



16 July 2014

Mr Tony Baulderstone
National President
Civil Contractors Federation
jboggiano@ccfgld.com

Attention: Jennifer Boggiano

Dear Mr Baulderstone,

Re Notification of changes made to the records of Civil Contractors Federation - New South Wales Branch [AR2014/118]

Fair Work (Registered Organisations) Act 2009 (RO Act)

I acknowledge receipt of notification of a change of office holders for the New South Wales Branch of the Civil Contractors Federation.

This information was lodged with the Fair Work Commission on 15 July 2014 in accordance with s.233(2) of the RO Act. Our records have been updated accordingly.

It should be noted that any change to a record required to be kept under paragraphs 230(1), (b), (c) and (d) of the Fair Work (Registered Organisations) Act 2009 'the RO Act' must be lodged with the Fair Work Commission within 35 days of the change occurring (section 233(2) of the RO Act and regulation 151 of the Fair Work (Registered Organisations) Regulations 2009.

In future, please ensure any changes to the above records are lodged with the Fair Work Commission within the required time.

The document can be viewed on the Fair Work Commission Website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Thank you for the notification.

Yours sincerely,

Larry Powell
Senior Adviser
Regulatory Compliance Branch



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15 July 2014

Fair Work Commission
GPO Box 1994
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Attention: Margaret Williams

By Email: orgs@fwc.gov.au

Certificate of Designated Officer

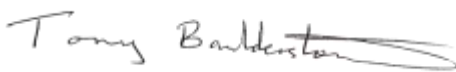
Section 233 of the Fair Work (Registered Organisations) Act 2009

In accordance with s.233(2) of the Act, I, Tony Baulderstone, being the National President of the Civil Contractors Federation (CCF) of 11 Hi-Tech Court, Eight Mile Plains, Queensland 4113, do hereby notify changes to the list of officeholders under s.230(1)(c):

- that the 2013 CCF New South Wales Branch election resulted in the election of 8 Branch Board members plus Branch Board Executive of President, Vice President and Treasurer, totalling 11 members.
- that the organisation's Rules state under Section 43 that in each Branch there shall be a Branch Board which shall consist of the following Office Bearers, a President, a Vice President, a Treasurer and such number of Board Members as the Branch Board may from time to time determine not being less than three (3) nor more than eleven (11), all of whom shall be elected. The quorum of the Branch Board shall be the number that is one greater than half the Board's Members.
- that the organisation's Rules state under Section 50(ii) Any casual vacancies in the membership of the Branch Board for a period less than $\frac{3}{4}$ of the term of the office shall be filled by the Branch Board by appointing any qualified person to fill any casual vacancy. Such person so appointed shall hold office until the conclusion of the Annual General Meeting of the Branch in the next election year and shall then be eligible for election.
- that at the NSW Branch Board Meeting held on 16 April 2014, all CCF NSW Branch Board Members agreed that Glenn Fordham from the TRN Group should be immediately appointed to the Board to fill a casual vacancy.

Therefore, the following is a correct statement of the information in the records required to be lodged by the organisation in accordance with s.233(2) of the Act.

Name Of Office Holder	Office Held	Effective Date Of Change	Name / Postal Address and Occupation of Replacement
Glenn Fordham	CCF New South Wales Board Director	16 April 2014	Glenn Fordham Director TRN Group 200 Springs Road, SPRING FARM NSW 2570 Phone: 02 46549941 Fax: 02 46549999 E-mail: glenn@trn.com.au

Date	15 July 2014
Signature of prescribed designated officer	
Name of prescribed designated officer	Tony Baulderstone



8 July 2014

Mr Robert Row
Chief Executive Officer
Civil Contractors Federation
rrow@civilcontractors.com

Dear Mr Row,

Annual Return of Information for 2014 [AR2014/118]

I acknowledge receipt on 31 March 2014 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

Receipt is also acknowledged of an amended annual return of information which was received on 8 July 2014.

The documents lodged cover the required information for the 2014 Annual Return of Information of Civil Contractors Federation.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Yours sincerely,

Larry Powell
Senior Adviser
Regulatory Compliance Branch

From: [Jennifer Boggiano](#)
To: [POWELL, Larry](#)
Subject: Civil Contractors Federation
Date: Tuesday, 8 July 2014 8:57:00 AM
Attachments: [2014 FWC Annual Return.pdf](#)

Good morning Larry

Further to our discussion last week, please find attached amended Annual Return.

Again, my sincere apologies for this error – am scrambling quite a bit at the moment undertaking dual roles (National and Queensland).

If you have any concerns, please do not hesitate to contact me directly.

With best regards

Jen



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PLAZA TERRACE ROOM
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JENNIFER BOGGIANO
Executive Assistant / HR Advisor

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[2014 FAIR WORK COMMISSION ANNUAL RETURN]

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From: [Jennifer Boggiano](#)
To: [PFEIFFER, Robert](#)
Subject: Civil Contractors Federation - Annual Return
Date: Monday, 31 March 2014 5:11:03 PM
Attachments: [image003.gif](#)
[image004.gif](#)
[image005.jpg](#)
[3.doc](#)
[2014 FWC Annual Return.pdf](#)
[Civil Contractors Federation – 2014 Annual Return Ref AR2014 1188.pdf](#)
Importance: High

Dear Mr Pfeiffer

Further to your letter dated 17 March 2014, please find attached the 2014 Civil Contractors Federation Annual Return and Declaration by National President.

If you need anything further, please do not hesitate to contact me directly in the first instance.

With best regards

Jen

Jennifer Boggiano

Executive Assistant / HR Advisor

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ABN 24 778 482 952

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From: robert.pfeiffer@fwc.gov.au [<mailto:robert.pfeiffer@fwc.gov.au>]

Sent: Monday, 17 March 2014 10:40 AM

To: CCFNAT

Subject: Annual Return - Courtesy letter

Please find attached correspondence regarding the matter **AR2014/118 - Annual Returns matter re: Civil Contractors Federation**

This correspondence was sent automatically from the Fair Work Commission.

Please consider the impact to the environment and your responsibility before printing this email. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this

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31 March 2014

RE: Civil Contractors Federation – 2014 Annual Return Ref: AR2014/1188

I Tony Boulderstone declare:

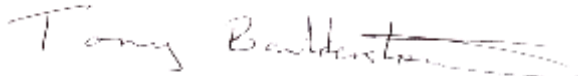
The Civil Contractors Federation has maintained the following information as required by the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009.

- i. That the register of Members has, during the immediately preceding calendar year, been kept and maintained as required by ss 230(1)a and (2) of the Fair Work (Registered Organisations) Act 2009.
- ii. That the enclosed list of offices in the Federation and each Branch are correct statements of the information contained in those records. There have been no new branches and no branches have ceased operation during the previous 12 months.
- iii. That the enclosed list of the names, postal addresses and occupations of persons holding the offices are correct statements of the information contained in those records. (All office holders are representatives of Contractor Members of the CCF).
- iv. That the enclosed list of names of each Branch of the Federation is correct statements of the information contained in those records.
- v. That the enclosed list of addresses of the office of the Federation and each Branch of the Federation are correct statements of the information contained in those records.
- vi. For the year commencing 1 January 2014, under the Rules of the Federation, the National Office and each Branch being New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, Northern Territory

and ACT will not be conducting elections as this is a non-election year cycle

- vii. As at 31 December 2013 the number of Members of the Federation was 2269 members (being 1517 contractor members and 752 Associate members).

Signed:



.....

TONY BAULDERSTONE

National President

Date: 31 March 2014

[2014 FAIR WORK COMMISSION ANNUAL RETURN]

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17 March 2014

Mr Trevor Gosatti
Chief Executive Officer
Civil Contractors Federation
Sent by email: ccfnat@civilcontractors.com

Dear Mr Gosatti

**Civil Contractors Federation
Annual Return of Information for 2014 [AR2014/118]**

I refer to our letter dated 17 February 2014 reminding you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**. As it is noted that you have not as yet lodged your Annual Return, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return for 2014 in the last few days.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the FWC') by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website at www.fwc.gov.au – under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically e.g. as pdf files at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) - see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence .

Yours sincerely

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

A copy of each of the following records must be lodged with the Fair Work Commission ('The Commission') between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s.230(1)(d) and r.147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s.230(1)(d) and r.147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with The Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s.233(2) and RO Regulations r.151* refer].