



21 October 2019

Ian McAllister
 Branch Secretary VIC/TAS, Federal Treasurer
 Australian Institute of Marine and Power Engineers
 Sent via email: imcallister@aimpe.asn.au

cc: Martin Byrne, Sydney Branch - AIMPE@aimpe.asn.au

Dear Ian McAllister

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/22)

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 Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
11/01/2019 (amendment 27/09/2019)	Sydney	Branch President, Ordinary Member of Federal Council	Yes
27/09/2019	National	Vice President	No

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Late notification

The notification from your organisation for the National Office 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.

Officer Induction Kit

GPO Box 2983, Melbourne VIC 3001
 Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
 Website: www.roc.gov.au

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

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, Martin Byrne being the Federal President of the Australian Institute of Marine and Power Engineers 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*:
 - 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.
3. This is a late notification in relation to a casual vacancy for a position which was filled on 29th April 2019 but which was subsequently subject to a further ballot on 3rd June 2019 for a full 12-month term. The changes which took place as a result of the elections on 3rd June 2019 have been subject to a previous Notification of Changes. This matter has been the subject of correspondence between AIMPE and ROC.



Signed:

Dated: 27th September 2019

[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**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

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

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>08.01.2019</i>	<i>Vice President</i>	<i>Sean [Paddy] Francis (ceased to be eligible)</i>	<i>n/a</i>	<i>52 Buckingham Street, Surry Hills, NSW 2010</i>	<i>Marine Engineer</i>
<i>National</i>	<i>29.04.2019</i>	<i>Vice President</i>	<i>n/a</i>	<i>Peter Toohey</i>	<i>52 Buckingham Street, Surry Hills, NSW 2010</i>	<i>Marine Engineer</i>

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, Martin Byrne, being the Branch Secretary of the Sydney Branch, Australian Institute of Marine and Power Engineers 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*:
 - 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.
 - Mr Michael Handcock has relocated to West Australia effective 6th January 2019 and under the AIMPE Rules (Rule 33 C.(ii)) the Sydney Branch Executive has made appointments to fill the positions previously held by Mr Handcock. The appointments were made by decision of the Branch Executive in a meeting duly convened on 18th December 2018 following notification by Mr Handcock of his intended relocation to WA.
3. This amended notification of changes replaces the notification of changes which was filed on 11th January 2019. The notification filed on 11th January 2019 incorrectly identified the names of the two appointed office holders. The names were mistakenly placed adjacent to the wrong positions. The names have now been placed in the correct positions.
4. The notification filed 6th September 2019 details the names of the office holders declared elected on 28th August 2019 remains in place and correctly identifies the current officer holders.



Signed: Martin Byrne, Branch Secretary

Dated: 27th September 2019

*[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

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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>Sydney</i>	<i>06.01.2019</i>	<i>Branch President</i>	<i>Michael Handcock</i>	<i>Christopher Lloyd May</i>	<i>c/o 52 Buckingham Street, Surry Hills,, NSW 2010</i>	<i>Marine Engineer</i>
<i>Sydney</i>	<i>06.01.2019</i>	<i>Ordinary Member of Federal Council</i>	<i>Michael Handcock</i>	<i>Adrian John Morris</i>	<i>c/o 52 Buckingham Street, Surry Hills,, NSW 2010</i>	<i>Marine Engineer</i>



26 June 2019

Roger Ashton
Branch Secretary Newcastle Branch
Australian Institute of Marine and Power Engineers

Sent via email: AIMPE@aimpe.asn.au

cc: Ian McAllister: imcallister@aimpe.asn.au

Dear Roger Ashton

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/22)

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 Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
22 January 2019	Newcastle Branch	Treasurer	Yes
22 January 2019	Newcastle Branch	Federal Council member	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

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Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
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The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Andrea O'Halloran
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, Robert Arthur Ashton, being the [OFFICER] of the Australian Institute of Marine & Power Engineers Newcastle Branch, 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*:
 - 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 8th January 2019 the following elected candidates
 - COMMENCED operation:

Signed: Newcastle Branch Secretary

Dated: 15th January 2019

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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
Newcastle	8.1.2019	Treasurer	James Leslie Mallows	Andrew Bruce Langford	[REDACTED]	Honorary
Newcastle	8.1.2019	Ordinary member to Federal Council	Sean Francis	Henning Christiansen	[REDACTED]	Honorary



18 February 2019

Mr Martin Byrne
Branch Secretary Sydney Branch
The Australian Institute of Marine and Power Engineers
mbyrne@aimpe.asn.au

cc: Mr Ian McAllister
Federal Treasurer
imcallister@aimpe.asn.au

Dear Mr Byrne,

Notification of changes made to records [AR2018/22]

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

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
11/01/2019	New South Wales	Branch President	Yes
11/01/2019	New South Wales	Ordinary member of Federal Council	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

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Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for the notifications.

Yours faithfully,

Andrea O'Halloran
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, Martin Byrne, being the Branch Secretary of the Sydney Branch, Australian Institute of Marine and Power Engineers 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*:
 - 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.
 - Mr Michael Handcock has relocated to West Australia effective 6th January 2019 and under the AIMPE Rules (Rule 33 C.(ii)) the Sydney Branch Executive has made appointments to fill the positions previously held by Mr Handcock. The appointments were made by decision of the Branch Executive in a meeting duly convened on 18th December 2018 following notification by Mr Handcock of his intended relocation to WA.



Signed: Martin Byrne, Branch Secretary

Dated: 11th January 2019

[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

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

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>Sydney</i>	<i>06.01.2019</i>	<i>Branch President</i>	<i>Michael Handcock</i>	<i>Adrian John Morris</i>	<i>c/o 52 Buckingham Street, Surry Hills,, NSW 2010</i>	<i>Marine Engineer</i>
<i>Sydney</i>	<i>06.01.2019</i>	<i>Ordinary Member of Federal Council</i>	<i>Michael Handcock</i>	<i>Christopher Lloyd May</i>	<i>c/o 52 Buckingham Street, Surry Hills,, NSW 2010</i>	<i>Marine Engineer</i>

**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, Martin Byrne, being the Federal President of the Australian Institute of Marine and Power Engineers, 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*:
 - 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.

Signed:



Federal President

Dated: 26 June 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work 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	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
National	Declaration 18 June 2018	Federal President	Terry Snee	Election	Martin Byrne	c/- Sdyeny Branch 52 Buckingham Street, Surry Hills NSW 2010	Union Official
National	Declaration 18 June 2018	Senior Vice President	Peter Toohey	Election	Derek Maclucas	c/- SA Branch, 22 Divett St, Port Adelaide SA 5015	Marine Engineer
National	Declaration 18 June 2018	Vice President	Montgomery Woolley	Election	Mark Jones	c/- WA Branch, 169 Stock Rd, Palmyra 6157	Marine Engineer
National	Declaration 18 June 2018	Vice President	Derek Maclucas	Election	Sean Francis	c/- NEWCASTLE Branch, 148 Hannell St, Wickham 2293	Marine Engineer
National	Declaration 18 June 2018	Federal Treasurer	Martin Byrne	Election	Ian Mcallister	c/- VIC/TAS Branch, Office 202,20 Convention Centre Place, South Wharf Vic 3006	Marine Engineer



26 April 2018

Mr Terry Snee
Federal President
The Australian Institute of Marine and Power Engineers
By email: AIMPE@aimpe.asn.au
Cc: chan@aimpe.asn.au

Dear Mr Snee,

Declaration and information lodged under subsection 233(1) [Annual Return] for [AR2018/22]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 8 March 2018 of your organisation's Annual Return, which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

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

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC 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 ROC 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 to notify changes and the requisite time frames within which that must happen.

If a branch lodges a notification of change with the ROC, 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 of the RO Act.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Moloney', with a long, sweeping flourish extending to the right.

Carolyn Moloney
Registered Organisations Commission

svc-adlib5

From: Cathy Han <chan@aimpe.asn.au>
Sent: Thursday, 8 March 2018 12:00 PM
To: ROC - Registered Org Commission
Subject: AR2018/22 AIMPE annual return
Attachments: AIMPE annual return2017.pdf

Dear officer,
Please find attached annual return from AIMPE.
Kindly regards,
Cathy Han
Office Manager
Tel: 02 9319 5569
Fax: 02 9319 7505



AIMPE

Australian Institute of
Marine and Power Engineers
HEAD OFFICE

Registered Organisations Commission
GPO Box 2983
Melbourne, VIC 3001

Reference: AR2018/22

22 February 2018

NN/3/1 (b)

AIMPE: ANNUAL RETURN OF INFORMATION FOR 2018

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 2017 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

LIST OF OFFICE ADDRESS

SYDNEY BRANCH

52 Buckingham Street
SURRY HILLS NSW 2010

VICTORIA/TASMANIA
BRANCH

Office 202, 20 Convention
Centre Place
SOUTH WHARF VIC 3006

QUEENSLAND BRANCH

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

4. On 31 December 2017 the number of members was 2147.
Retired or Honorary members are not included in this total.
5. 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.
6. Under the rules of the organization, the following elections must be held between 1 January and 31 December of 2018:

6.1 Federal Executive members election

OFFICE	OFFICE-HOLDER	OCCUPATION	ELECTION DUE
FEDERAL PRESIDENT	SNEE, T, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	18/06/2018
SENIOR VICE PRESIDENT	TOOHEY, P, 40 Brookes St, Bowen Hills, QLD, 4006	Marine Engineer	18/06/2018
VICE PRESIDENT	WOOLLEY, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	18/06/2018
VICE PRESIDENT	MACLUCAS, D 22 Divett St, Port Adelaide, SA 5015	Marine Engineer	18/06/2018
FEDERAL TREASURER	BYRNE, M, 52 Buckingham St, Surry Hills, NSW, 2010	Union Official	18/06/2018

6.2 Branch elections

VICTORIA/TASMANIA BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Treasurer	Trotter, G Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	02/11/2016	02/11/2018
Councillor	Walsh, P, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	02/11/2016	02/11/2018
Councillor	Woolley, M, Office 202, 20 Convention Center Place, SOUTH WHARF VIC 3006	Marine Engineer	02/11/2016	02/11/2018

WEST AUSTRALIA BRANCH

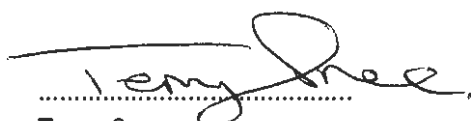
OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
Secretary & Councillor	Blackmore, C 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	11/11/2014	11/11/2018
President & Councillor	Jones, M, 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	22/01/2016	22/01/2018
Treasurer	Hartlieb, KH, 169 Stock Road, Palmyra, WA, 6157	Marine Engineer	15/06/2016	15/06/2018

NEWCASTLE BRANCH

OFFICE	NAME & ADDRESS OF INCUMBENT	OCCUPATION	DATE ELECTED	ELECTION DUE
President	Moore, D, PO Box 81, Wickham, NSW, 2293	Marine Engineer	14/12/2016	14/12/2018
Treasurer	Mallows, J, PO Box 81, Wickham, NSW, 2293	Director, Professional Standards	14/12/2016	14/12/2018
Councillor	Francis, S PO Box 81, Wickham, NSW, 2293	Marine Engineer	14/12/2016	14/12/2018
Councillor	Fletcher, M, PO Box 81, Wickham, NSW, 2293	Marine Engineer	14/12/2016	14/12/2018

7. During the previous 12 months:

- No branches COMMENCED or CEASED operation; and
- The organization has not entered into an agreement under s.151(1) of the Fair Work (Registered Organisations) Act with a state union.



Terry Snee
FEDERAL PRESIDENT



**"Rebuild
Australian
Shipping"**

ANNEXURE A:

Offices and Office Holders in the AIMPE and its Branches

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>National</i>	<i>Federal President</i>	<i>TERRY SNEE</i>	<i>c/- QLD Branch, Suite 14, 40 Brookes St, Bowen Hills QLD 4006</i>	<i>Marine Engineer</i>
	<i>Senior Vice President</i>	<i>PETER TOOHEY</i>	<i>As above</i>	<i>Marine Engineer</i>
	<i>Vice President</i>	<i>MONTY WOOLLEY</i>	<i>c/- VIC/TAS Branch, Office 202,20 Convention Centre Place, South Wharf Vic 3006</i>	<i>Marine Engineer</i>
	<i>Vice President</i>	<i>DEREK MACLUCAS</i>	<i>c/- SA Branch, 22 Divett St, Port Adelaide SA 5015</i>	<i>Marine Engineer</i>
	<i>Federal Treasurer</i>	<i>MARTIN BYRNE</i>	<i>c/- AIMPE HO, 52 Buckingham St, Surry Hills, NSW 2010</i>	<i>Federal Secretary</i>
<i>Sydney</i>	<i>President & Councillor</i>	<i>MICHAEL HANDCOCK</i>	<i>c/- SYDNEY Branch, 52 Buckingham St, Surry Hills NSW 2010</i>	<i>Marine Engineer</i>
	<i>Secretary & Councillor</i>	<i>MARTIN BYRNE</i>	<i>As above</i>	<i>Federal Secretary</i>
	<i>Treasurer</i>	<i>ADRIAN MORRIS</i>	<i>As above</i>	<i>Marine Engineer</i>
	<i>Councillor</i>	<i>CHRISTOPHER MAY</i>	<i>As above</i>	<i>Marine Engineer</i>
<i>Victoria/ Tasmania</i>	<i>President</i>	<i>RUSSELL RICKARDS</i>	<i>c/- VIC/TAS Branch, Office 202,20 Convention Centre Place, South Wharf Vic 3006</i>	<i>Marine Engineer</i>
	<i>Secretary & Councillor</i>	<i>IAN MCALLISTER</i>	<i>As above</i>	<i>Marine Engineer</i>
	<i>Treasurer</i>	<i>GARY TROTTER</i>	<i>As above</i>	<i>Marine Engineer</i>
	<i>Councillor</i>	<i>PETER WALSH</i>	<i>As above</i>	<i>Marine Engineer</i>
	<i>Councillor</i>	<i>MONTY WOOLLEY</i>	<i>As above</i>	<i>Marine Engineer</i>

Queensland	President/Councillor	BRAD READY	c/- QLD Branch, Suite 14, 40 Brookes St, Bowen Hills QLD 4006	Marine Engineer
	Secretary & Councillor	PETER TOOHEY	c/- QLD Branch, Suite 14, 40 Brookes St, Bowen Hills QLD 4006	Marine Engineer
	Treasurer	FRANK SEYMOUR	As above	Marine Engineer
	Councillor	TERRY SNEE	As above	Marine Engineer
South Australia	President	PAUL CHEESMAN	c/- SA Branch, 22 Divett Street, Port Adelaide SA 5015	Marine Engineer
	Secretary & Councillor	DEREK MACLUCAS	As above	Marine Engineer
	Treasurer	BEN SWINCER	As above	Marine Engineer
	Councillor	ANTHONY WILLIAMS	As above	Marine Engineer
West Australia	President & Councillor	MARK JONES	c/- WA Branch, 169 Stock Rd, Palmyra 6157	Marine Engineer
	Secretary & Councillor	CHRISTOPHER BLACKMORE	As above	Marine Engineer
	Treasurer	KAREL HARTLIEB	As above	Marine Engineer
	Councillor	ANDREW WILLIAMSON	As above	Assistant Federal Secretary
Newcastle	President	DONALD MOORE	c/- NEWCASTLE Branch, 148 Hannell St, Wickham 2293	Marine Engineer
	Secretary & Councillor	ROBERT ASHTON	As above	Marine Engineer
	Treasurer	JAMES MALLOWS	As above	Marine Engineer
	Councillor	SEAN FRANCIS	As above	Marine Engineer
	Councillor	MALCOLM FLETCHER	As above	Marine Engineer



5 March 2018

Mr Martin Byrne
Federal Treasurer
Australian Institute of Marine and Power Engineers
Sent via email: mbyrne@aimpe.asn.au

Dear Mr Byrne,

**Australian Institute of Marine and Power Engineers
Annual Return of Information for 2018 [AR2018/22]**

I refer to our letter dated 31 January 2018 reminding you of the obligation to lodge an Annual Return of Information (Annual Return). Please ignore this letter if you have lodged the Annual Return in the last few days.

When must you lodge the Annual Return?

The Annual Return 2018 must be lodged no later than **31 March 2018**.

What must you lodge?

Two signed declarations certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged along with copies of some of your records. The required declarations and records are set out in the table that follows this letter.

Please refer to our previous correspondence which provides information about maintaining the register of members, a recommendation that private information not be provided and which explains who must sign the declarations.

Consider using the ROC's template

The ROC provides a template Annual Return for an organisation without branches and a template Annual Return for an organisation with branches on our [Factsheets, templates and webinars](#) page. We recommend that you use this template to ensure that you make the correct declarations and include all the required information.

Failure to comply

Failure to comply with these obligations exposes your organisation to financial penalties (up to \$63 000 for a body corporate and \$12 600 for an individual per contravention), under s.305 of the RO Act.

Need more information?

If you require further information about an Annual Return you can refer to the [Annual returns](#) page on our website and, in particular, our Webinar slides. You can also contact the ROC by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au.

Yours sincerely



Sam Gallichio
Adviser
Registered Organisations Commission

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).

The following declarations and a copy of each of the following records must be lodged with the ROC between 1 January and 31 March each year.

Requirement	Details of requirement
Declaration regarding 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)] Note: In maintaining the register of members, your attention is drawn to ss.171A and 230(2)(b) of the RO Act which sets out certain circumstances where membership ceases to exist and when their names must be removed from the register, and s.172 which sets out when unfinancial members must be removed from the register
Declaration that correct statement of	A declaration stating by the Secretary or other prescribed officer that the copy of the records is a correct statement of the information contained in the records [s.233(1)(b)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer 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 office and officer 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)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
The number of members	A record of the number of members on 31 December in the previous year
The number of ineligible State members (if applicable)	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 r.147(g)]

Obligation to notify of changes within 35 days

If there are any changes to the records listed above an organisation must, within 35 days of the change, lodge with the ROC, 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].



Australian Government
Registered Organisations Commission

31 January 2018

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

Sent via email: mbyrne@aimpe.asn.au

Dear Mr Byrne,

**Australian Institute of Marine and Power Engineers
Annual Return of Information for 2018 [AR2018/22]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian Institute of Marine and Power Engineers by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

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).

Once an Annual Return 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.

Who must sign the declaration?

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.

Who lodges the Annual Return of information?

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 Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

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) [s.233(1)(a)] Note: 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 office and officer 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 office and officer 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)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by 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 offices, officeholders, branches (where relevant) or 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].