



BACKGROUND TO ITS HISTORY, STRUCTURE AND FINANCES

TABLE OF CONTENTS

1. GENERAL	1
2. ORGANISATION STRUCTURE	1
2.1 The AIE Board	1
2.2 The Branches	2
2.3 Divisions, Special Interest Groups and YEPS	3
2.3.1 Divisions	3
2.3.2 Special Interest Groups (SIGS).....	3
2.3.2 Young Energy Professionals - YEPS	3
2.3.3 Membership of Divisions and SIGs.....	4
3. AIE FINANCE AND TAX ISSUES	4
3.1 Corporate Tax Structure	4
3.2 Revenue Sources	5
3.3 Board Contributions to Branches	5
3.4 Accounts and Payments	6
3.5 Cash Reserves.....	6
3.6 Budgets.....	7
4. SECRETARIAT AND SERVICE PROVIDERS	7
5. INSURANCE	7
6. MEMBERSHIP	8
6.1 Grades of Membership.....	8

6.1.1	Fellow	8
6.1.2	Member.....	8
6.1.3	Graduate	8
6.1.4	Associate	8
6.1.5	Student.....	9
6.1.6	Corporate Member	9
6.2	Election of Members	9
6.3	Retired and Disadvantaged Members.....	9
6.4	Journal Subscribers.....	9
7.	SUBSCRIPTIONS	9
7.1	Setting Subscriptions	9
7.2	Non-financial Members.....	10
8.	REFERENCE DATA FOR THE AUSTRALIAN INSTITUTE OF ENERGY	10
8.1	Contact Details:	10
8.2	Banking:	11
8.3	AIE Corporate Registration Numbers:	11
8.4	Insurance (2014/15):	12

1. GENERAL

The Australian Institute of Energy (AIE) is a professional association formed as a Company limited by guarantee in 1978 and under the NSW Companies Act 1962. It is now governed by the Corporations Act 2001. The AIE Constitution and By-Laws were revised in November 2004 and are available on the AIE web site www.aie.org.au under 'About Us'.

The AIE was formed from the Australian Membership of the Institute of Fuel (now the Energy Institute), based in the UK. The AIE has broadened its base from its fuel technology beginnings to all aspects of the energy industries. It works closely with other institutes and associations with an interest in aspects of energy. The AIE, by mutual agreement, has also incorporated the members of the Energy Managers Association (Victoria) and the individual membership of the Australian Institute of Petroleum and the Australian Gas Association, following approaches by those organisations.

The AIE aims to provide balanced information and a forum for discussion of the energy issues facing Australia, whether technical, economic, social or environmental. The AIE's objectives prevent it supporting political parties, trade or employment associations or trade unions. It covers a wide variety of energy interests for the members and is not a lobby group for any particular industry, company or energy view point.

The objectives of the AIE are covered in a Constitution that meets the conditions of the Australian Tax Office for a not-for-profit professional association that is income tax exempt.

A membership promotion brochure and flyer providing more information on the objectives, strategies and goals of the Institute can be downloaded from the AIE website, www.aie.org.au.

Secretarial, accounting and back office administrative functions are provided by PAMS, (Professional Association Management Services P/L), a company created specifically to service not-for-profit associations.

2. ORGANISATION STRUCTURE

The hierarchical structure of the AIE is discussed in some detail below but can be summarised as:

- A Board of Directors (national)
- Branches (based on a city, state or region)
- Divisions (based on specific energy disciplines or topics)
- Special Interest Groups (with mutual interests in energy)
- Committees and subcommittees for organising specific conferences and services.

2.1 THE AIE BOARD

The AIE Board of Directors is the governing body of the Institute and is comprised of:

- a) Nine Directors elected by the national membership of the AIE for three year terms. Three are elected each year to fill the vacancies created by the retirement on rotation of three of the nine after completing their term. The retiring Directors are eligible to nominate for re-election.

- b) A Branch Representative Director for a one year term from each Branch not represented by one of the nine nationally elected Directors¹. If one is required, a Branch Representative Director is generally appointed by resolution of the Branch Committee, but the Committee could hold an election among Branch members.
- c) The Board can co-opt up to two additional Directors in special circumstances, or fill by invitation 'casual' vacancies for the remainder of the year (arising from insufficient initial nominations or from resignations during the year).

The election of the 3 year term Directors is conducted by postal ballot under conditions described in detail in the By-Laws.

The result of the Board election is declared at the Annual General Meeting, normally in late November to enable completion of the audit and annual report preparation and distribution. However, under the Constitution, the new Board does not take office until the next Board meeting, usually in February or March the following year, when the Board Executive (President, Vice-President, Honorary Secretary and Honorary Treasurer) and other officers are elected by the new Board from amongst its members.

According to the Constitution, the President can hold office for up to two years, and by convention, this usually follows one year as 'incoming' Vice President and followed by a year as 'outgoing' Vice President, completing a 4 year cycle and ensuring continuity.

The Board normally meets quarterly in a location that reflects Director travel choices and minimises travel expenses. One meeting per year is normally arranged as a telephone conference and one is held in conjunction with the Annual General Meeting, which is hosted by one of the Branches, more or less on rotation.

2.2 THE BRANCHES

The Branches are the lifeblood of AIE, providing the principal interface and services to members. Branches can be created on a city, region or state basis, wherever sufficient members are interested in forming and maintaining a Branch. Each Branch organises a program of meetings, seminars and other activities for its members and associates across a wide range of energy interests. Members joining the AIE are automatically assigned to their nearest Branch, but can request a change to a Branch of their choice.

Currently AIE has Branches in:

- | | |
|------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Brisbane | <input type="checkbox"/> Canberra |
| <input type="checkbox"/> Melbourne | <input type="checkbox"/> Newcastle |
| <input type="checkbox"/> Perth | <input type="checkbox"/> South Australia |
| <input type="checkbox"/> Sydney | <input type="checkbox"/> Tasmania ² |

Each Branch is managed by a Committee with up to 11 representatives elected by the members of the Branch, plus a nationally elected Director or Branch Representative Director as described above. Any shortfall or 'casual' vacancies can be filled by invitation of the Committee at any stage. A Branch Executive, comprising the Chair, Deputy Chair, Hon Secretary and Hon Treasurer, is elected by the

¹ If a Branch member nominates and is nationally elected as a 3 year term Director the next year, a Branch Representative Director is no longer required for that Branch.

² Tasmania Branch is currently dormant, but earlier Branches, Illawarra and Gippsland have been absorbed into Sydney and Melbourne Branches respectively

Committee from the Committee members i.e. the AIE has a national President and each Branch has a Chair.

The operations of each Branch are governed by a set of *Branch Rules* adopted by its membership. These Rules are generally available on the AIE website and are consistent with, and subject to, the *AIE Constitution and By-laws*. There are minor variations in the Branch Rules for specific Branches, generally to allow for the difference branch sizes, which influence the number of members required to form a quorum at a General Meeting or Annual General Meeting.

2.3 DIVISIONS, SPECIAL INTEREST GROUPS AND YEPS

The AIE Constitution allows for the formation of Divisions and Special Interest Groups (SIGs) for members with a common professional energy interest or discipline.

2.3.1 DIVISIONS

A Division operates across all geographic areas of AIE, with its own elected Committee and financial accounts. However, the Division structure has proved difficult to implement because of the geographic distribution of members and difficulty and cost of getting a Committee together.

There was an earlier Coal Technology 'Division' which organised a series of biennial 'Australian Coal Science Conferences' from about 1981 to 2003. The Division structure is no longer recognised, although Brisbane based AIE committee organised a further Coal Science Conference in 2014.

The most recent Division was the Hydrogen Energy Division, formed in 2003 at the request of a group of members and non members with a common interest in hydrogen energy. The Division successfully organised a profitable World Hydrogen Energy Conference in Brisbane in 2008. In 2010 with the AIE's agreement, the Division was dissolved and the Australian Hydrogen Energy Association formed with a share of the profits from the WHEC Conference. However, many of the AIE members with an interest in hydrogen have retained their AIE membership.

2.3.2 SPECIAL INTEREST GROUPS (SIGS)

A SIG is a self managed and generally Internet based activity group, with a Convenor appointed by the Board or the AIE members associated with the SIG and interested in the subject. Larger SIGs may have working groups or sub-committees associated with specific Branches, where there are enough members in the Branch sharing the SIG's area of interest to organise a program of activities, working in association with the Branch Committee. The development of the AIE website makes the formation of SIGs a practical option. At present the largest 'group' within AIE to fit the model of a SIG is the Young Energy Professionals (see next section below).

An internet based Oil & Gas SIG was formed some years ago and currently has a presence on the AIE website. The site has two components, *Oil & Gas Links* and *Interesting & Useful Articles*. The Links are to sources of information on Australian and international oil and gas industry associations, regulation, statistics, news, technical and economic data. The Articles have been selected to provide insight into particular issues faced by the industry in order to stimulate an informed discussion. The convenor can be contacted through oilgas@aie.org.au.

2.3.2 YOUNG ENERGY PROFESSIONALS - YEPS

YEPS is a successful initiative from Sydney Branch to encourage younger members to join and participate in Institute activities. While not specifically recognised in the AIE Constitution, YEPs are best regarded as a Special Interest Group. The formula pioneered by Sydney has been applied in Brisbane, Melbourne, Perth and South Australia. Canberra and Newcastle also formed YEPS groups which have since merged back into the Branch committees but provide a YEP presence in the Branch programs.

YEPS are supported by the local Branch, which is a logical arrangement to progress members from initial Student and Graduate Membership through early career development to broader involvement in the Branch. YEPs arrange meetings for their members and associates on topics of specific interest to their age group, energy interests or career development.

YEP members are nominally regarded as Young Energy Professionals including graduate students 35 and under, but all members are encouraged to attend meetings of interest.

2.3.3 MEMBERSHIP OF DIVISIONS AND SIGS

Membership of particular Divisions or SIGs is open to AIE members who register their interest in the subject. They remain members of their regional Branch, and may join more than one Division or SIG.

There have been attempts to form a range of Divisions and SIGs but many have not been successful, generally for want of a 'champion' to establish and coordinate the activities. For example, other areas that could be considered are renewable energy, coal, climate change, demand management etc, depending on the level of interest shown.

3. AIE FINANCE AND TAX ISSUES

3.1 CORPORATE TAX STRUCTURE

AIE is an income tax exempt, not-for-profit³ company limited by guarantee and registered with ASIC under the Commonwealth Corporations Act 2001. The AIE finances are structured via separate sets of accounts for each operating entity, such as the Board and each individual Branch, Division and any conference committees.

The AIE has one Australian Business Number (ABN - 95 001 509 173) which applies to the Board and each Branch and trading entity. The Board, Branches and other trading entities are each registered as separate GST branches, with separate financial accounts. Each GST 'branch' has a separate three digit GST Branch Registration Number⁴ (currently 001 to 018) for GST reporting purposes, and is required to submit a separate GST Business Activity Statement (BAS) quarterly to the Australian Tax Office.

The AIE Branches are relatively autonomous in their finances and each produces an annual set of accounts for the financial year. Each Branch is required under the By-Laws to submit an audited set of Branch accounts for inclusion to be combined with the Board's accounts and audited to form the consolidated accounts of the AIE printed in the Annual Report and submitted to ASIC as part of the annual reporting requirements under the Corporations Act.

To ensure compliance on tax and corporate governance requirements, the Board has arranged for smaller Branches, with turn over less than \$5,000, to have their accounts kept by PAMS and audited as part of the national audit, waiving the requirement of a separate Branch audit for these Branches. Previously the audit was the largest expense for the year for some small branches.

³ The AIE Constitution is carefully worded to qualify for not-for-profit status. The Board and Branches need to be careful not to undertake 'commercial' activities which could jeopardise this status for the Institute as a whole. If in doubt, there is a self assessment questionnaire available on the Australian Tax Office web site for the not-for-profit sector

⁴ The GST number is for ATO reporting purposes only and is not an appendage to the AIE ABN for general use on letter heads invoices and other documents. There is only one 'company', the AIE, and therefore only one ABN.

The AIE chief financial officer is the Honorary Treasurer, with the support of Branch Treasurer's. However as indicated above, the AIE has transferred its accounting and back office administrative functions to PAMS. This transition has not changed the financial and corporate governance structures and responsibilities of the AIE although most of the routine book keeping and financial report preparation nationally is done by PAMS.

The National Treasurer or an authorised Board signatory will still be required to approve expenses and sign any payments from the AIE national accounts prepared by PAMS.

This service has been extended to several Branches who contract with PAMS to take on the book keeping and ATO reporting role.

3.2 REVENUE SOURCES

The principal sources of revenue of AIE are membership subscriptions collected by the Board, profits from meetings, seminars and conferences organised by Branches, contributions from sponsors, advertising, interest and sundry sales of publications, ties etc.

AIE policy is to keep membership subscriptions low, but sufficient to cover the operating costs of the Board and the national secretariat, and to provide basic 'national' services to members (Journal, web page, membership management etc).

Branches are encouraged to be financially self-supporting, balancing their expenditure for running the Branch with revenue from meetings, sponsors etc. Most Branches have achieved this objective and several have managed to accumulate significant cash reserves.

Traditionally, profits from major and national Conferences run by Branches with the support of the Board have been shared equally between the organising Branch and the Board. Current Board policy is to contribute its share of conference profits to a national scholarship fund.

3.3 BOARD CONTRIBUTIONS TO BRANCHES

There are constitutional or minuted provisions for payments from the Board to Branches. These can be:

- (a) An initial non-refundable grant to provide working capital in establishing a new Branch;
- (b) An advance to provide a Branch with working capital to organise a major conference. This amount is essentially an interest free loan, paid back to the Board before a profit from a conference is declared; or
- (c) A non repayable operating grant, up to 25% of the subscriptions collected from the members of the branch, subject to:
 - ❑ Presentation of a budget to the Board demonstrating the purpose for this funding and why it is needed; and
 - ❑ The branch not holding sufficient reserves to cover the anticipated expenses.

ie. a branch should draw on its own reserves before seeking funding from the Board.

Branches have rarely called on this provision, except some smaller branches on a limited number of occasions, to assist with their higher administrative costs per capita and their limited scope to run large profitable meetings. This provision can also be used as a means to supplement regular meeting income in order for a branch to under-take a significant new initiative, particularly one of national importance.

3.4 ACCOUNTS AND PAYMENTS

The Board's accounts are arranged with a transaction cheque account linked via net-bank to a net saver account, and term deposits. Funds can be transferred via the net-bank between the cash accounts to maximise interest. Invoices are paid by cheque, B-Pay or EFT. The AIE rules restrict the use of higher risk banking products and speculative investment vehicles. This applies to the Board and Branches.

The principal AIE cheque account operated by PAMS is also the account which collects on-line and credit card payments for member subscriptions and branch meeting registrations. At any time, this account may be holding funds collected for branches. These funds are usually transferred to the branch following a monthly reconciliation.

Payments from AIE accounts must be approved by an appropriate officer (for the Board and most Branches 2 signatures are required) and ratified at the next Board or Committee Meeting. Auditors are nominated and approved in advance at the Annual General Meeting.

Accounts operated by PAMS require two signatures for payments and withdrawals, a PAMS signatory and an AIE signatory, usually the Treasurer for the relevant AIE entity. The AIE cheque account is with Westpac which, unlike most of the other major banks, has a system that permits on-line payments requiring two signatories.

3.5 CASH RESERVES

Cash reserves are held by the Board and individual branches. The Board's reserves are currently of the order of 1 year's subscriptions, but have been much lower in the past. A significant proportion of these reserves are held in an on-line high interest account established to build up a national scholarship fund where annual scholarships will be paid from the interest on the account.

The AIE founders proposed that the Board should build up cash reserves sufficient to establish a national secretariat office once the membership reached a nominal figure of 2000. Unfortunately we are still well short of this target. The move to PAMS provides an alternative professional secretariat service well suited to our current stage of development.

Some Branches also hold significant cash reserves, and in total Branch reserves are comparable to the Board reserves.

The Board encourages Branches to consider transferring a share of profits and/or surplus reserves to the Board, to help cover operating expenses or boost the national scholarship account.

The AIE Directors are acutely aware of their responsibility for the financial performance of the Institute and the criminal charges which can arise for trading while insolvent, a situation which could arise from decisions made by a Branch Committee without the Board's knowledge or consent. Branches are therefore required to:

- ❑ advise the Board of any major financial commitments they propose to undertake if beyond the extent of their branch reserves,
- ❑ for Branches which do their own accounting, provide an audited set of accounts to the Treasurer by 31st August each year, for incorporation into the AIE consolidated accounts;
- ❑ For Branches where PAMS does the bookkeeping provide the auditor with access to the accounts at PAMS; and
- ❑ Provide the Treasurer with quarterly financial progress reports to show the Branch is solvent and meeting its GST reporting obligations.

3.6 BUDGETS

The Board and Branches are encouraged to develop and work to budgets for each financial year. The Board generally targets a breakeven result, with subscription and interest revenue balancing operating costs and provision of the Journal. Traditionally, the Board has made a small 'profit' in years when there have been successful conferences, but has frequently operated at a loss when the only source of revenue is subscriptions and interest.

With a balanced budget, funding major new initiatives with a significant on-going operating cost requires careful consideration of how it will be funded, before a decision is made to proceed.

Branches tend to operate profitably in years where they have held successful conferences or seminars. Such functions then subsidise branch operating costs and the cost of less profitable functions. It is a good policy for Branches to try and run at least one major profitable seminar or event each year, to underwrite the operating costs for the year.

The Board can also provide an Excel spreadsheet for Branch committees to develop a budget for each meeting or event to ensure that event registration fees are set at a level which ensures a profit or at least minimises the risk of a loss.

4. SECRETARIAT AND SERVICE PROVIDERS

The AIE has been administered nationally through the Board and until recently has benefited from a part time secretariat service provided by members with a strong interest in the AIE's future. This service was provided by Viv Paulson for the first 27 years and from 2005 to 2008 by Ted Campbell. This secretariat service is now provided on a commercial basis by PAMS.

The AIE has no paid officers or employees - all executive positions on the Board and the Branches are honorary. Office bearers can be reimbursed for reasonable out of pocket expenses incurred. An expense claim form must be submitted with receipts so that the AIE can recover the GST expense on purchases and assure the auditor of the legitimacy of the claim.

The AIE may contract out consultant or specific services on a fee for service basis. In some cases AIE members are the most appropriate to provide such specialist services, such as editing the journal, but there are appropriate constraints relating to conflict of interest in deciding such matters.

5. INSURANCE

The AIE constitution requires the AIE to indemnify its officers, directors and Committee members against liability and loss as a result of activities on behalf of the Institute. As a result, the AIE currently carries three policies through insurance broker AustBrokers Countrywide .

1. A **Public and Product Liability Insurance** with a \$20,000,000 limit, particularly covering public liability in staging events (branch and national). There is a clause limiting cover to meetings with up to 500 attendees per day.

Special arrangements can be made in advance if a larger conference is planned, as was done for the World Hydrogen Energy Conference hosted by AIE in 2008. There are some other more obvious exclusions against hazardous activities which are less likely to be breached.

2. **Association Liability Insurance**, with a \$20,000,000 limit (maximum \$10,000,000 per claim). This indemnifies the Institute and its officers (including Branch Committee members) against any loss as a result of a claim for a wrongful act committed in the conduct of the Institute's business. As normal for such policies, this does not provide protection against claims resulting

from acts or omissions by the officer or the Institute which are found to be dishonest, fraudulent, malicious or illegal.

3. An officer injury policy, to cover AIE officers from injury while acting on behalf of the AIE.

It is assumed that the coverage under the last two policies would only apply to AIE members and is one of the reasons to insist on AIE membership of persons serving on AIE committees.

6. MEMBERSHIP

6.1 GRADES OF MEMBERSHIP

The AIE was formed with the intention of being a 'qualifying body' although it has not reached full recognition of that status, Members and Fellows are entitled to use the letters MAIE and FAIE after their names, and all grades of membership can list their membership status in any job application.

Potential members can apply on line on the AIE website under membership, or down load a printed form to complete and submit.

As described in By-Law 3, the grades of membership in AIE are:

6.1.1 FELLOW

Persons who satisfy the Board that:-

- (a) they possess all the requirements for the Grade of Member; and
- (b) they have been engaged in professional practice directly associated with energy disciplines and their application for a minimum period of five years subsequent to obtaining an appropriate qualification; and
- (c) they have either attained a position of superior responsibility, or are recognised as having a considerably enhanced status within an energy discipline, sufficient to justify election to this class.

6.1.2 MEMBER

Persons who satisfy the Board that:-

- (a) they either hold an appropriate tertiary qualification, or, although not qualified by formal examination, have satisfied Board that they have had appropriate training; and
- (b) they have been engaged in professional practice directly associated with energy disciplines and their application for a minimum period of two years subsequent to obtaining an appropriate qualification or training.

6.1.3 GRADUATE

Persons who satisfy the Board that:-

- (a) they hold an appropriate tertiary qualification; and
- (b) they are engaged in professional practice directly associated with energy disciplines and their application.

6.1.4 ASSOCIATE

Persons who satisfy the Board that they are engaged in, or have an interest in, energy disciplines and their application.

6.1.5 STUDENT

Persons who satisfy the Board that they are students at a tertiary institution recognised by the Board as carrying out studies which will equip them to undertake professional practice directly associated with energy disciplines and their application.

6.1.6 CORPORATE MEMBER

Partnership or other Unincorporated Associations, Limited Companies, Associations, Public Authorities and Institutions or other Corporate Bodies who shall satisfy the Board that they are directly associated with energy disciplines and their application.

Corporate Members shall have the right to nominate up to two representatives to participate in all activities of the Institute, to vote and otherwise act on their behalf in all matters relating to the Institute, providing that they are located in different parts of the organisation. Furthermore, Corporate Members may also nominate up to three more representatives at a fee equivalent to the subscription for Member grade for each of these representatives (Representatives 3 to 5 on the Corporate Membership form.)

6.2 ELECTION OF MEMBERS

Election to the AIE of applicants for all grades of membership (including transfer between grades) is decided by the Board, after reviewing the recommendation of a Membership Committee, which considers the application form submitted.

The Board may by special resolution elect to the grade of Fellow or Member a person who holds a responsible professional position in an energy related activity but who does not meet all the requirements for election under By-Law 3.

6.3 RETIRED AND DISADVANTAGED MEMBERS

Members over 60 years of age, who are retired (e.g. no longer claim their subscription as a tax deduction) and have been full financial members of the Institute for at least ten consecutive years (including AIP and AGA membership) are entitled to a 50% reduction in their subscription on request.

Members suffering financial or other hardship may also request a reduction of their full subscription payment.

6.4 JOURNAL SUBSCRIBERS

In addition to the above grades of membership, the AIE recognises that some individuals and libraries may wish to subscribe to the Journal only, without becoming members of the Institute.

7. SUBSCRIPTIONS

7.1 SETTING SUBSCRIPTIONS

The AIE annual subscriptions are reviewed and set by the Board, usually at the February Board meeting, in time to invoice members for their subscriptions for the coming financial year in mid May. The current subscriptions at any time are listed on the AIE website under Membership.

The Board under the AIE Constitution and Bylaws is entitled to increase subscriptions annually by applying a CPI increase (all cities) since the previous adjustment. This is usually rounded to a full dollar amount for the basic individual membership.

Any proposed increase above CPI must be approved by a General Meeting of Institute members.

The Board has a policy that all subscriptions should be a multiple factor of the basic individual subscription, currently \$166 including GST for 2014/15. Subscriptions that are less than the basic subscription are usually rounded to the nearest 50 cents. The following Table shows the multiples and the subscriptions for 2014/15 for the various membership grades and categories.

Grade	Factor	2014/2015
Individual Grades		
Fellow, Member, Associate	100%	\$166
Retired – Fellow , Member, Associate	50%	\$83
Graduate	50%	\$83
Student	20%	\$33
Corporate Grades		
Corporate Membership (2 representatives)	300%	\$500
Additional (Supplementary) Corporate Representatives	100% each	\$166
Journal Subscriptions		
Public benefit and Educational Libraries	50%	\$83
Corporate Libraries and Individuals	80%	\$133

7.2 NON-FINANCIAL MEMBERS

Under the By-laws, subscriptions for all grades of membership are payable in advance by the commencement of the financial year, 1st July. According to the Constitution, Clause 18:

... The Board may resolve under the By-Laws to restrict the services to and privileges of non-financial members, before resolving to remove them from the Register of Members under this Clause.

The Board has resolved that services will be withheld, if subscriptions have not been paid after 3 months, i.e. by 30 September.

Clause 18 also states:

... Any member whose subscription remains unpaid for two years after the due date printed on the subscription invoice may, after due notice has been sent to their address as shown in the Register of Members, be removed from membership of the Institute by the resolution of the Board ...

Members in this situation are frequently referred to as Cancelled by Default (CDF).

Payment of overdue subscriptions at any stage will restore the member's services and privileges.

8. REFERENCE DATA FOR THE AUSTRALIAN INSTITUTE OF ENERGY

8.1 CONTACT DETAILS:

Registered Office (PAMS): First Floor, 613 Canterbury Road
Surrey Hills, Vic 3127

Postal Address: PO Box 193
Surrey Hills, Vic 3127

Telephone (Free call): 1800 629 945

Fax: (03) 9898 0249

Email: aie@aie.org.au

Web Page: <http://www.aie.org.au>

8.2 BANKING:

The AIE's principal bank account for Electronic Funds Transfers and Payments is with Westpac and is operated by PAMS. Any payments from that account require two signatories, usually the nominated PAMS manager and one of the nominated AIE signatories, normally the Treasurer.

For details of the account numbers to arrange electronic funds transfer payments, please contact the Treasurer or the AIE client manager at PAMS aie@aie.org.au or 1800 629 945.

8.3 AIE CORPORATE REGISTRATION NUMBERS:

Australian Business Number (ABN): 95 001 509 173

Australian Company Number (ACN): 001 509 173

Tax File Number (TFN): 729 184 717

Branch GST Numbers:

- AIE Branches and entities such as Divisions and conference committees, which maintain a separate set of accounts, are individually registered for GST and each have a separate identifying 3 digit GST Branch Number. The current active GST Branches and their GST Branch Numbers are listed below.
- Branches should quote this number, in conjunction with AIE's ABN, in any communications with the Australian Tax Office.
- This GST number should not be attached to the ABN for general use, such as in letter heads, tax invoices etc. There is only one AIE company and only one AIE ABN.

Current GST 'Branches'	GST Branch No.
Australian Institute of Energy (Board)	001
AIE South Australia Branch	003
AIE Brisbane Branch	004
AIE Canberra Branch	005
AIE Melbourne Branch	007
AIE Newcastle Branch	008
AIE Perth Branch	009
AIE Sydney Branch	010
WA Energy Conference	012
AIE Tasmania Branch	014

8.4 INSURANCE (2014/15):

Agency: AustBrokers Countrywide
601/603 Canterbury Road, Surrey Hills VIC 3127
Richard Aumann
Tel: (03) 9835 1300

Policies:

Public and Products Liability:

Insurer: Berkley Insurance Australia
Policy Number: 2014100413
Class: Broadform Liability Insurance
Cover: \$10,000,000 covering meetings up to 500 attendance

Association Liability:

Insurer: Berkley Insurance Australia
Policy Number: 2014100412
Class: Association Liability Insurance
Cover: \$10,000,000 total, \$5,000,000 per claim. Cover for directors, officers and committee members including branch committees.

Personal Accident (Voluntary Workers):

Underwriter: Accident & Health International Underwriting Pty Ltd
Reference: CWT MEL T3526 0600876/001
Cover: \$1,000,000 Covers voluntary workers on AIE Board and committees including Branch Committees from personal injury as a result of their voluntary work.

As these are National policies, AIE Officers should contact PAMS before contacting the insurer regarding claims.

The renewal date for these policies is 31st October each year and the premiums need to be paid by then.