



FAIR WORK  
AUSTRALIA

20 April 2010

Mr Henning Christiansen  
Federal Secretary  
The Australian Institute of Marine and Power Engineers  
52 Buckingham Street  
SURRY HILLS NSW 2010

Dear Mr Christiansen

**Annual Return of Information Contained In Records Kept By Organisation – AR2010/2642**

Fair Work Australia has received your amended declaration dated 20 April 2010 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 22 March 2010.

The documents lodged cover the following information:

- Number of members as at 31 December 2009.
- 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 offices of the organisation.
- A statement regarding the elections which must be held under the organisation's rules during 2010.

I note that in my letter of 23 March 2010, I stated that your declaration did not include a statement declaring whether any elections must be held according to your organisation's rules for offices during the year commencing 1 January 2010. As you have pointed out, this information *had* been included within the tables showing officers of each branch's office holders. I apologise for any confusion caused.

I also acknowledge your advice regarding a correction to the information included relation to elections for Federal Office positions. You will be contacted in the near future regarding this election.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

Steve Teece  
Registered Organisations - New South Wales  
Fair Work Australia



# AIMPE

## Australian Institute of Marine and Power Engineers HEAD OFFICE

Mr Steve Teece  
Registered Organisations - NSW  
Fair Work Australia  
Level 8, Terrace Tower, 80 William Street  
EAST SYDNEY NSW 2011  
Tel: (02) 8374 6649  
Fax: (02) 9380 6990

20 April 2010

Your Reference: AR2010/2642

Our File: NN/3/1 (b)

Dear Sir

**AMENDMENT to Annual Return of Records Kept by Organisation – AR2010/2642**

I refer to your letter of 23 March 2010 to Federal President Terry Snee in which you indicate his 9.2.2010 Statement does not inform FWA of the elections to be held during the year commencing 1 January 2010.

In fact item 6 'List of Officeholders' *does show* for each office, in the right-hand column, not only the office-holder but also the *date an election is due*.

However, I note that the Due-dates given in respect of the first 5 of those is, incorrectly, given as 15 June 2010 [that being 12 months since the last election].

But in fact the term of office is for "...a term of one (1) year or until the next annual meeting of the Federal Council." And the date for that has now been set to commence on Tuesday 1<sup>st</sup> June 2010.

Accordingly please accept this AMENDED Statement in lieu of our Statement of 9.2.2010

Sincerely

Henning Christiansen  
FEDERAL SECRETARY  
& VICE PRESIDENT

CC: Federal Executive



**AMENDED Annual Return of Records Kept by Organisation – AR2010/2642**  
**AIMPE, The; Annual Return of Information for 2010**

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

1. I am employed in the capacity of Federal Secretary and am elected Vice President of the AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS.
2. I was elected on 15<sup>th</sup> June, 2009 to that position in accordance with the Rules of the Organisation as registered under the Fair Work (Registered Organizations) Act 2009 & Regulations.
3. Maintenance of Register of Members

During the 2009 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, 2009 has 2,397 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

Seventeen *Councillors* (17) as below

<b>Sydney Branch: 52 Buckingham Street SURRY HILLS NSW 2010</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors</i> (2)

<b>Victoria/Tasmania Branch: 236 Clarendon Street SOUTH MELBOURNE VIC 3205</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors</i> (2)

<b>Queensland Branch: Suite 14, "Rockton" 40 Brookes Street BOWEN HILLS QLD 4006</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors</i> (2)

<b>South Australia Branch: 22 Divett Street, PORT ADELAIDE SA 5015</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors</i>

<b>West Australia Branch: 169 Stock Road Palmyra WA 6157</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors (2)</i>

<b>Newcastle Branch: 148 Hannell Street WICKHAM NSW 2293</b>	
	Secretary and <i>Councillor</i>
	President
	Treasurer
	<i>Councillors (2)</i>

6. **List of Office Holders & date Elections are Due**

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

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	ELECTION DUE In 2010?	
FEDERAL PRESIDENT	SNEE, T, PO Box 81, Wickham, NSW, 2293.	Marine Engineer	1/6/2010	YES
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	1/6/2010	YES
	Tohey, P replaced Richardson, A in this office on 15/6/2009			<b>CHANGE</b>
VICE PRESIDENT	OLSEN, P, 169 Stock Road, Palmyra, WA, 6157.	WA Branch Secretary	1/6/2010	YES
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010.	Federal Secretary	1/6/2010	YES
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010.	Assistant Federal Secretary	1/6/2010	YES

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

**SYDNEY BRANCH**

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

**VICTORIA/TASMANIA BRANCH**

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

**QUEENSLAND BRANCH**

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE In 2010?	
Secretary & Councillor	<b>Toohy, P,</b> 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	26/02/2007	26/02/2011	
President	<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	9/10/2009	9/10/2011	
	Ready, B replaced Kellie, R in this office on 9/10/2009				<b>CHANGE</b>
Councillor	<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	11/3/2009	11/3/2011	
Treasurer & Councillor	<b>Richardson, A,</b> 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	11/3/2009	11/3/2011	

**SOUTH AUSTRALIA BRANCH**

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

**WEST AUSTRALIA BRANCH**

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE In 2010?	
Secretary & Councillor	<b>Olsen, P.</b> , 169 Stock Road, Palmyra, WA, 6157.	Branch Secretary	10/08/2006	10/08/2010	YES
President & Councillor	<b>Blackmore, C.</b> , 169 Stock Road, Palmyra, WA, 6157.	Marine Engineer	24/3/2009	24/3/2011	
Treasurer	<b>Hartlieb, C.</b> , 169 Stock Road, Palmyra, WA, 6157.	Marine Engineer	24/3/2009	24/3/2011	
Councillor	<b>Hartree, J.</b> , 169 Stock Road, Palmyra, WA, 6157.	Marine Engineer	8/02/2010	8/02/2012	
	Hartree, J replaced Caldwell, J in this office on 8/02/2010				<b>CHANGE</b>

**NEWCASTLE BRANCH**

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

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

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

**LIST OF BRANCHES**

**LIST OF OFFICE ADDRESS**

SYDNEY BRANCH

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**

An extra column has been added on the right hand side of the list of Officer Holders at 6 above, showing those Offices in which, since the previous year, a change has occurred.

  
Henning Christiansen  
FEDERAL SECRETARY  
& VICE PRESIDENT

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FAIR WORK  
AUSTRALIA

23 March 2010

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

Dear Mr Snee

**Annual Return of Information Contained In Records Kept By Organisation – AR2010/2642**

Fair Work Australia has received your declaration dated 9 February 2010 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 22 March 2010.

The documents lodged cover the following information:

- Number of members as at 31 December 2009.
- 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 offices of the organisation.

However, the document lodged does not include a statement declaring whether any elections must be held according to your organisation's rules for offices during the year commencing 1 January 2010. You are reminded that such a statement is required under subsection 233(b) of the *Fair Work (Registered Organisations) Act 2009* and Regulation 147(e) of the *Fair Work (Registered Organisations) Regulations 2009*. Please lodge this statement at your earliest convenience.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

Steve Teece  
Registered Organisations - New South Wales  
Fair Work Australia



AIMPE  
52 Buckingham Street  
SURRY HILLS NSW 2010  
02 9698 3999 phone  
02 9319 7505 fax

FAX

To: Steve Teele Fax: 102) 9380 6990  
From: Cathy Han Date: 22 / 3 / 10  
Re: AIMPE Annual Return Pages: 7  
CC:

Urgent  For Review  Please Comment  Please Reply  Please Recycle

Steve,

Please find faxed Annual Return from  
Australian Institute of Marine & Power Engineers

Cheers

Cathy Han





File No.:

NN/3/1 (b)

9 February 2010

Australian Industrial Registry

Level 8, Terrace Tower  
EAST SYDNEY NSW 2011

Reference: AR2010/2642

**AIMPE, THE ANNUAL RETURN OF INFORMATION FOR 2010**

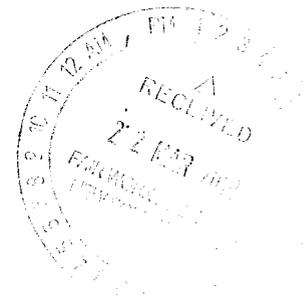
I, Terry Snee, of [REDACTED], NSW, [REDACTED] do hereby solemnly and sincerely declare that:-

1. I am the Federal President of the AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS.
2. I was elected on 15<sup>th</sup> June, 2009 to that position in accordance with the Rules of the Organisation as registered under the Fair Work (Registered Organizations) Act 2009 & Regulations.

3. Maintenance of Register of Members

During the 2009 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, 2009 has 2,397 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  
SURRY 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:

<b>OFFICE</b>	<b>OFFICE-HOLDER</b>	<b>OCCUPATION</b>	<b>ELECTION DUE</b>
FEDERAL PRESIDENT	SNEE, T, PO Box 81, Wickham, NSW, 2293.	Marine Engineer	15/6/2010
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006.	Marine Engineer	15/6/2010
VICE PRESIDENT	OLSEN, P, 169 Stock Road, Palmyra, WA, 6157.	WA Branch Secretary	15/6/2010
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010.	Federal Secretary	15/6/2010
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010.	Assistant Federal Secretary	15/6/2010

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

**SYDNEY BRANCH**

<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OFFICE</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
<b>Byrne, MC</b> , 52 Buckingham St, Surry Hills, NSW, 2010.	Secretary & Councillor	Assistant Federal Secretary	22/9/2008	22/9/2012
<b>James, DML</b> , 52 Buckingham St, Surry Hills, NSW, 2010.	President	Marine Engineer	22/9/2008	22/9/2010
<b>Smith, JW</b> , 52 Buckingham St, Surry Hills, NSW, 2010.	Treasurer & Councillor	Marine Engineer	22/9/2008	22/9/2010
<b>Handcock, MJ</b> 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
<b>Mcallister, I</b> , PO Box 60, Sth Melbourne, VIC, 3205.	Secretary & Councillor	Marine Engineer	3/12/2008	3/12/2012
<b>Paxman, P</b> , PO Box 60, Sth Melbourne, VIC, 3205.	Treasurer	Marine Engineer	3/12/2008	3/12/2010
<b>Ireland, E</b> , PO Box 60, Sth Melbourne, VIC, 3205.	President & Councillor	Marine Engineer	3/12/2008	3/12/2010
<b>Walsh, P</b> , 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
<b>Toohey, P</b> , 40 Brookes St, Bowen Hills, QLD, 4006.	Secretary & Councillor	Marine Engineer	26/02/2007	26/02/2011
<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006..	President	Marine Engineer	9/10/2009	9/10/2011
<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006.	Councillor	Marine Engineer	11/3/2009	11/3/2011
<b>Richardson, A</b> , 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
<b>Gibbons, A.</b> , 22 Divett St, Pt Adelaide, SA, 5015.	Secretary & Councillor	Marine Engineer	25/8/2008	25/8/2012
<b>Hilbink, N.</b> , 22 Divett St, Pt Adelaide, SA, 5015.	President	Marine Engineer	25/8/2008	25/8/2010
<b>Noble, R.</b> , 22 Divett St, Pt Adelaide, SA, 5015.	Treasurer	Marine Engineer	25/8/2008	25/8/2010
<b>Hodgson, LM.</b> , 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
<b>Olsen, P.</b> , 169 Stock Road, Palmyra, WA, 6157.	Secretary & Councillor	Branch Secretary	10/08/2006	10/08/2010
<b>Blackmore, C.</b> , 169 Stock Road, Palmyra, WA, 6157.	President & Councillor	Marine Engineer	24/3/2009	24/3/2011
<b>Hartlieb, C.</b> , 169 Stock Road, Palmyra, WA, 6157.	Treasurer	Marine Engineer	24/3/2009	24/3/2011
<b>Hartree, J.</b> , 169 Stock Road, Palmyra, WA, 6157.	Councillor	Marine Engineer	8/02/2010	8/02/2012

**NEWCASTLE BRANCH**

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

**LIST OF OFFICE ADDRESS**

SYDNEY BRANCH

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

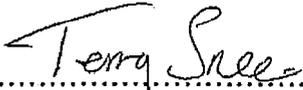
148 Hannell Street  
WICKHAM NSW 2293

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.

  
.....  
T SNEE  
FEDERAL PRESIDENT



FAIR WORK  
AUSTRALIA

22 January 2010

Mr Martin Byrne  
Assistant Federal Secretary  
Australian Institute of Marine and Power Engineers, The  
Via Email: [mbyrne@aimpe.asn.au](mailto:mbyrne@aimpe.asn.au)

Dear Mr Byrne

**Australian Institute of Marine and Power Engineers, The  
Annual Return of Information for 2010 [AR2010/2642]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2010 in respect of the above by **31 March 2010**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the "**RO Act**"] must be lodged with Fair Work Australia [**FWA**] 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 FWA 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 RO Act.

Once an Annual Return or change of records has been lodged, a copy will be posted on the FWA website at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered organisations - List 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.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at [RIASydney@fwa.gov.au](mailto:RIASydney@fwa.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 6620 or by e-mail at [RIASydney@fwa.gov.au](mailto:RIASydney@fwa.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece  
Registered Organisations, NSW  
Fair Work Australia

## Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged with Fair Work Australia [FWA] 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 RO Regulation 150).

For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the "RO Act"], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the "RO Regulations"].

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

Requirement	Details of requirement
<b>Maintenance of Register of Members</b>	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)]
<b>List of Offices</b>	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)]
<b>List of Office holders</b>	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)]
<b>List of Branches</b>	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
<b>Addresses of Organisation and Branches</b>	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)]
<b>Elections in Organisation and Branches</b>	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)] <b>Note:</b> 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 RO Act
<b>Statement concerning number of members</b>	<ul style="list-style-type: none"> <li>• A record of the number of members on 31 December in the previous year, and;</li> <li>• if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RO Act - 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 RO Act.</li> </ul> [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 with FWA, 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 [RO Act s233(2) and RO reg. 151 refer].