



8 April 2024

Martin Byrne
Federal President
The Australian Institute of Marine and Power Engineers
Sent via email: mbyrne@aimpe.asn.au

cc: Newcastle Branch ncadmin@aimpe.asn.au

Dear Martin Byrne

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Institute of Marine and Power Engineers (AR2023/30).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2023/30.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
3 April 2024	Newcastle Branch	Ordinary Member of Federal Council	No, 6 days

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*

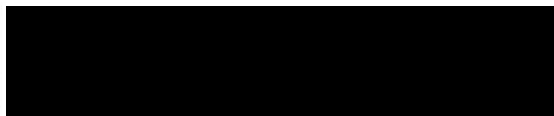
I, Henning Christiansen being the **Secretary** of the [Newcastle Branch of the **Australian Institute of Marine and Power Engineers**], declare the following:

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]

- 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.

Signed:



Henning Christiansen, SECRETARY

Dated: 3 April 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
Newcastle	21 February 2024	Ordinary Member of Federal Council	Malcolm Fletcher	Terry Snee	148 Hannell Street Wickham NSW 2293	Marine Engineer



6 December 2023

Martin Byrne
Federal President
The Australian Institute of Marine and Power Engineers
Sent via email: mbyrne@aimpe.asn.au

cc: Queensland qldadmin@aimpe.asn.au

Dear Martin Byrne

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What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
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These next steps are explained below in more detail.

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The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

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Yours sincerely

Fair Work Commission

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
29 November 2023	Queensland Branch	Branch Councillor	Yes

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, Peter John Toohey, being the Queensland Branch Secretary of the Australian Institute of Marine and Power Engineers, 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*:
 - 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.

Signed: 
QLD BRANCH SECRETARY

Dated: 28 November 2023

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-

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
Queensland	23/11/2023	Branch Councillor	Peter Roots	Timothy James Hardy	C/- Suite 14 "Rockton" 40 Brookes Street Bowen Hills Q 4006	Marine Engineer



24 November 2023

Martin Byrne
Federal President
The Australian Institute of Marine and Power Engineers
Sent via email: mbyrne@aimpe.asn.au

cc: Sydney Branch- mbyrne@aimpe.asn.au

Dear Martin Byrne

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Yours sincerely

Fair Work Commission

Appendix A

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13/11/2023	Sydney Branch	Branch President, Branch Treasurer.	Yes

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, Martin Byrne, being the Sydney Branch Secretary of the Australian Institute of Marine and Power Engineers (AIMPE), 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*:
 - 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.



Signed:

Dated: 13.11.23

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

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[Please note:

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- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
Sydney Branch	10.11.23	Branch President	John Peter van Dam	Steven William Adams	c/o 52 Buckingham Street, Surry Hills, NSW 2010	Marine Engineer
Sydney Branch	10.11.23	Branch Treasurer	Anthony Russell	John Peter van Dam	c/o 52 Buckingham Street, Surry Hills, NSW 2010	Retired Marine Engineer



Fair Work
Commission

23 March 2023

Martin Byrne
Federal President
The Australian Institute of Marine and Power Engineers
Sent via email: mbyrne@aimpe.asn.au

Dear Martin Byrne

The Australian Institute of Marine and Power Engineers's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year 2023
Matter number AR2023/30
Lodgement date 21 March 2023
Review Primary Review
Result FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission



AIMPE

Australian Institute of
Marine and Power Engineers
Head Office

Fair Work Commission

By Email: regorgs@fwc.gov.au

Reference: AR2023/30

21st March 2023

NN/3/1 (b)

AIMPE: ANNUAL RETURN OF INFORMATION FOR 2023

I, Martin Byrne, being the Federal President of the Australian Institute of Marine and Power Engineers (AIMPE), declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of 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 Act:
 - The address of the organisation is 52 Buckingham Street, SURRY HILLS, NSW 2010.
 - The name and address of each branch of the organisation is:

LIST OF BRANCHES

LIST OF OFFICE ADDRESS

SYDNEY BRANCH

52 Buckingham Street
SURRY HILLS NSW 2010

VICTORIA/TASMANIA
BRANCH

Office 202, 20 Convention
Centre Place
SOUTH WHARF VIC 3006

QUEENSLAND BRANCH

Suite 14 "Rockton"
40 Brookes Street
BOWEN HILLS QLD 4006

SOUTH AUSTRALIA BRANCH

22 Divett Street
PORT ADELAIDE SA 5015

WEST AUSTRALIA BRANCH

1 High Street
FREMANTLE WA 6160

NEWCASTLE BRANCH

148 Hannell Street
WICKHAM NSW 2293

- On 31 December 2022 the number of members was 1592. Retired or Honorary members are not included in this total.
- A list of offices and the names, postal address and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2023:

1. Federal Executive members election

OFFICE	OFFICE-HOLDER	OCCUPATION	ELECTION DUE
FEDERAL PRESIDENT	BYRNE, MARTIN 52 Buckingham St, Surry Hills, NSW, 2010	Union Official	06/06/2023
SENIOR VICE PRESIDENT	HARTREE, JOHN 1 High St, Fremantle WA 6160	Marine Engineer	06/06/2023
VICE PRESIDENT	JONES, MARK 1 High St, Fremantle WA 6160	Marine Engineer	06/06/2023
VICE PRESIDENT	TOOHEY, PETER 14/40 Brookes St, Bowen Hills, QLD 4006	Marine Engineer	06/06/2023
FEDERAL TREASURER	MCALLISTER, IAN Office 202, 20 Convention Centre Place, SOUTH WHARF VIC 3006	Marine Engineer	06/06/2023

2. Branch elections

SYDNEY BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary	BYRNE, MARTIN 52 Buckingham Street, Surry Hills, NSW 2010	Union Official	17/12/2021	17/12/2023

President	VAN DAM, JOHN 52 Buckingham Street, Surry Hills, NSW 2010	Marine Engineer	17/12/2021	17/12/2023
Treasurer	RUSSELL, ANTHONY 52 Buckingham Street, Surry Hills, NSW 2010	Marine Engineer	17/12/2021	17/12/2023
Councillor	JAMES, EVAN 52 Buckingham street, Surry Hills, NSW 2010	Marine Engineer	17/12/2021	17/12/2023
Councillor	DE SZOEK, PETER 52 Buckingham Street, Surry Hills, NSW 2010	Marine Engineer	17/12/2021	17/12/2023

QUEENSLAND BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Treasurer	HARDY, TIMOTHY Suite 14, 40 Brookes St, Bowen Hills QLD 4006	Marine Engineer	17/12/2021	17/12/2023

SOUTH AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
President	KNIGHT, SEAN 22 Divett St, Port Adelaide SA 5015	Marine Engineer	12/01/2021	12/01/2023
Treasurer	SWINCER, BEN 22 Divett St, Port Adelaide SA 5015	Marine Engineer	12/01/2021	12/01/2023
Councillor	WILLIAMS, ANTHONY 22 Divett St, Port Adelaide SA 5015	Marine Engineer	12/01/2021	12/01/2023

WEST AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary	HARTREE, JOHN 1 High Street, Fremantle, WA 6160	Marine Engineer	Appointed on 16/06/2022*	1/04/2023 (Election in progress)
Councillor	HANDCOCK, MICHAEL 1 High Street, Fremantle, WA 6160	Marine Engineer	Appointed on 16/06/2022*	7/06/2023 (Election in progress)

- Appointment by West Branch Executive to fill casual vacancy of less than 12 months in accordance with Rule 33c(ii).

During the previous 12 months:

- No branches COMMENCED or CEASED operation; and
- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Kind regards



Martin Byrne

Federal President

ANNEXURE A:
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Offices and Office Holders in the AIMPE and its Branches

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
National	Federal President	MARTIN BYRNE	c/- SYDNEY Branch, 52 Buckingham St, Surry Hills NSW 2010	Union official
	Senior Vice President	JOHN HARTREE	c/- WA Branch, Po Box 808, Fremantle, WA 6959	Marine Engineer
	Vice President	PETER TOOHEY	c/- QLD Branch, Suite 14, 40 Brookes St, Bowen Hills QLD 4006	Marine Engineer
	Vice President	MARK JONES	c/- WA Branch, Po Box 808, Fremantle, WA 6959	Marine Engineer
	Federal Treasurer	IAN MCALLISTER	c/- VIC/TAS Branch, Office 202,20 Convention Centre Place, South Wharf Vic 3006	Marine Engineer
Sydney	President	JOHN VAN DAM	c/- SYDNEY Branch, 52 Buckingham St, Surry Hills NSW 2010	Marine Engineer
	Secretary	MARTIN BYRNE	As above	Union official
	Treasurer	ANTHONY RUSSELL	As above	Marine Engineer
	Councillor	EVAN JAMES	As above	Marine Engineer
	Councillor	PETER DE SZOEKE	As above	Marine Engineer
Victoria/ Tasmania	President	RUSSELL RICKARDS	c/- VIC/TAS Branch, Office 202,20 Convention Centre Place, South Wharf Vic 3006	Marine Engineer
	Secretary	IAN MCALLISTER	As above	Marine Engineer
	Treasurer	PARIS STRACHAN	As above	Marine Engineer
	Councillor	PETER WALSH	As above	Marine Engineer
	Councillor	JONO MCLEAN	As above	Marine Engineer
Queensland	President	BRADLEY READY	c/- QLD Branch, Suite 14, 40 Brookes St, Bowen Hills QLD 4006	Marine Engineer

	Secretary	PETER TOOHEY	As above		Marine Engineer
	Treasurer	TIMOTHY HARDY	As above		Marine Engineer
	Councillor	BRADLEY READY	As above		Marine Engineer
	Councillor	PETER ROOTS	As above		Marine Engineer
South Australia	President	SEAN KNIGHT	c/- SA Branch, 22 Divett Street, Port Adelaide SA 5015		Marine Engineer
	Secretary	GRAHAM GOSDEN	As above		Marine Engineer
	Treasurer	BENJAMIN SWINCER	As above		Marine Engineer
	Councillor	ANTHONY WILLIAMS	As above		Marine Engineer
West Australia	President	MICHAEL HANDCOCK	c/- WA Branch, Po Box 808, Fremantle WA 6959		Marine Engineer
	Secretary	JOHN HARTREE	As above		Marine Engineer
	Treasurer	ANDREW WILLIAMSON	As above		Marine Engineer
	Councillor	MARK JONES	As above		Marine Engineer
	Councillor	MICHAEL HANDCOCK	As above		Marine Engineer
Newcastle	President	DONALD MOORE	c/- NEWCASTLE Branch, 148 Hannell St, Wickham 2293		Marine Engineer
	Secretary	HENNING CHRISTIANSEN	As above		Union Official
	Treasurer	RINALDO DE VITAS	As above		Marine Engineer
	Councillor	SEAN (PADDY) FRANCIS	As above		Marine Engineer
	Councillor	MALCOLM FLETCHER	As above		Marine Engineer