



20 October 2017

Ms Teri O'Toole
Divisional Secretary
Flight Attendants' Association of Australia - International Division
teri@faaa.net

Dear Ms O'Toole,

Cc: info@faaa.org.au

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 International Division[E2017/136]. 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 Flight Attendants' Association of Australia - International Division 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].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]*

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)

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.]*

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
<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>						

Post-Election Report

Flight Attendants Association of Australia –
E2017/136

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Election(s) Covered in this Report

Election Decision No/s: E2017/136

Rules

Rules used for the election:	[2331V: incorporates alternations of 21/10/2015 R2015/191]
Rules difficult to apply/interpret:	None
Model 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:

An anonymous complaint was received by post after the close of nominations suggesting making a post on the FAAA Facebook page may be in breach of Section 190 of the Act. As the Facebook site is an open forum for staff and no inappropriate material was posted no action was deemed to be required.

Other irregularities identified, and action taken: Nil

Other Matters

Nil

Attachments

- 1) Declaration of results for Uncontested Offices

A handwritten signature in black ink that reads "K. Montgomery". The signature is written in a cursive style with a large, looping 'M' at the end.

Kathryn Montgomery
Returning Officer
13 October 2017

Flight Attendants' Association of Australia
International Division – Vacancy Election E2017/136
Divisional Councillor (Qantas Airlines Limited)

Declaration of Results for Uncontested Offices

E2017/136

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.

International Division

Divisional Councillor (Qantas Airlines Limited)

Candidates

FILIPETTO, Kristine

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



Noopur Madan
Returning Officer

4 September 2017



Copy of Signed Decision

Title of Matter: Application/Notification by Flight Attendants' Association of Australia - International Division
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: International Division - Divisional Councillor (Qantas Airlines Limited)
Matter Number(s): E2017/136

A copy of the Commissioner's decision is attached for your information.

The relevant rulebook can be accessed via the Fair Work Commission's [website](#).

Dear Flight Attendants' Association of Australia - International Division,

Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires details of changes to an organisation's records to be declared to the Registered Organisations Commission. This includes changes to officers as a result of elections. Changes must be declared within 35 days and a template is available from the [website](#).

Dear Australian Electoral Commissioner via the Electoral Officer,

Under subsection 189 of the *Fair Work (Registered Organisations) Act 2009*, please arrange for the conduct of the above election.

Contact: Ms Teri O'Toole of the organisation, as per the prescribed information.

Please send any declaration(s) and post election report to the Registered Organisations Commission at regorgs@roc.gov.au.

Inquiries:

Any inquiries relating to this matter are to be directed to Carolyn Moloney through regorgs@roc.gov.au.

29 JUNE 2017



DECISION

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

Flight Attendants' Association of Australia
(E2017/136)

MR ENRIGHT

MELBOURNE, 29 JUNE 2017

Arrangement for conduct of election.

[1] On 10 May 2017 the International Division of the Flight Attendants' Association of Australia lodged with the Registered Organisations Commission prescribed information for an election to fill a casual vacancy in the following office for the remainder of the term:

International Division

Divisional Councillor (Qantas Airlines Limited)

[2] I am satisfied that an election for the abovenamed office 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



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, Teri O'Toole, being the Secretary of the Flight Attendants' Association of Australia (International Division), make the following statement:

1. I am authorised to sign this statement containing prescribed information for Flight Attendants' Association of Australia (International Division).
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. The resignation letter is attached for each casual vacancy.
5. This statement **IS** lodged at least 2 months before nominations open for the election below. Our preference is for nominations to open no sooner than 10 July 2017.

Signed: Teri O'Toole

A handwritten signature in black ink that reads "Teri O'Toole". The signature is written in a cursive, flowing style.

Dated: 10 May 2017

[PLEASE NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Elections that are required *[insert as many pages as required]*:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
<i>International Division</i>	<i>Divisional Councillor</i>	<i>1</i>	<i>Direct voting system</i>	<i>Casual vacancy (the resignation is attached)</i>	<i>Divisional Council (rule 8) (International Division)</i>

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Nominations CLOSE	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Roll of Voters cut off date	<i>7 days prior to nominations opening (rule 39(c))</i>	<i>7 days prior to nominations opening (rule 39(c))</i>

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as 'to be determined by the returning officer'. Casual vacancies must be accompanied by proof of resignation and attached to this statement.

svc-adlib5

From: HIBBERD,Christine
Sent: Wednesday, 17 May 2017 5:26 PM
To: 'industrial.elections@aec.gov.au'
Subject: E2017/136 FAAA-INTERNATIONAL DIVISION Copy of Prescribed Information [SEC=UNCLASSIFIED]
Attachments: E2017 136 FAAA PI.pdf



Australian Government
Registered Organisations Commission

Copy of Prescribed Information

Title of Matter: Application/Notification by Flight Attendants' Association of Australia – International Division
Section: s.189(1) RO Act - Notification of elections for office
Subject: International Divisional Councillor
Matter Number(s): E2017/136

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

Inquiries:

Any inquiries relating to this are to be directed to: regorgs@roc.gov.au

17 May 2017