



3 April 2024

Michael Boyle
President
Civil Contractors Federation
Sent via email: ccfnat@civilcontractors.com

Dear Michael Boyle

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation (AR2023/32).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2023/32.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has 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, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Appendix A shows late notifications

A notification from your organisation 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.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

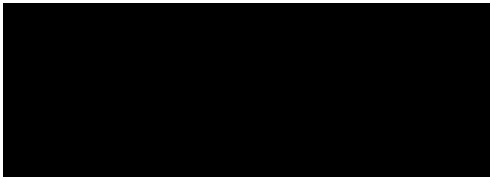
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
27 March 2024	National	Board Member	No, 102 days

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, Michael Boyle, being the President of the Civil Contractors Federation, 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 office holders is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 27th March 2024

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>10.11.23</i>	<i>Board Member</i>	<i>Ian Hinchliffe</i>	<i>Samual Sage</i>	<i>C/- Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600</i>	<i>Director</i>



Fair Work
Commission

3 April 2023

Michael Boyle

President

Civil Contractors Federation

Sent via email: cfnat@civilcontractors.com & chrismelham@civilcontractors.com

Dear Michael Boyle

The Civil Contractors Federation's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year	2023
Matter number	AR2023/32
Lodgement date	9 March 2023
Review	Advanced Review
Result	FILED

Your advanced review

Your annual return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



Your annual return satisfied the requirements of the advanced review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review.

The Commission's [advanced review checklist](#) is published on our website.

This year your annual return was assessed against an advanced review.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission



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ABN 41 639 349 350

Unit 13, Level 3, Engineering House
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Barton ACT 2600
(02) 6273 8312
E ccfnat@civilcontractors.com
www.civilcontractors.com

8th March 2023

Fair Work Commission
Email: regorqs@fwc.gov.au

To Whom it May Concern,

ANNUAL RETURN OF INFORMATION in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Michael Boyle being the President of the Civil Contractors Federation declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of 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 Act:

- The address of the organisation is Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600.
- The organisation has no branches. Civil Contractors Federation branches ceased on 31st December 2018. Signed Decision – Notification of alteration to the rules under s.159(1) RO Act – Notification of alterations of other rules – subject matter number R2018/292 – certified under subsection 159(1) of the Fair Work (Registered Organisation) Act 2009.

The Branches that ceased as at 31st December 2018:-

- Civil Contractors Federation, Australian Capital Territory
 - Civil Contractors Federation, New South Wales
 - Civil Contractors Federation, Northern Territory
 - Civil Contractors Federation, Queensland
 - Civil Contractors Federation, South Australia
 - Civil Contractors Federation, Tasmania
 - Civil Contractors Federation, Victoria
 - Civil Contractors Federation, Western Australia
- On 31 December 2022 the number of members was Contractor Members 1,199 and Associate Members 665.

- A list of officers and the names, postal addresses 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.
- Under the Rule 23 of the organisation, the term of National Board Members elected as a result of the 2019 election will extend until the fourth AGM following his or her appointment. As such an election of the National Board will be held in 2023.
- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Yours faithfully

Michael Boyle, President
Civil Contractors Federation

Signed:

A handwritten signature in blue ink, appearing to read 'M Boyle', is written over the 'Signed:' text.

Dated: 8th March 2023

