phone 03. 9647 9100) and will be available to assist.

Yours faithfully,

Peter McGuane  
EXECUTIVE SECRETARY

## FAIR WORK ACT 2009

In the matter of statement and notice of prescribed information under the *Fair Work (Registered Organisations) Act 2009*:

### STATEMENT

I, TOM McROBERT, 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 lodge the following prescribed information concerning forthcoming elections on behalf of the Association.
3. **THAT** I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.



Tom McRobert  
PRESIDENT, Civil Air Operations Officers Association of Australia

Dated: 12 December 2017

## NOTICE

### *Offices/Positions:*

A	Vice President Administrative
A	Vice President Technical

### *Reasons for election:*

Elections for the Committee of Management (Officers) positions marked “A” are required in accordance with Rule 33(f)(i) and 38(d).

### *Elected by:*

For these positions, the electorate for the direct voting system is the entire membership.

### *Nominations open:*

Nominations open in accordance with a timetable provided by the Returning Officer, delegated by the Australian Electoral Commission (AEC). Reference Civil Air rule 35(d)(2)(b).

### *Nominations close:*

Nominations close in accordance with a timetable provided by the Returning Officer, delegated by the Australian Electoral Commission (AEC). Reference Civil Air Rules 33(f)(i), 33(f)(ii) and 33(f)(iv).

### *Cut off date for roll:*

In all cases, 7 days prior to the opening date for nominations.