



10 July 2017

Mr Martin Byrne
Federal Treasurer
Australian Institute of Marine and Power Engineers, The
mbyrne@aimpe.asn.au

Dear Mr Byrne,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for Federal Executive [E2016/294]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires 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. 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 are provided for in the RO Act.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Institute of Marine and Power Engineers, The must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;
 - the postal address of the person (generally the postal address of the organisation); and

- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Christine Hibberd
Registered Organisations Commission

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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. *[include OLD name and address and NEW name and address of every branch that has changed]*
 2. ...
- 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.
- On [DATE] the following branch[es]:³
 - COMMENCED operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

23 June 2017

Post-election Report

The Australian Institute of Marine and Power Engineers- Federal Executive Scheduled Election – E2016/294

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Election(s) Covered in this Report

Election Decision No/s: E2016/294

Rules

Rules used for the election:	([009V: Incorporates alterations of 03/12/2014 in matter R2013/22])
Rules difficult to apply/interpret:	None
Module Rule reference (if any)	N/A

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: *None*

Other irregularities identified, and action taken: N/A

Other Matters

None

Attachments

1. Declaration of Results for Uncontested Offices – E2016-294



Noopur Madan
Returning Officer

23 June 2017

The Australian Institute of Marine and Power Engineers Election of Federal Executive E2016/294

Declaration of Results for Uncontested Offices

E2016/294

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Federal Council

Federal President

Candidates

SNEE, Terry

Vice President (3)

Candidates

MACLUCAS, Derek
TOOHEY, Peter
WOOLLEY, Montgomery

Federal Treasurer

Candidates

BYRNE, Martin

Senior Vice - President

Candidates

TOOHEY, Peter

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Noopur Madan
Returning Officer

14 June 2017



DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

The Australian Institute of Marine and Power Engineers (E2016/294)

MR ENRIGHT

MELBOURNE, 3 MARCH 2017

Arrangement for conduct of election.

[1] On 1 March 2017, The Australian Institute of Marine and Power Engineers lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Federal Executive

Federal President	(1)
Vice President s	(3)
Senior Vice-President ¹	(1)
Federal Treasurer	(1)

[2] I am satisfied that an election for the above-named offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

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¹ Elected from the three Vice-Presidents pursuant to rule 10

From: KELLETT, Stephen
Sent: Monday, 6 March 2017 8:01 AM
To: mbyrne@aimpe.asn.au
Subject: FW: Election - AIMPE - E2016/294 - decision

Dear Mr Byrne

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



E2016_294 AIMPE
Fed Decision.pdf

From: KELLETT, Stephen
Sent: Monday, 6 March 2017 7:55 AM
To: Industrial Elections
Subject: Election - AIMPE - E2016/294 - decision

Dear Electoral Officer,

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



E2016_294 AIMPE
Fed Decision.pdf



Copy of Prescribed Information

Title of Matter: Application/Notification by Australian Institute of Marine and Power Engineers, The
Section: s.189(1) RO Act - Notification of elections for office
Subject: Election for Federal Executive
Matter Number(s): E2016/294

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

Inquiries:

Any inquiries relating to this are to be directed to: orgs@fwc.gov.au.

1 MARCH 2017

From: Martin Byrne [<mailto:mbyrne@aimpe.asn.au>]

Sent: Wednesday, 1 March 2017 12:59 PM

To: Orgs

Cc: 'Cathy Han'; 'Carol Godfrey'

Subject: ON CMS - E2016/294 - Emailing - Request for conduct of elections AIMPE Federal Executive - 01 03 17.pdf

Dear Fair Work Commission (Orgs Branch)

Please find attached a request for conduct of election together with prescribed information.

The decision of the Federal Executive about the date and location of the Federal Council meeting was taken only last week.

I do draw your attention to the fact that the venue for our Federal Council meeting will be in our Newcastle offices.

Martin Byrne
Federal Secretary &
Federal Treasurer



Prescribed



Request for conduct
information for an election AIMPE Fe



AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

1st March 2017

Mr David Vale
Principal Advisor,
Regulatory Compliance Branch, NSW
Fair Work Commission
By Email: david.VALE@fwc.gov.au
By Email: orgs@fwc.gov.au

Dear Mr. Vale,

Request for Conduct of Elections

Please find enclosed the prescribed information for the conduct of the annual elections for the Federal Executive positions of the AIMPE. These elections are collegiate elections conducted at the annual meeting of our Federal Council. The AIMPE Federal Executive has determined that the 2017 Federal Council will be held in Newcastle and will commence on 13th June 2017 and so that is the date on which the elections must be conducted [rule 33A (iii)].

As you will see from the details of the attachment the timing for opening and closing of the nominations is, under our rules, in the hands of the Returning Officer. The usual practise which has been adopted over many years has been that the Federal Executive election is one of the first items on the agenda of the annual meeting of Federal Council and this is generally around 11:00am.

I request that you approve the conduct of these collegiate elections and organising a Returning Officer from the Australian Electoral Commission to attend our premises at 148 Hannell Street, Wickham, NSW, 2293 on 13th June 2017 (estimated date) at about 11:00am to conduct these elections. I note that this is a different venue from previously.

It has also been usual practice for the election of Federal President be conducted first, so that a candidate failing to achieve that office may then nominate for another position.

This statement is intended to be lodged in accordance with the requirements of the Fair Work (registered Organisations) Act, 2009.

Yours faithfully

MARTIN BYRNE
Federal Secretary & Federal Treasurer

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Martin Byrne, being the Federal Secretary & Federal Treasurer of the Australian Institute of Marine and Power Engineers, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Australian Institute of Marine and Power Engineers.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement **IS** lodged at least 2 months before nominations open for the election below.



Martin Byrne

FEDERAL SECRETARY & FEDERAL TREASURER

Dated: 1st March 2017

[PLEASE NOTE: This statement should be lodged with the Fair Work Commission at least 2 months prior to nominations opening. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Elections that are required :

	Name of Office	Number required	Voting System	Reason for Election	Electorate
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
<i>Federal</i>	<i>Federal President</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>Federal Council (rule 5(ii) and rule 33A)</i>
	<i>Vice Presidents</i>	<i>3</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>Federal Council (rule 5(ii) and rule 33A)</i>
	<i>Senior Vice President</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>Federal Council (rule 10)</i>
	<i>Federal Treasurer</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>Federal Council (rule 5(ii) and rule 33A)</i>

- Proposed dates:

	Collegiate Electoral System
Nominations OPEN	<i>Estimated 13th May 2017 at a time fixed by the Returning Officer (rule 33A (iii))</i>
Nominations CLOSE	<i>Estimated 13th June 2017 at a time fixed by the Returning Officer (rule 33A (iii))</i>
Roll of Voters cut off date	<i>Estimated 13th June 2017 immediately prior to nominations opening (rule 33A (viii))</i>