



18 February 2016

Mr Martin Byrne  
Federal Secretary  
The Australian Institute of Marine and Power Engineers

Fax: (02) 9319 7505

Dear Mr Byrne,

**Notification of changes made to records [AR2015/107]**

I acknowledge receipt of a Notification of Change to the office holders of The Australian Institute of Marine and Power Engineers.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
15/02/2016	National	Vice President
15/02/2016	Sydney	Branch President & Councillor
15/02/2016	South Australia	Councillor
15/02/2016	Western Australia	Treasurer & Councillor

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require 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.

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Facsimile: (03) 9655 0410  
Internet: [www.fwc.gov.au](http://www.fwc.gov.au)

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 should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Michael Moutevelis  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
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Internet: [www.fwc.gov.au](http://www.fwc.gov.au)



NN/3/1 (b)

12.02.2016

File No.:

Fair Work Commission

Level 10, Terrace Tower  
80 William Street  
East Sydney, NSW 2011

## NOTIFICATION OF CHANGES TO RECORDS

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

1. I am authorised to make this declaration.
2. During the 2015 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 said Organization's Head Office and copied to branches, namely, Sydney Branch, Victoria/Tasmania Branch, Queensland Branch, South Australia Branch, West Australia Branch and Newcastle Branch as required by ss.230(1)(a) and (2).
3. The following is a correct statement of the information contained in the records required to be kept by the organization in accordance with s.230(1)(b), (c), and (d) of the Fair Work (RO) 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.

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**MARTIN BYRNE**  
**FEDERAL SECRETARY**

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## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for changes	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
National	22.06.2015	Federal Vice President	Henning Christiansen	Scheduled Election due to expiring of term of office	Christopher Blackmore	c/- WA Branch, 169 Stock Rd, Palmyra 6157	Marine Engineer
Sydney	15.12.2015	Branch President	David James	Retired at the end of the term of office	Michael Handcock	c/- SYDNEY Branch, 52 Buckingham St, Surry Hills NSW 2010	Marine Engineer
	14.08.2015	Councillor	James Smith	Scheduled Election due to expiring of term of office	Christopher May	c/- SYDNEY Branch, 52 Buckingham St, Surry Hills NSW 2010	Marine Engineer
South Australia	Vacant	Councillor	Stephen Broun	Scheduled Election due to expiring of term of office		c/- SA Branch, 22 Divett Street, Port Adelaide SA 5015	
Western Australia	22.01.2016	Councillor	John Hartree	Scheduled Election due to expiring of term of office	Mark Jones	c/- WA Branch, 169 Stock Rd, Palmyra 6157	Marine Engineer
	Vacant (Election in progress)	Treasurer	Karel Hartlieb	Scheduled Election due to expiring of term of office		c/- WA Branch, 169 Stock Rd, Palmyra 6157	



3 July 2015

Mr Martin Byrne  
Federal Treasurer  
The Australian Institute of Marine and Power Engineers

By email: [REDACTED]

Dear Mr Byrne,

**Annual Return of Information for 2015 [AR2015/107]**

I acknowledge receipt on 25 March 2015 of your Declaration (and of your amended Declaration on 10 June 2015) providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2015 Annual Return of Information of The Australian Institute of Marine and Power Engineers.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

**Notifications of Change**

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Australian Institute of Marine and Power Engineers is encouraged to use this template if any changes occur.

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of The Australian Institute of Marine and Power Engineers does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of change with the Commission, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233(1) of the RO Act.

Yours sincerely

Carolyn Moloney  
Regulatory Compliance Branch



File No.:

Fair Work Australia

11 Exhibition Street,  
Melbourne, VIC 3000

Reference: AR2015/107

### **AIMPE, THE ANNUAL RETURN OF INFORMATION FOR 2014**

I, Terry Snee, 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. During the 2014 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 said Organization's Head Office and copied to branches, namely, Sydney Branch, Victoria/Tasmania Branch, Queensland Branch, South Australia Branch, West Australia Branch and Newcastle Branch as required by ss.230(1)(a) and (2).
3. The following is a correct statement of the information contained in the records required to be kept by the organization in accordance with s.230(1)(b), (c), and (d) of the Act:

- The address of the organization is 52 Buckingham Street, SURRY HILLS, NSW 2010.
- The name and address of each branch of the organization is:

#### LIST OF BRANCHES

SYDNEY BRANCH

VICTORIA/TASMANIA  
BRANCH

QUEENSLAND BRANCH

#### LIST OF OFFICE ADDRESS

52 Buckingham Street  
SURRY HILLS NSW 2010

Office 202, 20 Convention  
Centre Place  
SOUTH WHARF VIC 3006

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

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

- On 31 December 2014 the number of members was 2792. 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 organization, the following elections must be held between 1 January and 31 December of 2015:
  1. Federal Executive members election

<b>OFFICE</b>	<b>OFFICE-HOLDER</b>	<b>OCCUPATION</b>	<b>ELECTION DUE</b>
FEDERAL PRESIDENT	SNEE, T, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	22/06/2015
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	22/06/2015
VICE PRESIDENT	WOOLLEY, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	22/06/2015
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010	Director of Professional Development	22/06/2015
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010	Federal Secretary	22/06/2015

2. Branch elections

**SYDNEY BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
President	<b>James, DML</b> , 52 Buckingham St, Surry Hills, NSW, 2010.	Marine Engineer	16/9/2013	16/9/2015
Treasurer & Councillor	<b>Smith, JW</b> , 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	10/4/2013	10/4/2015 (Election in progress)
Councillor	<b>Handcock, MJ</b> 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	10/4/2013	10/4/2015 (Election in progress)

**QUEENSLAND BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Treasurer	<b>Seymour, F</b> , 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	5/03/2015 (Appointed by BEX)*	25/09/2015
Councillor	<b>Snee, T</b> , 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	9/10/2014 (Appointed by BEX)*	25/09/2015
Councillor	<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	25/09/2013	25/09/2015

\*Following casual vacancy created by resignation Anthony Richardson on 9 October 2014

**SOUTH AUSTRALIA BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Councillor	<b>Broun, S</b> 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	9/4/2013	9/4/2015



**WEST AUSTRALIA BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
President	<b>Jones, M,</b> 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	21/11/2014 (Appointed by BEX)	28/8/2015
Treasurer	<b>Hartlieb, KH,</b> 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	28/8/2013	28/8/2015
Councillor	<b>Hartree, J</b> 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	21/11/2014 (Appointed by BEX)	28/08/2015

- During the previous 12 months:  
No branches COMMENCED or CEASED operation.
- The organization has not entered into an agreement under s.151(1) of the Act with a state union.



**TERRY SNEE**  
**FEDERAL PRESIDENT**

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1 April 2015

Mr Martin Byrne  
Federal Treasurer  
The Australian Institute of Marine and Power Engineers  
By email: [REDACTED]

Dear Mr Byrne,

**Annual Return of Information for 2015 [AR2015/107]**

I acknowledge receipt on 25 March 2015 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged do not include all of the required information for the 2015 Annual Return of Information of The Australian Institute of Marine and Power Engineers. In particular the following is required:

- Regulation 150 of the *Fair Work (Registered Organisations) Regulations 2009* provides that the prescribed officer for signing the declaration referred to in section 233(1)(a) is the officer who is required by the rules of the organisation to keep the relevant records. As such it appears that in accordance with rule 9(iii) of the Institute's rules the Federal President is the prescribed officer. For this reason, could you arrange for the Federal President to sign an amended declaration - or in their absence the Senior Vice President, in accordance with rule 10 of the Institute's rules;
- A statement in the amended declaration that the copy of records lodged is a correct statement of the information contained in the Institute's records;
- A statement in the amended declaration about whether or not any election is required to be held under the Institute's rules during 2015

On receipt of an amended declaration which meets the above requirements, the annual return will be filed. Please note that the further lodgement will not affect the Institute's compliance with the 31 March 2015 deadline - the lodgement date is taken to be 25 March 2015.

In order to assist organisations to comply with the requirements of subsection 233(1) of the RO Act a template annual return is available on the [fact-sheets](#) page of our website. The Australian Institute of Marine and Power Engineers is encouraged to use this template in future years.

Yours sincerely

Carolyn Moloney  
Regulatory Compliance Branch



File No.:

Fair Work Australia

11 Exhibition Street,  
Melbourne, VIC 3000

Reference: AR2015/107

## **AIMPE, THE ANNUAL RETURN OF INFORMATION FOR 2014**

I, Martin Byrne, of 52 Buckingham Street, Surry Hills, NSW, 2010 do hereby solemnly and sincerely declare that:-

1. I am employed in the capacity of Federal Secretary and am elected Federal Treasurer of the AUSTRALIAN INSTITUTE OF MARINE AND POWER ENGINEERS.
2. I was elected on 10 June 2014 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 2014 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 said Organization's Head Office and copied to branches, namely, Sydney Branch, Victoria/Tasmania Branch, Queensland Branch, South Australia Branch, West Australia Branch and Newcastle Branch as required by ss.230(1)(a) and (2).

4. The organisation as of 31 December, 2014 has 2792 members. Retired or honorary members are not included in this total.
5. **List of Offices**

**(a) Federal Executive**

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

**(b) Federal Council**

Seventeen Councillors (17) as below

Sydney Branch: 52 Buckingham Street SURRY HILLS NSW 2010	Secretary and Councillor (1) Councillors (2)
Victoria/Tasmania Branch: Office 202 20 Convention Center Place SOUTH WHARF VIC 3006	Secretary and Councillor (1) Councillors(2)
Queensland Branch: Suite 14, "Rockton" 40 Brookes Street BOWEN HILLS QLD 4006	Secretary and Councillor (1) Councillors (2)
South Australia Branch: 22 Divett Street PORT ADELAIDE SA 5015	Secretary and Councillor (1) Councillor (1)
West Australia Branch: 169 Stock Road Palmyra WA 6157	Secretary and Councillor (1) Councillors (2)
Newcastle Branch: 148 Hannell Street WICKHAM NSW 2293	Secretary and Councillor (1) Councillors (2)

(c) Branch Positions

Sydney Branch: 52 Buckingham Street SURRY HILLS NSW 2010	Secretary President Treasurer
Victoria/Tasmania Branch: Office 202 20 Convention Center Place SOUTH WHARF VIC 3006	Secretary President Treasurer
Queensland Branch: Suite 14, "Rockton" 40 Brookes Street BOWEN HILLS QLD 4006	Secretary President Treasurer
South Australia Branch: 22 Divett Street PORT ADELAIDE SA 5015	Secretary President Treasurer
West Australia Branch: 169 Stock Road Palmyra WA 6157	Secretary President Treasurer
Newcastle Branch: 148 Hannell Street WICKHAM NSW 2293	Secretary President Treasurer

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, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	22/06/2015
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	22/06/2015
VICE PRESIDENT	WOOLLEY, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	22/06/2015
VICE PRESIDENT	CHRISTIANSEN, H 52 Buckingham St, Surry Hills, NSW, 2010	Director of Professional Development	22/06/2015
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010	Federal Secretary	22/06/2015

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

**SYDNEY BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Secretary & Councillor	<b>Byrne, MC</b> , 52 Buckingham St, Surry Hills, NSW, 2010	Federal Secretary	16/9/2013	16/9/2017
President	<b>James, DML</b> , 52 Buckingham St, Surry Hills, NSW, 2010.	Marine Engineer	16/9/2013	16/9/2015
Treasurer & Councillor	<b>Smith, JW</b> , 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	10/4/2013	10/4/2015 (Election request lodged)
Councillor	<b>Handcock, MJ</b> 52 Buckingham St, Surry Hills, NSW, 2010	Marine Engineer	10/4/2013	10/4/2015 (Election request lodged)

**VICTORIA/TASMANIA BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Secretary & Councillor	<b>Mcallister, I,</b> Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/2/2013	18/2/2017
President	<b>Ireland, E,</b> Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	6/01/2015	6/01/2017
Treasurer	<b>Desai, H</b> Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	6/01/2015	6/01/2017
Councillor	<b>Walsh, P,</b> Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	6/01/2015	6/01/2017
Councillor	<b>Woolley, M,</b> Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	6/01/2015	6/01/2017

**QUEENSLAND BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Secretary & Councillor	<b>Toohy, P,</b> 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	28/03/2012	28/03/2016
President	<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	14/03/14	14/03/2016

Treasurer	<b>Seymour, F</b> , 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	5/03/2015 (Appointed by BEX)	25/09/2015
Councillor	<b>Snee, T</b> , 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	9/10/2014 (Appointed by BEX)	25/09/2015
Councillor	<b>Ready, B</b> 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	25/09/2013	25/09/2015

### SOUTH AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	<b>Maclucas, D</b> 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	9/4/2013	9/4/2017
President	<b>Mere, P</b> 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	20/01/2015	20/01/2017
Treasurer	<b>Noble, R</b> , 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	20/01/2015	20/01/2017
Councillor	<b>Broun, S</b> 22 Divett St, Pt Adelaide, SA, 5015	Marine Engineer	9/4/2013	9/4/2015

### WEST AUSTRALIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	<b>Blackmore, C</b> 169 Stock Road, Palmyra, WA, 6157	Marine Engineers	11/11/2014	11/11/2018
President	<b>Jones, M</b> , 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	21/11/2014 (Appointed by BEX)	28/8/2015
Treasurer	<b>Hartlieb, KH</b> , 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	28/8/2013	28/8/2015
Councillor	<b>Williamson, A</b> 169 Stock Road, Palmyra, WA, 6157	S National Organiser	23/10/2014	23/10/2016



Councillor	<b>Hartree, J</b> 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	21/11/2014 (Appointed by BEX)	28/08/2015
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**NEWCASTLE BRANCH**

<b>OFFICE</b>	<b>NAME &amp; ADDRESS OF INCUMBENT</b>	<b>OCCUPATION</b>	<b>DATE ELECTED</b>	<b>ELECTION DUE</b>
Secretary & Councillor	<b>Ashton, RA,</b> PO Box 81, Wickham, NSW, 2293	Branch Secretary	16/09/2013	16/09/2017
President	<b>Moore, D,</b> PO Box 81, Wickham, NSW, 2293	Marine Engineer	14/07/2014	14/07/2016
Treasurer	<b>Mallows, J,</b> PO Box 81, Wickham, NSW, 2293	Director, Professional Standards	14/07/2014	14/07/2016
Councillor	<b>Summerville, M</b> PO Box 81, Wickham, NSW, 2293	Marine Engineer	14/07/2014	14/07/2016
Councillor	<b>Fletcher, M,</b> PO Box 81, Wickham, NSW, 2293	Marine Engineer	05/12/2014	05/12/2016

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

Organisation's HEAD OFFICE

52 Buckingham Street  
SURRY HILLS NSW 2010

SYDNEY BRANCH

52 Buckingham Street  
SURRY HILLS NSW 2010

VICTORIA/TASMANIA  
BRANCH

Office 202,  
20 Convention Center Place

SOUTH WHARF, VIC 3006

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** Nil



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**MARTIN BYRNE**  
**FEDERAL SECRETARY**

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18 March 2015

Mr Martin Byrne  
Federal Treasurer  
The Australian Institute of Marine and Power Engineers  
Sent via email: [REDACTED]

Dear Mr Byrne,

**The Australian Institute of Marine and Power Engineers  
Annual Return of Information for 2015 [AR2015/107]**

I refer to our letter dated 19 February 2015 reminding you of the obligation to lodge an Annual Return of Information for 2015 by **31 March 2015**. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return for 2015 in the last few days.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the FWC') 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 such other elected official who is required under the rules or by resolution of the organisation to keep the relevant records. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically e.g. as pdf files at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) - see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

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

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

A copy of each of the following records must be lodged with the Fair Work Commission ('The Commission') 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 (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

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 ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> <b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
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 <i>[s.230(1)(d) and r.147(d)]</i>
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 . <i>[s.230(1)(d) and r.147(e)]</i> <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 s.189 of the RO Act
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 s.151(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 s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

## 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 The Commission, 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 s.233(2) and RO Regulations r.151* refer].



# AIMPE

Australian Institute of  
Marine and Power Engineers  
Queensland Branch and District

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5 March 2015

The General Manager  
Fair Work Australia  
Level 8, Terrace Tower,  
80 William Street,  
East Sydney, NSW 2011

Dear Sir/Madam:

**RE: Notification of Change to Records (s.233(2))**

I refer to the above obligation to notify a change to records and accordingly advise that a change has occurred under s.230(1)(b) to the list of Offices in the Queensland Branch of AIMPE as follows:

Delete:           Officer:           RICHARDSON, Anthony Michael  
                  Office:           Branch Treasurer (Term expires 25 September 2015)  
                  Date of Effect: 5 March 2015.

Insert:           Officer:           SEYMOUR, Frank George  
                  Office:           Branch Treasurer (Term expires 25 September 2015)

Under Rule 7(iii) the Queensland Branch Executive of the AIMPE has appointed Mr Seymour to the casual vacancy created by the retirement of Mr Richardson from the position of Queensland Branch Treasurer.

Other Offices of the Queensland Branch of AIMPE have not changed at this time.

Yours Sincerely

Peter Toohey  
Queensland Branch Secretary

**Branch and District Offices: Secretary: Peter Toohey, President: Brad Ready, Treasurer: Tony Richardson  
Senior National Organiser: Greg Yates – 0417 773 262; National Organiser: Brendan Matthey – 0402 007 792**

Suite 14, "ROCKTON", 40 Brookes Street Bowen Hills, QLD 4006

[www.aimpe.asn.au](http://www.aimpe.asn.au) Telephone: +61 7 3252 2900 Fax: +61 7 3252 9790 Email: [gyates@aimpe.asn.au](mailto:gyates@aimpe.asn.au)



19 February 2015

Mr Martin Byrne  
Federal Treasurer  
The Australian Institute of Marine and Power Engineers  
Sent via email: [REDACTED]

Dear Mr Byrne,

**The Australian Institute of Marine and Power Engineers  
Annual Return of Information for 2015 [AR2015/107]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2015 in respect of The Australian Institute of Marine and Power Engineers by **31 March 2015**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the FWC') 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 (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the FWC website at [Registered Organisations fact sheets](#), one for an organisation with branches and one for an organisation without branches.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

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

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

A copy of each of the following records must be lodged with the Fair Work Commission ('the FWC') 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 (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

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 ss.230(1)(a) and (2) [s.233(1)(a)] <b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(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 <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.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 [s.230(1)(d) and r.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 . [s.230(1)(d) and r.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 s.189 of the RO Act
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 s.151(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 s.150 of the RO Act. [s.230(1)(d) and rr.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 the FWC, 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 s.233(2) and RO Regulations r.151 refer].