



Australian Government
Australian Industrial Registry

16 April 2009

Mr Terry Snee
Federal President
Australian Institute of Marine and Power Engineers, The
52 Buckingham St
SURRY HILLS NSW 2010

Dear Mr Snee

**Re: Annual Return of Information Contained In Records Kept By Organisation –
Australian Institute of Marine and Power Engineers, The – (AR2009/347)**

The Registry has received your declaration dated 31 March 2009 providing information in accordance with subsection 233 of Schedule 1 of the *Workplace Relations Act 1996*. The document was lodged in the Industrial Registry on 3 April 2009.

The document lodged covers the following information:

- Number of members as at 31 December 2008.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office and branches of the organisation.
- Dates regarding when elections are due in 2009.

Could you please note for next year's reference that the declaration supplied requires a statement as to whether elections are to be held under the organisation's rules in that year.

The legislative requirements having been satisfied in every other respect, the documents have been filed.

Yours sincerely

David Vale
for Deputy Industrial Registrar

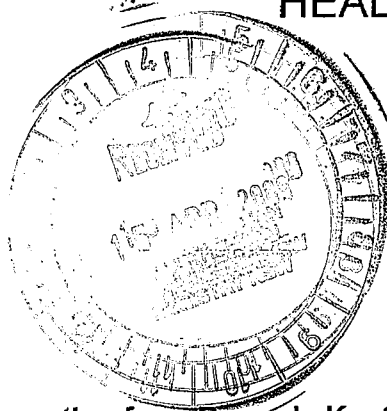


AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

The Deputy Registrar
Australian Industrial Registry
Lvl 8, Terrace Towers
East Sydney NSW 2011

By post & FAX: 02 9380 6990



15 March 2009

Dear Sir/Ms

Re: 2008 Return of Information from Records Kept by Organisation
[AR2009/347]

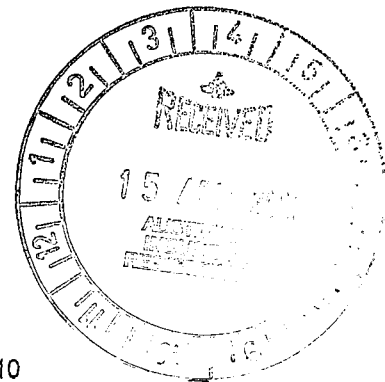
Thankyou for your letter of 3 April 2009 advising there is no statement as to elections required to be held in 2009.

Please refer to item 6 List of Office Holders commencing on page 3 of our Return of 31 March 2009; in the column on the Right you will see that the due dates for election of each office has been provided.

If there are any further difficulties please do not hesitate to ring me to discuss.

Sincerely

Henning Christiansen
FEDERAL SECRETARY
0419 400 324





Australian Government
Australian Industrial Registry

3 April 2009

Mr Terry Snee
Federal President
Australian Institute of Marine and Power Engineers, The
52 Buckingham St
SURRY HILLS NSW 2010

Dear Mr Snee

**Re: Annual Return of Information Contained In Records Kept By Organisation –
Australian Institute of Marine and Power Engineers, The – (AR2009/347)**

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The document lodged covers the following information:

- Number of members as at 31 December 2008.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office and branches of the organisation.

However there is no statement whether elections are to be held under the organisation's rules in 2009. Could you please provide a statement concerning whether elections are to be held in accordance with the organisation's rules during 2009. Additionally, when re-lodging the documents could you please also provide a signed statement that the copy of records lodged are correct statements of information in accordance with regulation s233(1)(b) of the RAO Regulations.

Once the additional documents are lodged the Registry will be in a position to be able to file the Annual Return.

Yours sincerely

David Vale
for Deputy Industrial Registrar



AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No.:

NN/3/1 (b)

Australian Industrial Registry

Level 8, Terrace Tower
EAST SYDNEY NSW 2011

Reference: AR2009/347



2008 RETURN; RAO SCHEDULE OF WORKPLACE RELATIONS ACT

I, Terry Snee, of [REDACTED], NSW, [REDACTED] do hereby solemnly and sincerely declare that:-

1. I am the Federal President of the AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS.
2. I was elected on 7 August, 2008 to that position in accordance with the Rules of the Organisation as registered under the Workplace Relations Act 1996 & Regulations.
3. Maintenance of Register of Members

During the 2008 Calendar year a Register of members of the said Organisation showing the name and postal address of each member has been kept and maintained at the Registered office for the said organisations' branches, namely, Sydney Branch, Victoria/Tasmania Branch, Queensland Branch, South Australia Branch, West Australia Branch and Newcastle Branch as required by ss230(1)(a) and (2).

4. The organisation as of 31 December, 2008 has 2,261 members. Retired or honorary members are not included in this total.

5. List of Offices

Federal Executive

Federal President
Senior Vice President
Vice Presidents (2)
Federal Treasurer

Federal Council
Sydney Branch:
52 Buckingham Street
SURREY HILLS NSW 2010

Seventeen Councillors (17) as below
Secretary and Councillor
President
Treasurer
Councillors (2)

Victoria Branch:
236 Clarendon Street
SOUTH MELBOURNE VIC 3205

Secretary and Councillor
President
Treasurer
Councillors(2)

Queensland Branch:
Suite 14, "Rockton"
40 Brookes Street
BOWEN HILLS QLD 4006

Secretary and Councillor
President
Treasurer
Councillors (2)

South Australia Branch:
22 Divett Street
PORT ADELAIDE SA 5015

Secretary and Councillor
President
Treasurer
Councillor

West Australia Branch:
169 Stock Road
Palmyra WA 6157

Secretary and Councillor
President
Treasurer
Councillors (2)

Newcastle Branch:
148 Hannell Street
WICKHAM NSW 2293

Secretary and Councillor
President
Treasurer
Councillors (2)

6. **List of Office Holders**

Officials elected in accordance with the Rules of the Organisation are:

OFFICE	OFFICE-HOLDER	OCCUPATION	ELECTION DUE
FEDERAL PRESIDENT	SNEE, T, PO Box 81, Wickham, NSW, 2293.	Marine Engineer	7/8/2009
SENIOR VICE PRESIDENT	RICHARDSON, A, 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	7/8/2009
VICE PRESIDENT	OLSEN, P, 169 Stock Road, Palmyra, WA, 6157.	WA Branch Secretary	7/8/2009
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010.	Federal Secretary	7/8/2009
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010.	Assistant Federal Secretary	7/8/2009

The other Office Holders elected in accordance with the Rules of the Organisation are:

SYDNEY BRANCH

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Byrne, MC, 52 Buckingham St, Surry Hills, NSW, 2010.	Secretary & Councillor	Assistant Federal Secretary	22/9/2008	22/9/2012
James, DML, 52 Buckingham St, Surry Hills, NSW, 2010.	President	Marine Engineer	22/9/2008	22/9/2010
Smith, JW, 52 Buckingham St, Surry Hills, NSW, 2010.	Treasurer & Councillor	Marine Engineer	22/9/2008	22/9/2010
Handcock, MJ 52 Buckingham St, Surry Hills, NSW, 2010.	Councillor	Marine Engineer	22/9/2008	22/9/2010

**VICTORIA/TASMANIA
BRANCH**

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Mcallister, I , PO Box 60, Sth Melbourne, VIC, 3205.	Secretary & Councillor	Marine Engineer	3/12/2008	3/12/2012
Paxman, P , PO Box 60, Sth Melbourne, VIC, 3205.	Treasurer	Marine Engineer	3/12/2008	3/12/2010
Ireland, E , PO Box 60, Sth Melbourne, VIC, 3205.	President & Councillor	Marine Engineer	3/12/2008	3/12/2010
Walsh, P , PO Box 60, Sth Melbourne, VIC, 3205.	Councillor	Marine Engineer	3/12/2008	3/12/2010

QUEENSLAND BRANCH

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Toohy, P , 40 Brookes St, Bowen Hills, QLD, 4006.	Secretary & Councillor	Marine Engineer	26/02/2007	26/02/2011
KELLIE, R , 40 Brookes St, Bowen Hills, QLD, 4006.	President	Marine Engineer	1/07/2008	5/01/2009
Ready, B 40 Brookes St, Bowen Hills, QLD, 4006.	Councillor	Marine Engineer	11/3/2009	11/03/2011
Richardson, A , 40 Brookes St, Bowen Hills, QLD, 4006.	Treasurer & Councillor	Marine Engineer	11/3/2009	11/3/2011

SOUTH AUSTRALIA BRANCH

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Gibbons, A. , 22 Divett St, Pt Adelaide, SA, 5015.	Secretary & Councillor	Marine Engineer	25/8/2008	25/8/2012
Hilbink, N , 22 Divett St, Pt Adelaide, SA, 5015.	President	Marine Engineer	25/8/2008	25/8/2010
Noble, R , 22 Divett St, Pt Adelaide, SA, 5015.	Treasurer	Marine Engineer	25/8/2008	25/8/2010
Hodgson, LM , 22 Divett St, Pt Adelaide, SA, 5015.	Councillor	Marine Engineer	25/8/2008	25/8/2010

WEST AUSTRALIA BRANCH

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Olsen, P , 169 Stock Road, Palmyra, WA, 6157.	Secretary & Councillor	Branch Secretary	10/08/2006	10/08/2010
Blackmore, C , 169 Stock Road, Palmyra, WA, 6157.	President & Councillor	Marine Engineer	24/3/2009	24/3/2011
Hartlieb, C , 169 Stock Road, Palmyra, WA, 6157.	Treasurer	Marine Engineer	24/3/2009	24/3/2011
Caldwell, J , 169 Stock Road, Palmyra, WA, 6157.	Councillor	Marine Engineer	6/11/2007	6/11/2009

NEWCASTLE BRANCH

NAME & ADDRESS OF INCUMBENT	OFFICE	OCCUPATION	DATE ELECTED	ELECTION DUE
Ashton, RA, PO Box 81, Wickham, NSW, 2293.	Secretary & Councillor	Branch Secretary	4/4/2008	4/4/2012
Moore, D, PO Box 81, Wickham, NSW, 2293.	President	Marine Engineer	4/4/2008	4/4/2010
Mallows, J, PO Box 81, Wickham, NSW, 2293..	Treasurer	Director, Professional Standards	4/4/2008	4/4/2010
Snee, T, PO Box 81, Wickham, NSW, 2293.	Councillor	Marine Engineer	4/4/2008	4/4/2010
Christiansen, H, PO Box 81, Wickham, NSW, 2293.	Councillor	Federal Secretary	4/4/2008	4/4/2010

7. **List of Branches/Addresses of Offices**

The names and addresses of the Offices and Branches of the said Organisation are:

LIST OF BRANCHES

SYDNEY BRANCH

LIST OF OFFICE ADDRESS

Organisation's HEAD OFFICE
52 Buckingham Street
SURRY HILLS NSW 2010

52 Buckingham Street
SURRY HILLS NSW 2010

VICTORIA/TASMANIA
BRANCH

236 Clarendon Street
SOUTH MELBOURNE VIC 3205

QUEENSLAND BRANCH

Suite 14
"Rockton"
40 Brookes Street
BOWEN HILLS QLD. 4000

SOUTH AUSTRALIA BRANCH

22 Divett Street
PORT ADELAIDE SA 5015

WEST AUSTRALIA BRANCH


169 Stock Road
PALMYRA WA 6157

NEWCASTLE BRANCH

148 Hannell Street
WICKHAM NSW 2293

8. New Branches Nil.
9. Old Branches Nil.
10. Changes in List of Office holders

Comparison of the list of Officer Holders at 6 above with the same list submitted last year demonstrates the changes which have occurred.


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T SNEE
FEDERAL PRESIDENT



Australian Government
Australian Industrial Registry

18 March 2009

Mr Terry Snee
Federal President
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Snee

**Australian Institute of Marine and Power Engineers, The
Annual Return of Information for 2009 [AR2009/347]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2009 in respect of the above by **31 March 2009**.

A signed and dated declaration certifying matters prescribed in Schedule 1 of the *Workplace Relations Act 1996* [the "**RAO Schedule**"] must be lodged in the Registry by that date. The matters to be included in the declaration are set out in the attached Checklist.

The declaration must be signed by the secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify the Registry within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.airc.gov.au – under *Registered organisations - Files of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

The Registry encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@airc.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Please do not hesitate to contact me on (02) 8374 6507 or by e-mail at stephen.teece@airc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Statutory Services Branch

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged in the Industrial Registry between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (the "other prescribed officer" see RAO Regulation 150).

For full details see ss230-233 of the RAO Schedule (the *Registration and Accountability of Organisations Schedule*) which forms Schedule 1 to the *Workplace Relations Act 1996*, and Regulations 149-151 of the RAO Regulations (the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*).

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) [s233(1)(a)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s230(1)(d) and reg. 147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s230(1)(d) and reg. 147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s189 of the RAO Schedule
Statement concerning number of members	A record of the number of members on 31 December in the previous year, and: if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RAO Schedule - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RAO Schedule. [s230(1)(d) and reg. 147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RAO s233(2) and reg. 151 refer].



Australian Government
Australian Industrial Registry

28 January 2009

Mr Terry Snee
Australian Institute of Marine and Power Engineers, The
52 Buckingham Street
SURRY HILLS NSW 2010

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