



23 April 2018

Queensland Branch Secretary
Australian Institute of Marine and Power Engineers-Queensland Branch
qldadmin@aimpe.asn.au

Dear Queensland Branch Secretary,

cc: AIMPE@aimpe.asn.au

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 Queensland Branch [E2017/250]. 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-Queensland 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. 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>						

The Australian Institute of Marine and Power Engineers
Queensland Branch
DECLARATION OF RESULTS - E2017/250
Uncontested Offices

Scheduled Election

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 are:

Queensland Branch

Branch President

Candidate/s

READY Bradley

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



Kathy Carlaw

Returning Officer

Australian Electoral Commission

16/04/2018





DECISION

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

Australian Institute of Marine and Power Engineers (E2017/250)

MR ENRIGHT

MELBOURNE, 14 FEBRUARY 2018

Arrangement for conduct of election.

[1] On 1 February 2018 the Queensland Branch of the Australian Institute of Marine and Power Engineers lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Branch President

[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 COMMISSIONER

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AIMPE

Australian Institute of
Marine and Power Engineers
Queensland Branch and District

1 February 2018

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

Dear Sir/Madam:

RE: Need for Election of Officers – Queensland Branch

The terms of the following Queensland Branch Office/s will expire as follows:

- | | |
|---------------------|--------------|
| 1. Branch President | 5 April 2018 |
|---------------------|--------------|

Attached to this correspondence is the request to conduct elections. Please take such steps as are necessary to initiate conduct of these elections by the Australian Electoral Commission.

Should you require any further information please contact Greg Yates of the Queensland Office via gyates@aimpe.asn.au or via 0417 773 262

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 Telephone: +61 7 3252 2900 Fax: +61 7 3252 9790 Email: gyates@aimpe.asn.au

Prescribed Information RE: AIMPE Queensland Branch Elections

I, Peter J Toohey, being the Queensland Branch Secretary of the Australian Institute of Marine and Power Engineers, make the following statement:

1. I am an elected officer of the Queensland Branch of the Australian Institute of Marine and Power Engineers;
2. I am currently the Queensland Branch Secretary ;
3. I am authorised to lodge the following prescribed information concerning forthcoming elections in the Queensland Branch of the Australian Institute of Marine and Power Engineers, and
4. I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009

Signed



Peter J Toohey

Queensland Branch Secretary

Dated: 1 February 2018

Offices/Positions

A	Branch President (DVS)

Reasons for election:

- Election for offices and positions marked “A” respectively is required as the term of office or casual appointment have expired in the normal course of events under the rules of the organisation.

Elected by:

- The electorate for the direct voting system is the whole of the Branch.

Nominations open:

- No earlier than one month before the date set for election (Rule 33 B (iii))

Nominations close:

- Closing of nominations as arranged between the Branch Secretary and Returning Officer (Rule B (iii))

Cut off date for roll:

- Rule is silent on subject matter.