



20 June 2016

Mr Christopher Blackmore  
Branch Secretary  
The Australian Institute of Marine and Power Engineers - West Australia Branch

Fax: (08) 9317 6450

Dear Mr Blackmore,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/78]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (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.

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 provided for in your organisation's rules.

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 - West Australia Branch 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. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't 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  
Michael Moutevelis  
Regulatory Compliance Branch

**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].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  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]:<sup>3</sup>
  - COMMENCED/CEASED operation:
    1. [include name of each new branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

**[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]**

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## 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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

**From:** Simon Bulloch <Simon.Bulloch@aec.gov.au>  
**Sent:** Thursday, 16 June 2016 1:22 PM  
**To:** Orgs; Industrial Elections; AIMPE WA Branch Admin  
**Subject:** E2016.78 AIMPE WA Branch Election - Post Election Report [DLM=For-Official-Use-Only]  
**Attachments:** E2016.78 Post Election Report.pdf; E2016.78 AIMPE WA Branch Election - Declaration of Uncontested Offices.pdf

## For-Official-Use-Only

I refer to the above election for your organisation.

Section 197(1) of the *Fair Work (Registered Organisations) Act 2009* ("the Act") requires the AEC to provide a written report on the conduct of the election to the Fair Work Commission and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of the Act requires that if an organisation or branch is given a Post Election Report under Section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the Post Election Report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the *Fair Work (Registered Organisations) Regulations 2009* requires an organisation or branch to publish a notice on its website advising members that a copy of the Post Election Report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.

Regards,

**Simon Bulloch | Manager**

Election Services | WA State Office

Australian Electoral Commission

T: (08) 6363 8011 | M: 0413 006 210 | F: (08) 6363 8052



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Visit [www.aec.gov.au](http://www.aec.gov.au)

## **For-Official-Use-Only**

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Fair Work (Registered Organisations) Act 2009

**POST ELECTION REPORT**

**Client:** The Australian Institute of Marine and Power Engineers Western Australian Branch

**Contact details:** Christopher Blackmore      **Email:** [wabranchadmin@aimpe.asn.au](mailto:wabranchadmin@aimpe.asn.au)  
**Tel:** (08) 9317 6446

**FWA contact officer:** Carolyn Moloney      **Email:** [carolyn.moloney@fwc.gov.au](mailto:carolyn.moloney@fwc.gov.au)  
**Tel:** Not provided

**ELECTION/S COVERED IN THIS REPORT**

Election Decision No/s: E2016/78

**RULES**

Rules used for the election: [009V: Incorporates alterations of 03/12/2014 in matter R2013/22]

Model Rule reference (if any): N/A  
Rules difficult to apply/interpret: Nil

**ROLL OF VOTERS**

The roll of voters was supplied by the organisation. As there were no contested offices the roll was not used.

**OR**

**IRREGULARITIES**

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

**ATTACHMENTS**

Declaration of Results for Uncontested Offices



Simon Bulloch  
Returning Officer  
16 June 2016

# The Australian Institute of Marine and Power Engineers Western Australian Branch Vacancy Election

## Declaration of Results for Uncontested Offices

E2016/78

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.

### Western Australian Branch

#### Branch Treasurer

##### Candidates

HARTLIEB, Karel

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



Simon Bulloch  
Returning Officer

15 June 2016



# Copy of Signed Decision

**Title of Matter:** Application/Notification by The Australian Institute of Marine and Power Engineers - West Australia Branch  
**Section:** s.189(1) RO Act - Notification of elections for office - insufficient nominations  
**Subject:** Branch Treasurer (1)  
**Matter Number(s):** E2016/78

Dear Australian Electoral Commissioner via the Electoral Officer

Under subsection 189 of the *Fair Work (Registered Organisations) Act 2009*, please arrange for the conduct of the above election.

A copy of the Delegate's decision is attached for your information.

The relevant rulebook can be accessed via the Fair Work Commission's [website](#).

**Contact:** Mr Christopher Blackmore of the organisation, as per the prescribed information.

Please send the declaration(s) and post election report to the Fair Work Commission at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

**Inquiries:**

Any inquiries relating to this matter are to be directed to Carolyn Moloney through [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

**12 FEBRUARY 2016**





# Copy of Signed Decision

**Title of Matter:** Application/Notification by The Australian Institute of Marine and Power Engineers - West Australia Branch

**Section:** s.189(1) RO Act - Notification of elections for office - insufficient nominations

**Subject:** Branch Treasurer (1)

**Matter Number(s):** E2016/78

A copy of the Delegate's election decision in relation to the above matter is attached for your information.

**Please note:** Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires details of changes to an organisation's records be declared to the Fair Work Commission. This includes changes resulting from the conduct of elections. Changes must be declared within 35 days of their occurrence.

## Inquiries:

Any inquiries relating to this are to be directed to Carolyn Moloney  
Phone: (02) 9308 1972, email: carolyn.moloney@fwc.gov.au, Fax: 02 9380 6990.

**12 FEBRUARY 2016**



## DECISION

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

### **The Australian Institute of Marine and Power Engineers** (E2016/78)

MR ENRIGHT

MELBOURNE, 12 FEBRUARY 2016

*Arrangement for conduct of election.*

[1] On 9 February 2016 the West Australian Branch of The Australian Institute of Marine and Power Engineers lodged with the Fair Work Commission the prescribed information in relation to an election, due to insufficient nominations in the previous election, for the following office:

Branch Treasurer (1)

[2] I am satisfied that an election for the abovenamed office 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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## Copy of Prescribed Information

**Title of Matter:** Application/Notification by The Australian Institute of Marine and Power Engineers - West Australia Branch  
**Section:** s.189(1) RO Act - Notification of elections for office - insufficient nominations in previous election (E2015/181)  
**Subject:** Branch Treasurer (1)  
**Matter Number(s):** E2016/78

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](mailto:orgs@fwc.gov.au).

**9 FEBRUARY 2016**

Mr David Vale  
Principal Advisor, Regulatory Compliance Branch, NSW

10<sup>th</sup> February 2016

Fair Work Commission

By email: [David.VALE@fwc.gov.au](mailto:David.VALE@fwc.gov.au)

By email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Attention: Mr M. Moutevelis

Dear Sir,

**Re: Request to appoint AEC to conduct election**

I, Christopher Blackmore, of 1/169 Stock Road, Palmyra, WA, make the following statement: I am the Western Australian Branch Secretary of the Australian Institute of Marine and Power Engineers, and I am authorised under Rule 33B(i) of the AIMPE Rules to make all necessary arrangements for the appointment of a Returning Officer to conduct elections for Branch positions. Accordingly I hereby request the Fair Work Commission to approve this request for the Australian Electoral Commission to conduct the election for the position of AIMPE WA Branch Treasurer.

I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

**OFFICES**

Pursuant to Rule 33 B:  
Branch Treasurer (1)

**REASON FOR ELECTION:**

The reason for the election being that there was no nominations for the position during the Branch elections held 2015/2016. The immediate past Treasurer would now nominate for the position.

**ELECTED BY:**

The electorate for these elections are the financial members of the Western Australian Branch.

**NOMINATIONS OPEN:**

AEC Notice of the Election will need to be published in our union journal "On Watch" whose March edition deadline for articles/notices is 8<sup>th</sup> March and the edition would be in the members hands by end of March. Nominations could therefore open on Friday 15<sup>th</sup> April 2016.

**NOMINATIONS CLOSE:**

Because we have a seagoing membership, who are commonly away from home for 6 weeks, it is customary for the nominations to remain open for a period of 6 weeks. Accordingly Nominations should close no earlier than Friday 27<sup>th</sup> May 2016.

**CUT OFF DATE FOR ROLL:**

The same date as the close of Nominations, Friday 15<sup>th</sup> April 2016.

This statement is intended to be lodged in accordance with the requirements of the Fair Work (Registered Organisations) Act: if there is any deficiency in connection with its lodgement please advise me so that I may correct such error.

Yours faithfully,

A handwritten signature in black ink that reads "C. Blackmore". The signature is written in a cursive style with a large, sweeping flourish at the end.

**Christopher Blackmore**  
**Secretary**  
**Western Australian Branch**  
**AIMPE.**