

23 MAY 2007



25 Stoney Creek Rd Bexley 2207 NSW
Ph: (02) 9554 9399 Fax: (02) 9554 9644
Email: alaea@alaea.asn.au
Web: www.alaea.asn.au
ABN: 84 234 747 620

❖ NOTICE ❖

TO: ALL MEMBERS

The Association has received comments from members in recent times about not receiving, or being unaware of new ALAEA notices. To help address this problem the following information is being provided.

Member notices are available from a number of sources:

Company Noticeboards.

ALAEA Representatives.

Via email to your supplied home address if the notice is relevant to you.

or

The ALAEA website.

To access notices from the ALAEA website go to www.alaea.asn.au and login using your supplied user name and password (the login symbol is in the upper right hand side of the screen on the purple menu bar).

If you do not have a login user name and password please contact the office on (02) 9554 9399 and these will be provided.

On the purple horizontal menu bar select "Member Notices". This screen shows a summary all of the latest ALAEA Notices, select "download" to view the notice.

To view earlier notices, under the "Display" heading select "older" and then "show".

Notices can also be narrowed down to a particular area of the membership by using the "filter by type" selection.

The Association would like to ask members to ensure that they have supplied a valid and current email address to the office.

Members can use the website to update or add new personal details and contacts.

To do this go to www.alaea.asn.au, login using your user name and password, on the left hand side of the screen on the grey horizontal menu bar select "My Details". Then select from the list either "Personal details", "Employment" or "Password". Make the desired changes and select "Update".

"To undertake supervise and certify for the safety of all who fly."

The Association is also currently reviewing and updating members work locations within our database in an endeavour to provide the best possible communication to the membership and for accurate statistics.

Members should not use a very broad description of their actual work location. For example "Jet Base Mascot" contains members from nearly all facets of Qantas Engineering, which makes it difficult to direct relevant notices and communication. The preferred format should be – Department and Geographic location.

The Association asks members if they have changed work locations or employers, or believe that they could better describe their current work location to assist us by either reviewing and updating their details via the website or by contacting the office.

The Association thanks you for your assistance.



STEPHEN RE
Trustee