



26 March 2019

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 [E2018/232]. 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, as soon as practicable after receiving the post-election report, 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

14 March 2019

Post-election report

Civil Air Operations Officers' Association of
Australia
Scheduled election
E2018/232

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Election(s) Covered in this Report

Organisation: Civil Air Operations Officers' Association of Australia
Election: Scheduled
Election Decision No/s: E2018/232

Rules

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
For more details see the Model Rules on the AEC website:
(https://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections)

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: N/A

Other irregularities identified, and action taken: N/A

Other Matters

Returning Officer actions required (Section 193): No

Details: N/A

The Civil Air Operations Officers' Association of Australia may wish to add a clause to their rules to allow the Returning Officer to conduct recall election for any offices where insufficient nominations were received avoiding the need for the organisation to apply to the Registered Organisation Commission for a new decision to be issued.

Signed



Ann Dougan
Returning Officer
Australian Electoral Commission
E: vicelections@aec.gov.au
P: 03 9285 7161
14 March 2019

Attachments

A. Declaration of results for Uncontested Offices

The Civil Air Operations Officers' Association of Australia
DECLARATION OF RESULTS - E2018/232
Uncontested Offices

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:

The Civil Air Operations Officers' Association of Australia

Vice President Finance (1)

Candidates

No Nominations Received

Vice President Communication (1)

Candidates

SHALLIES Scott

Vice President Professional (1)

Candidates

No Nominations Received

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



Ann Dougan
Returning Officer

4 March 2019



DECISION

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

The Civil Air Operations Officers' Association of Australia (E2018/232)

MR ENRIGHT

MELBOURNE, 31 JANUARY 2019

Arrangement for conduct of election.

[1] On 17 December 2018 The Civil Air Operations Officers' Association of Australia, lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Vice President Finance	(1)
Vice President Communication	(1)
Vice President Professional	(1)

[2] I am satisfied that an election for the abovenamed offices is due 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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17 December 2018

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001
Email to: regorgs@roc.gov.au

Dear Sir,

REQUEST FOR CONDUCT OF AN ELECTION [E2018/232]

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

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Tom McRobert, being the President of The Civil Air Operations Officers' Association of Australia of 214 Graham Street, Port Melbourne, in the State of Victoria, make the following statement:

1. I am authorised to sign this statement containing prescribed information for The Civil Air Operations Officers Association of Australia.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. No rule alterations are pending that will impact the election.
5. This statement is lodged at least 2 months before nominations open for the election below.



TOM McROBERT
PRESIDENT

Dated: 17 December 2018

ANNEXURE A

Offices/Positions:

A	Vice President Finance
A	Vice President Communication
A	Vice President Professional

Reasons for election:

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

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 rule 33(f)(i).

Cut off date for roll:

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