



22 June 2023

Dave Haydon  
Secretary  
CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United  
Sent via email: [secretary@salariedstaffunited.com.au](mailto:secretary@salariedstaffunited.com.au)

cc:

Dear Dave Haydon



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2023/39**

An election has recently been completed by the Australian Electoral Commission (AEC) for the CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United.

This letter explains the next steps you must take and what information you need to lodge with the Fair Work Commission (the Commission).

**What you must do right now**

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

This letter explains these steps and the tools available to help you.

**STEP 1: Notify members**

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (regulation 141). The notice must be on your website for at least three months.



### Can I put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

## STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete financial training (section 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face to face and online [financial training packages on the Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR been granted an [exemption by the Commission](#) **within six months** of beginning to hold office.



### Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the RO Act, and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast, such as episode 17 - conflicts of interest](#).

## STEP 3: Notifications of change



A notification of change must be lodged with the Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

**Note:** One election may result in many notifications of change.



### **Penalties apply**

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

#### ***ROC v CEPU***

The organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).



### **Why do I need to tell you the results of the election when you’ve already received them?**

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

### **What if the officer has already done training?**

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn’t required.

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**



The Commission has a [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

21 June 2023

# Post-election report

CSR, Holcim, Wilmar & Viridian Staff  
Association known as Salaried Staff  
United  
Scheduled election  
E2023/39

# Contents

Election(s) Covered in this Report .....	3
Rules.....	3
Other Matters .....	3
Signed.....	3
Attachments .....	4
A. Declaration of results for Uncontested Offices – National.....	4

# Election(s) Covered in this Report

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Organisation: CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United  
Election: Scheduled  
Election Decision No/s: E2023/39

## Rules

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Rules used for the election: 078N: Incorporates alterations of 19 April 2023 (R2023/2)  
(replaces 07/05/2020 (R2019/23) version)

Rules difficult to apply/interpret: N/A

Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website: [www.aec.gov.au/ieb/](http://www.aec.gov.au/ieb/)

## Other Matters

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Returning Officer actions required (Section 193): No  
Details: N/A

## Signed

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Ben Murray  
Returning Officer  
Australian Electoral Commission  
E: IEEvents@aec.gov.au  
P: 03 9285 7111  
21 June 2023

# Attachments

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## A. Declaration of results for Uncontested Offices – National



**CSR, Holcim, Wilmar & Viridian Staff Association known  
as Salaried Staff United**  
**DECLARATION OF RESULTS - E2023/39**  
**Uncontested Offices**

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**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:

**CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United**

**President (1)**

Candidates

ADAMS Fred

**Vice-President (1)**

Candidates

*No Nominations Received*

**Secretary (1)**

Candidates

MCARTHUR Don

**Treasurer (1)**

Candidates

*No Nominations Received*

**Executive Council Members (5)**

Candidates

DENYER John

GONSALVES Wayne

HOULDEN Kyle

NEWHEY Angela

VERNON Trent

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

Ben Murray  
Returning Officer  
Telephone: 03 9285 7111  
Email: IEBevents@aec.gov.au



## DECISION

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

**CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United**  
(E2023/39)

MR STEENSON

SYDNEY, 16 MAY 2023

*Arrangement for conduct of election.*

[1] On 29 April 2023 the CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United lodged with the Fair Work Commission prescribed information for an election to fill the following offices for a new term of office:

President	(1)
Vice-President	(1)
Secretary	(1)
Treasurer	(1)
Executive Council Members	(5)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

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**CSR, Holcim, Wilmar and Viridian Staff Association Known as Salaried Staff United**

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PO Box 292  
NARANGBA QLD 4504  
www.salariedstaffunited.com.au

The General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001  
By email to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

**Re. E2023/39 - PRESCRIBED INFORMATION FOR ELECTIONS**

**in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009***

I, Fred Adams, being the President of the CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United make the following statement:

1. I am authorised to sign this statement containing prescribed information for CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. No rule alterations are pending that will impact the election.
5. This statement **IS** lodged at least 2 months before nominations open for the election(s) in Annexure A.
6. The number of elected representatives is calculated on criteria defined in the rules:
  - a. The criteria for determining the outcome of a ballot should one be required are set out in the Association's rule 22 ELECTIONS (e) to (k)

Signed: PRESIDENT, Fred Adams



Dated: 26 April 2023

## Annexure A

- Elections that are required re E2023/39

Branch	Name of Office	Number required	Voting System Direct voting system; Collegiate electoral system	Reason for Election Scheduled; Casual vacancy; New office created; Insufficient nominations	Electorate
National	President	1	Direct Voting System	Scheduled	All financial members of CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United
National	Vice President	1	Direct Voting System	Scheduled	All financial members of CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United
National	Secretary	1	Direct Voting System	Scheduled	All financial members of CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United
National	Treasurer	1	Direct Voting System	Scheduled	All financial members of CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United
National	Executive Council Members	5	Direct Voting System	Scheduled	All financial members of CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United

- Important dates:

	Direct Voting System	Collegiate Electoral System
<b>Nominations OPEN</b>	To be determined by returning officer as per rule 23 E Election Process	N/A
<b>Nominations CLOSE</b>	To be determined by returning officer as per rule 23 E Election Process	N/A
<b>Roll of Voters cut off date</b>	Under the Rules of the Association 23(f)(ii) The Returning Officer shall prepare a roll of voters who are eligible to vote, on the seventh day before the date determined for the opening of nominations pursuant to sub-rule 23(b).	N/A
<b>AGM</b>	The proposed date for the 2023 AGM is 12 October 2023. The date is yet to be confirmed	N/A