



28 October 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 (AR2024/32).

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.

#### 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*).

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](mailto: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
17 October 2024	National	Board Member	Yes

**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**

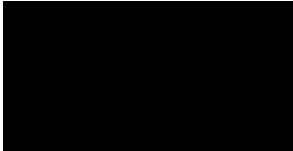
I, Michael Boyle, being the President of the Civil Contractors Federation, declare the following:

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.

Yours faithfully

Michael Boyle  
President  
Civil Contractors Federation

Signed:



Dated: 17<sup>th</sup> October 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:

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>11.10.24</i>	<i>Board Member</i>		<i>Charles Hatcher</i>	<i>C/- Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600</i>	<i>General Manager</i>



10 April 2024

Michael Boyle  
President  
Civil Contractors Federation  
Sent via email: [ccfnat@civilcontractors.com](mailto:ccfnat@civilcontractors.com)

Dear Mr 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	2024
Matter number	AR2024/32
Lodgement date	27 March 2024
Review	Primary Review
Result	FILED

**Your primary review**

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



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

## **The Commission's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

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

## **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](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**





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27th March 2024

Email: [regorqs@fwc.gov.au](mailto:regorqs@fwc.gov.au)

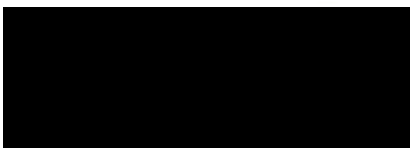
To Whom it May Concern,

**ANNUAL RETURN OF INFORMATION (organisation with no branches) 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 section 230(1)(a) and section 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 section 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 and no branches have ceased or commenced in the previous 12 months.
  - On 31 December 2023 the number of members was CONTRACTOR MEMBERS 1,177 and Associate Members 638.
  - 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 2020 election will extend until the fourth AGM following his or her appointment. As such an election of the National Board will be held in 2024.
  - The organisation has not entered into an agreement under section 151(1) of the Act with a state union.

Yours faithfully



Michael Boyle, President  
Civil Contractors Federation  
Dated: 27 March 2024

**ANNEXURE A**

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

- Offices and Office Holders in the Organisation [*insert as many pages as required*]:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>President</i>	<i>Mr Michael Boyle</i>	<i>C/- Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600</i>	<i>Executive Chairman</i>
<i>Vice President</i>	<i>Mr Antony Damiani</i>	<i>As above</i>	<i>General Manager</i>
<i>Treasurer</i>	<i>Mr Nick Zardo</i>	<i>As above</i>	<i>Director</i>
<i>Board Member</i>	<i>Mr David Moody</i>	<i>As above</i>	<i>General Manager</i>
<i>Board Member</i>	<i>Mr Willian Abbott</i>	<i>As above</i>	<i>Managing Director</i>
<i>Board Member</i>	<i>Ms Gladys Woods</i>	<i>As above</i>	<i>General Manager</i>
<i>Board Member</i>	<i>Mr Charles Hatcher</i>	<i>As above</i>	<i>National Manager</i>
<i>Board Member</i>	<i>Mr Michael Unger</i>	<i>As above</i>	<i>National Manager</i>
<i>Board Member</i>	<i>Mr Samuel Sage</i>	<i>As above</i>	<i>Director</i>