

**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, Peter Kendall, being the President of the Civil Contractors Federation Queensland Board,
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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed: 

Dated: 20th day of February 2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

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 :

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
Queensland	13/09/2017	President	Gavin Turner (Acting)	Peter Kendall	c/- Civil Contractors Federation – Queensland Branch, 11 Hi-Tech Court Eight Mile Plains QLD 4113	Director
Queensland	13/09/2017	Vice President	Nil	Tim McIlwain	c/- Civil Contractors Federation – Queensland Branch, 11 Hi-Tech Court Eight Mile Plains QLD 4113	Director
Queensland	13/09/2017	Treasurer	Terry Lynch	Mark Goodwin	c/- Civil Contractors Federation – Queensland Branch, 11 Hi-Tech Court Eight Mile Plains QLD 4113	Director



26 March 2019

Mr Michael Unger
National President
Civil Contractors Federation
ccfwa@civilcontractors.com

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
14/05/2018 Amended 6/06/2018	South Australia	President	No, 250 days late

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Late notification

It appears from the ROC's records that this is the second time that a late notification has been received from your organisation. Given the number of late notifications, ROC is looking to review Civil Contractors Federation's compliance with section 233(2). Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for the notification.

Yours faithfully,

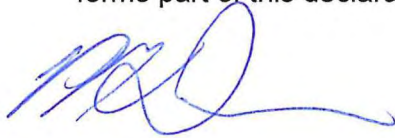
Christine Hibberd
Registered Organisations Commission

**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, PAUL DAVISON, being the PRESIDENT of the CIVIL CONTRACTORS FEDERATION SA
BRANCH, 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated:

6/6/2018

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

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 [*insert as many pages as required*]:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
South Australia	6/9/17	President	Gerard Beltrame	Paul Davison	c/ Civil Contractors Federation South Australia Branch, 1 South Road, Thebarton, 5031	CEO



12 January 2018

Mr Michael Boyle
President
New South Wales Branch
Civil Contractors Federation
ccfnsw@ccfnsw.com

CC: Mr Michael Unger, National President by email: ccfwa@civilcontractors.com

Dear Mr Boyle,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of the Notification of Change to the office holders of the New South Wales Branch of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12/12/2017	New South Wales	Outgoing and incoming office holders as a result of scheduled election	No, 56 days

Late notifications

Please note that Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. The notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management must undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Declan Clifford
Registered Organisations Commission

9th January 2018

CCF2018-350

Registered Organisations Commission
By email: regorgs@roc.gov.au

Dear Sirs,

Re: 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 Branch President of the Civil Contractors Federation NSW, 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:





The Voice of the Industry

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches:

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	11/09/2017	NSW Branch Board Member	Glenn Cherrie	Scheduled Election			
NSW	11/09/2017	NSW Branch Board Member	David O'Connor	Scheduled Election			
NSW	11/09/2017	NSW Branch Board Member	Michael Fitzgerald	Scheduled Election			
NSW	11/09/2017	NSW Branch Board Member		Scheduled Election	Julia Ward	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	Chief Executive Officer
NSW	11/09/2017	NSW Branch Board Member		Scheduled Election	Edward Wilson	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	Director
NSW	11/09/2017	NSW Branch Board Member		Scheduled Election	Stephen Cherrie	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	Managing Director
NSW	11/09/2017	NSW Branch Board Member		Scheduled Election	Paul Wise	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	Deputy Engineering Director
NSW	11/09/2017	NSW Branch Vice-President	Stuart Ford	Scheduled Election	Craig Smith	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	General Manager NSW/ACT



The Voice of the Industry

NSW	11/09/2017	NSW Branch Treasurer	Craig Smith	Scheduled Election	Michael Fitzgerald	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	General Manager
NSW	18/10/2017	Alternate National Board Member	John Wade	Scheduled Election	Lee Fahey	c/o PO Box 7252, BAULKHAM HILLS BC NSW 2153	Managing Director



9 January 2018

Mr Peter Middleton
President
Australian Capital Territory Branch
Civil Contractors Federation
peter@wodens.com.au, canberra@mba.org.au

CC: Mr Michael Unger, National President by email: ccfwa@civilcontractors.com

Dear Mr Middleton,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Capital Territory Branch of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/12/2017	Australian Capital Territory	Treasurer no longer holding office	Yes

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management must undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Declan Clifford
Registered Organisations Commission

**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, Peter Middleton, being the President of the Civil Contractors Federation-Australian Capital Territory Branch, 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated:

18/12/2017.

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches:

2

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
	15.12.2017	Treasurer	Martin Boyd	Vacant	N/A	N/A



8 November 2017

Mr Michael Unger
National President
Civil Contractors Federation
ccfwa@civilcontractors.com

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the address of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
7/11/2017	National	Unit 13, Level 3, Engineering House, 11 National Circuit, Barton ACT 2600

Thank you for the notification.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



CCF NATIONAL OFFICE

ABN 41 639 349 350

Unit 13, Level 3, Engineering House
11 National Circuit
Barton ACT 2600
(02) 6273 8312

E ccfnat@civilcontractors.com

7th November 2017

Registered Organisations Commission

Email: reorgs@roc.gov.au

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 Unger, being the National 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*:

- On 27th October 2017 the address of the organisation changed to Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600

Signed: Michael Unger, CCF National President

A handwritten signature in blue ink, appearing to be 'MU' with a stylized flourish.

Dated: 7th November 2017

NOTIFICATION OF CHANGE TO RECORDS



6 November 2017

Mr Michael Unger
National President
Civil Contractors Federation
Email: ccfwa@civilcontractors.com

CC: Hugh Maslin, President, Tasmanian Branch, ccftas@ccftas.com.au

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20/10/2017	Tasmanian	President (1)	Yes
20/10/2017	Tasmanian	Vice-President (1)	Yes
20/10/2017	Tasmanian	Honorary Treasurer (1)	Yes
20/10/2017	Tasmanian	Board Member (11)	Yes

Late notifications

Please note that Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management must undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Michael Moutevelis

Registered Organisations Commission

From: Ellie Fielding <efielding@ccftas.com.au>
Sent: Friday, 20 October 2017 9:01 AM
To: ROC - Registered Org Commission
Subject: AR2017/76 CCF TAS Notification of Change to Records
Attachments: CCF TAS - Notification of Change to Records 2017.pdf

Good morning,

Please find attached Notification of Change to Records for CCF Tasmania.

If you have any queries please do not hesitate to contact myself.

Kind Regards,



ELLIE FIELDING
Administration Officer

CCF TASMANIA ABN 64 619 501 898

Unit 1/5 Runway Place, Cambridge, TAS 7170

P: (03) 6248 4697

E: efielding@ccftas.com.au www.ccftas.com.au

Constructing Australia's Infrastructure

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**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, Hugh Maslin, being the President of the Civil Contractors Federation Tasmanian Branch 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 20-10-17

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
TAS	29-09-17	President	Adrian Granger	Hugh Maslin	776 Whitmore Rd, Whitmore TAS 7303	Project Director
	29-09-17	Vice-President		Simon Heazlewood	181 East Tinderbox Rd, Blackmans Bay TAS 7052	Operations Manager
	29-09-17	Honorary Treasurer		Stewart Geeves	Po Box 5, Claremont TAS 7011	Civil Engineer
	29-09-17	Board Member		Neil Armstrong	79-81 St Leonards Rd, Launceston TAS 7250	General Manager
	29-09-17	Board Member		Robert Batchelor	KDC Box 2012, Kingston TAS 7050	Managing Director
	29-09-17	Board Member		Lincoln Bromwich	Po Box 812, Ulverstone TAS 7315	General Manager
...	29-09-17	Board Member		Jesse Brunskill	Po Box 430, Moonah TAS 7009	Construction Manager
	29-09-17	Board Member		Peter Campbell	Po Box 575, Kingston TAS 7051	Project Manager/ Director
	29-09-17	Board Member		Ashley Cooper	Po Box 1262, Devonport TAS 7310	Project Manager
	29-09-17	Board Member		Adrian Granger	Unit 1/5 Runway Place, Cambridge TAS 7170	Managing Director
	29-09-17	Board Member		Alistair McCulloch	Po Box 1530 ESDC, Mornington TAS 7018	Manager
	29-09-17	Board Member		Camille O'Meara	Po Box 84, North Hobart TAS 7002	General Manager
	29-09-17	Board Member		Stephen Pregnell	Po Box 244, Claremont TAS 7011	Managing Director
	29-09-17	Board Member		Phillip Sidney	Po Box 303, Glenorchy TAS 7010	Managing Director

From: ROC - Registered Org Commission
Sent: Thursday, 12 October 2017 3:40 PM
Subject: Education and advice campaign - notification of changes to records within prescribed timeframe [SEC=UNCLASSIFIED]
Attachments: Letter to orgs_Notifications of Change.pdf; Fact Sheet_Notification of changes.pdf; Guidance Note_notifications of change.pdf; Legislative Summary_Notifications of Change.pdf

Good afternoon,

Please find attached correspondence for the Secretary or other prescribed office holder, providing education and advice regarding the obligation to notify the Registered Organisations Commission (the ROC) of changes to the records of a registered organisation.

Kind regards,

Office of the Registered Organisations Commission

Tel: 1300 341 665
regorgs@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000



Australian Government
Registered Organisations Commission

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12 October 2017

Dear Secretary (or prescribed office holder),

Education and advice campaign - the obligation to notify the ROC of changes to records within the prescribed statutory time frame

I write on behalf of the Registered Organisations Commissioner to advise you about an education and advice campaign being conducted by the Registered Organisations Commission (ROC) which is designed to encourage all registered organisations and their office holders to comply with the statutory obligation to lodge timely notifications of changes to records, contained in section 233(2) of the *Fair work (Registered Organisations) Act 2009* (the RO Act).

The ROC has become increasingly concerned about systemic contraventions of s.233(2) in which the lodgement of notifications are repeatedly weeks, months or even years late, or have not been lodged at all. Contraventions of this provision can give rise to risks for registered organisations and their members as a result of reduced transparency and accountability, and can expose the organisation to potential civil penalty proceedings.

As an independent regulator, the ROC's approach seeks to be fair, proportionate, objective and evidence-based. The ROC considers that compliance with statutory obligations is essential to ensure that registered organisations function efficiently, effectively and transparently.

The importance of timely notifications

The statutory obligation on registered organisations to notify the ROC of particular changes to records under s.233(2) of the RO Act has been part of the regulatory scheme in various forms for over 100 years and is currently a civil penalty provision, which means that registered organisations or their prescribed office holders may be potentially liable for any breaches.

The obligation is essential for a number of reasons including that:

- It assists members to participate in the democratic functioning and control of their organisations;
- Enables the regulator to publish information about who current office holders are; and
- It promotes accountability of office holders who are managing the funds and assets of registered organisations.

Registered organisations represent the interests of approximately 2 million members nationally. It is essential that timely information about the identity of relevant office holders is lodged in compliance with the RO Act so that the regulator and each organisation's members can be aware of which office holders are exercising management and financial responsibilities in their organisations.

The ROC and its predecessors have published the lists of office holders of registered organisations on the relevant agency's public website since at least 2003. The ROC also publishes all notifications about changes to the branches, office addresses and office holders of registered organisations lodged under s.233(2) of the RO Act. The publication of this information provides transparency to members and the general public and facilitates accountability.

Educational reference documents

The ROC is committed to providing education, assistance and advice to registered organisations as part of the functions set out in s.329AB of the RO Act. Our primary educational goal is to maximise voluntary compliance with statutory obligations under the RO Act, to promote the effective governance, accountability and transparency of registered organisations and to thereby reduce the need for enforcement action.

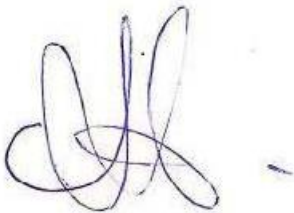
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- Guidance Note – a quick reference guide in the form of a table, using scenarios where organisation staff and office holders may be unsure if they are obliged to notify changes. The table contains references to all relevant legislative provisions;
- Fact Sheet – a separate fact sheet outlining the types of changes that need to be notified and what needs to be included with the notification;
- Legislative Summary – a brief summary of the history of the legislative provision to notify changes, included for the purpose of understanding the historical context of the obligation.

In addition, the ROC will continue its ongoing practice of providing courtesy reminder correspondence about the requirement to notify changes to office holders, whenever we are provided with election results from the Australian Electoral Commission (**AEC**). Further, the ROC proposes to audit and continue to review compliance with this important statutory obligation.

Should you have any questions or feedback in relation to this correspondence, I can be contacted on 1300 341 665 or via regorgs@roc.gov.au.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'CE', with a small horizontal line to the right.

Chris Enright
Executive Director
Registered Organisations Commission



Fact sheet

Notification of changes

The *Fair Work (Registered Organisations) Act 2009* requires organisations of employers and employees to annually lodge certain information to the Registered Organisations Commission (the ROC). In addition, whenever any changes occur in relation to certain records, registered organisations are required to lodge a notification of change to the ROC. The change must be lodged within 35 days after the change occurs.

Records requiring notifications of any changes

If any of the following records change, the organisation must notify the ROC of the change within 35 days after the change occurs:

- the list of offices in the organisation or in a branch of the organisation
- the name, postal address or occupation of a person holding office
- the name of a branch of the organisation
- the commencement or cessation of a branch of the organisation
- the address of the office of the organisation, or the address of the office of a branch of the organisation

What does the ROC do with the information?

Records including the above information are required to be lodged by each organisation by 31 March in each year in the Annual Return of Information. Annual Returns are published under the corresponding organisation on the ROC website. This information can be found by clicking on the 'Find a Registered Organisation' tab. Notifications of changes are published in descending date order within the corresponding year's annual return document. This enables members to view the changes with reference to the complete list of office holders.

When changes must be notified

Details of any changes must be notified within 35 days after the change occurs, as prescribed by regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009*.

What needs to be included?

NOTE: *The ROC recommends use of the sample Notification of Changes template, as provided below, to help ensure that all of the required details are included in a notification of change*

- The notification must be lodged with a declaration signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to

the statutory body. The declaration must contain a statement that the information lodged is a correct statement of the changes made.

- The notification must include details of each relevant office/office holder/branch to which the changes have occurred.
- The notification must include the date the change occurred and clearly specify what the change was.
- The notification must indicate the date on which the changes occurred, as this pertains to the obligation to lodge the notification within 35 days of the change.
- For changes to office holders the following details are also required:
 - The title of the relevant office
 - The name of each new or former office holder
 - the postal address of each new office holder. For privacy reasons, the ROC recommends using the postal address of the relevant organisation/branch, rather than the residential address of the person.
 - The occupation of each new office holder
- For new branches the street address (not just a postal address) must be included.

Who can sign the declaration?

The declaration must be signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to the statutory body. A sample declaration template is provided below under 'sample notification of change template'.

If an organisation is divided into branches or divisions, the notification of change may be made by a national office holder or the relevant branch or division office holder, depending on who has authority under the rules of the organisation to do so.

Sample Notification of Changes Template

The sample notification of change template provided below includes a sample declaration template and a sample notification table. The ROC recommends use of these documents to help ensure that all of the required information is provided.

- [Sample notification of change template](#)

Find out more

- Guidance Note – ROC Quiz Answers - Notifications of Change
- Legislative Summary – Notifications of Change
- [ROC Internal Checklist – Notifications of change](#)
- [Fact Sheet – Records to be kept by registered organisations](#)
- [Fact Sheet – Records to be lodged annually by registered organisations](#)

For instructions on how to lodge a notification of changes with the ROC, please refer the [Lodging Documents](#) section of our website.



Guidance Note

Notifications of Change ROC Quiz

<u>Question</u>	<u>Answer</u>	<u>Reference</u> * RO Act = Fair Work (Registered Organisations) Act 2009; * RO Regs = Fair Work (Registered Organisations) Regulations 2009).
1. Do organisations need to lodge a notification of changes <i>IF</i>:		
a) An elected office holder resigned but the term of office was almost over	YES – any change to the list of office holders of the organisation or a branch of the organisation must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(b) of the RO Act; • Reg.151 of the RO Regs
b) A person leaves an office but the person replacing them will not commence for a few weeks	YES – this requires <u>two</u> notifications – one for the office holder leaving, and one for the person replacing them. If both changes can be notified within 35 days of the earliest change, they can be included together in just one notification, however, we recommend notifying each change as soon as possible after it occurs in order to ensure compliance.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
c) An elected national office holder relocated to a different state	YES – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
d) A branch relocated to different premises	YES – any change to the office name or address of the organisation, or of a branch of the organisation, must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(d) of the RO Act; • Reg.147(d)(ii) of the RO Regs; • Reg.151 of the RO Regs
e) The Secretary's telephone number or email address changed	Not required under the legislation – however, it is beneficial to update us with any changes to contact details so we can provide alerts for upcoming lodgement dates and other important information. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	N/A
f) A Branch office changed its' telephone number or	Not required under the legislation – however, it is beneficial to keep	N/A

	preferred email address	us updated with relevant contact details to facilitate ROC alerts for upcoming lodgement dates and other important information updates. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	
	g) The AEC has recently provided a declaration of results for an election to the organisation and the email shows that it was also sent to the ROC by the AEC	YES – the organisation is still required to formally notify the ROC of any <u>changes</u> to the list of office holders in the organisation or any of its' branches. If an election results in any changes to the people holding offices, those changes must be formally notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	h) An entire branch is abolished	YES - the organisation is required to notify the ROC of any changes to its' list of branches; any changes to the list of offices in a branch of the organisation; and any changes to the list of names, postal addresses and occupations of people holding those offices	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Sections 230(1)(b), (c) and (d) of the RO Act; • Regs.147(a), (c) and (e)(ii) of the RO Regs; • Reg.151 of the RO Regs
	i) A person is re-elected to the same office they already held, and they are listed in the most recent annual return list of office holders	NO – only changes need to be notified to the ROC	N/A
	j) A person is re-elected, but to a different office	YES – any <u>changes</u> to the list of office holders in the organisation or any of its' branches needs to be notified to the ROC within 35 days.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	k) A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	YES – members of the Committee of Management are officers as defined in the Act. Any changes in relation to such offices must be lodged within 35 days of the date the change took place.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 9 of the RO Act; • Reg.151 of the RO Regs
	l) A person resigned but it won't take effect for three months	NOT YET – a notification of change needs to be lodged within 35 days after the change takes effect. This means it must be lodged between the day it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	m) A person has been elected but they won't take office until a set date in the future	NOT YET – a notification of change needs to be lodged after the change takes effect. It must be lodged between the date it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	2. What needs to be included in the notification?	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.147 of the RO Regs

	office holder, this will include the date the change occurred, the title of the relevant office, the name of the relevant person/people, whether they have ceased or commenced office, the postal address of the person / people (we recommend using the relevant organisation/branch address for privacy reasons), and the title of the occupation of the person / people. We recommend using the Notification of Changes template , which is available on the Notification of Changes page of the ROC website.	
Do organisations need to lodge:		
An amended list of all of the officers	NO – only details of the changes need to be lodged. If you lodge the entire list again and do not identify the changes staff of the ROC will ask you to specify what the changes are and when they occurred	<ul style="list-style-type: none"> Section 233(2) of the RO Act
Officers' names	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' occupation titles	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' <i>home</i> addresses	NO – please do not lodge their home addresses. The ROC publishes all of the returns on the website – please list their professional addresses	N/A
Officers' <i>professional</i> addresses	YES – this can be the address of the Union or Employer Association, or the relevant branch	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
<u>ONLY</u> the changes to the President, Treasurer, Vice President and Secretary	NO – notifications of change are required in relation to <u>all offices</u> in which a change has occurred. Offices include Committee of Management Members (however named - including, for example, Directors of the Board)	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act; Section 9 of the RO Act;
A soft copy by email and a hard copy by post	NO – the ROC only requires one lodgement and email is the preferred method. The email address to lodge the notifications is regorgs@roc.gov.au .	N/A
Copies of resignations	NO – proof of leaving office is only required for evidence in relation to casual vacancy election matters. Evidence is not required in relation to notifications of changes.	N/A
Does it need to be signed?	YES – the notification must accompany a declaration stating that the copy of records lodged is a	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Reg.150 of the RO Regs

		correct statement of the changes made. The declaration must be signed by the Secretary or another current officer whose duties under the rules include lodging required information to the statutory body.	
	3. Elections and Notifications of change		
a)	If an officer resigns do organisations need to lodge the Prescribed Information for a casual vacancy election separately to the notification of changes?	YES – the notification process is completely separate to the election process. Notification of a vacant office does not cause an election process to automatically start. For information about lodging Prescribed Information for elections, see the Elections page of the ROC website.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;
b)	Do organisations need to advise the ROC about changes even when the ROC has been provided with the declaration of results for an election by the AEC?	YES – it is one of the statutory obligations of organisations to notify the ROC, in writing, of any changes to the records the organisation has lodged. The AEC declaration of results provides the names of office holders elected, but does not indicate whether this constitutes a change to the list of office holders that the organisation lodged with the annual return.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act
c)	If evidence of a vacancy has already been provided to the organisation for an election matter, is it still necessary to lodge a notification of the change?	YES – the notification of changes process and requirements are completely separate to those of the election process.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;



Guidance Note

Summary and Historical Context of the Legislative Provisions

A brief explanation of the historical context surrounding the reporting obligation to notify changes is provided below. This information is intended to promote a better understanding of the reporting obligation, as well as an understanding of some of the purposes of the obligation.

As an overview, the statutory requirement for federally registered organisations to notify the relevant regulator of changes to records:

- appears to have been part of the relevant legislative scheme for over a century,
- has varied in terms of the time periods allowed for the changes to be notified to the relevant regulator,
- is an essential, fundamental and appropriate statutory obligation which provides transparency to members and the regulator.

Summary of the current provisions relevant to notifications of changes

'RO Act' means *Fair Work (Registered Organisations) Act 2009*.

'RO Regs' means *Fair Work (Registered Organisations) Regulations 2009*.

Subsection 233(2) of the RO Act provides that:

An organisation must, within the prescribed period, lodge with the Commissioner notification of any change made to the records required to be kept under paragraphs 230(1)(b), (c) and (d), certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made.

Civil penalty: 60 penalty units.

Subsections 230(1)(b), (c) and (d) of the RO Act provide that:

(1) An organisation must keep the following records:

- (b) a list of the offices in the organisation and each branch of the organisation;
- (c) a list of the names, postal addresses and occupations of the persons holding the offices;
- (d) such other records as are prescribed.

Regulation 147 of the RO Regs provides that:

For paragraph 230(1)(d) of the Act, the following records are prescribed in relation to an organisation:

- (a) a record of the name of each branch of the organisation;
- (b) a record of the name of each branch that commenced operation in the previous 12 months;
- (c) a record of the name of each branch that ceased operation in the previous 12 months;

- (d) a record of the address of:
 - (i) the office of the organisation; and
 - (ii) the office of each branch of the organisation;
- (e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:
 - (i) for an office in the organisation; and
 - (ii) for an office in a branch of the organisation;
- (f) a record of the number of members on 31 December in the previous year;
- (g) if the organisation has entered into an agreement mentioned in subsection 151(1) of the 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 section 150 of the Act.

Regulation 151 of the RO Regs provides that:

For subsection 233(2) of the Act, for the lodgment of notification of any change to the records, the period of 35 days, beginning on the day after the day when the change is made, is prescribed.

Section 5 of the RO Act provides that:

The standards set out in this Act:

- (a) ensure that employer and employee organisations registered under this Act are representative of and accountable to their members, and are able to operate effectively; and
- (b) encourage members to participate in the affairs of the organisations to which they belong; and
- (c) encourage the efficient management of organisations and high standards of accountability of organisations to their members; and
- (d) provide for the democratic functioning and control of organisations; and
- (e) facilitate the registration of a diverse range of employer and employee organisations.

Brief chronological history of the legislative provision

1913 - The history of the provision for registered organisations to notify changes to relevant statutory body can be traced back to 1913. The *Conciliation and Arbitration Regulations 1913*, contained the 'Returns of Officers' provision at regulation 19, which required updates of lists of office holders to be provided within 14 days of any change.

1928 - The *Conciliation and Arbitration Regulations 1928* contained requirements relating to records at regulation 20 and this requirement bears similarity to the obligation set out in s 233(2) of the current RO Act. From 1928, the statutory requirement in accordance with regulation 23 was that changes to the records of registered organisations were to be filed with the relevant regulator within 14 days.

1989 - In 1989, the obligation on a registered organisation to notify the relevant regulator of changes to office holders was found in regulation 131, and notifications of changes were required to be lodged within 35 days. The requirement transitioned into the *Industrial Relations Act 1988* by virtue of section 268(4) taking effect in March 1989.

1988 - The *Industrial Relations Act 1988* was replaced by the *Workplace Relations Act 1996*.

2002 - The *Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002* placed the reporting obligations of registered organisations into a separate schedule. This amendment introduced Schedule 1B to the *Workplace Relations Act 1996*, which was the original *RAO (Registration and Accountability of Organisations) Schedule*. The RAO schedule included section 233 which is very similar to the provision in s.233(2) of the current RO Act.

2009 - The RAO schedule later became the *Fair Work (Registered Organisations) Act 2009*.



12 October 2017

Mr Michael Unger
National President
Civil Contractors Federation
ccfwa@civilcontractors.com

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
12/10/2017	WA	New Board Members (2)

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



CCF Western Australia

A8N 88 811 975 001

70 Verde Drive

JANDAKOT WA 6164

P (08) 9414 1486 F (08) 9414 1496

E ccfwa@ccfwa.com.au

W: www.ccfwa.com.au

October 12 2017

The Commissioner
Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001

Via email: regorgs@roc.gov.au

I, David Della Bona, being the President of the Civil Contractors Federation –
Western Australian Branch, 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed: David Della Bona

Dated: 12/10/2017

**ANNEXURE A**

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
WA	12/9/2017	Board Member	N/A	John Hovey	7 Ditchingham Place Australind WA 6223	Owner/Director
WA	12/9/2017	Board Member	N/A	Timothy Ryan	4 & 5 Kirke Street Balcatta WA 6021	Manager Civil Infrastructure



CCF NORTHERN TERRITORY BRANCH

ABN 82 550 580 543

Northern Australia Development Office
Ground Floor, Development House
76 The Esplanade, Darwin NT 0800
PO Box 36519, Winnellie NT 0821

P (08) 8999 6221

E ccfnt@ccfnt.com.au

www.ccfnt.com.au

Registered Organisations Commission
GPO Box 2983
Melbourne Vic 3001
05/10/2017

RETRACTION

By Email: reorgs@roc.gov.au

I, Ian Hinchliffe, being the President of the CCF NT Branch, 76 The Esplanade, Darwin, NT 0800, declare the following:

The Civil Contractors Federation (CCF) is currently in discussion with the Fair Work Commission (Mark Elliott) for changes to the CCF Constitution and Rules that will dissolve the CCF Branches from our Constitution. Currently CCF Northern Territory is still trading under our original name and ABN until such time as the CCF Constitution and Rule changes are adopted by FWC.

With this in mind we retract our notification sent on 25/09/17 as the change of name and ABN will not be a registered name with FWC.

A handwritten signature in black ink that reads 'Ian Hinchliffe'.

Ian Hinchliffe
President
05/10/2017



27 September 2017

Chief Executive Officer
Civil Contractors Federation-Northern Territory Branch
ccfnt@ccfnt.com.au

CC: Mr Michael Unger, National President, ccfwa@civilcontractors.com

Dear Chief Executive Officer,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
12/09/2017	Northern Territory	New CEO, new President, new Vice President (1), new Alternate National Board Member (1)

A Notification of a change to the name of the branch was lodged. However, there does not appear to be a rule alteration to change the branch name with the Fair Work Commission. Therefore it appears that the branch's name remains the same in the rulebook. Please note that the ROC does not deal with Australian Public Companies. For our purposes the Civil Contractors Federation in the Northern Territory remains as a branch of the Civil Contractors Federation. The two sets of legal requirements, one for the company and one for the branch of the registered organisation, are separate. The Commission has not updated its records to show a change in branch name.

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001

25/09/2017

By Email: regorgs@roc.gov.au

CCF NORTHERN TERRITORY BRANCH

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76 The Esplanade, Darwin NT 0800
PO Box 36519, Winnellie NT 0821
P (08) 8999 6221
E ccfnt@ccfnt.com.au

www.ccfnt.com.au

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, Ian Hinchliffe, being the President of the Civil Contractors Federation Northern Territory, (CCFNT) 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 offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed: Ian Hinchliffe
President

Dated: 25/09/2017

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches :

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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
CCFNT	31.8.2017	CEO	Neil Hallagan	Tom Harris	PO Box 36519, Winnellie, NT 0821	<i>Paid official</i>
CCFNT	31.08.2017	President	Scott Chapman	Ian Hinchliffe	As above	<i>Civil Manager</i>
CCFNT	31.08.17	Vice President	Ian Hinchliffe	Mark Wilkes	As above	<i>Civil Operations Manager</i>
CCFNT	31.08.17	Alternate National Board Member	Scott Chapman	Ian Hinchliffe	As above	<i>Civil Manager</i>
...						



12 September 2017

Mr Andrew Mahar
Civil Contractors Federation-Victorian Branch
Email: ccfvic@civilcontractors.com

CC: Mr Michael Unger, National President

Dear Mr Mahar,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
04/09/2017	Victorian	President (1)
04/09/2017	Victorian	Vice President (1)
04/09/2017	Victorian	National Delegate (1)
04/09/2017	Victorian	Treasurer (1)
04/09/2017	Victorian	Board Member (4)

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

Michael Moutevelis
Registered Organisations Commission

From: Anushan Jayaratne <ajayaratne@ccfvic.com.au>
Sent: Monday, 4 September 2017 12:47 PM
To: ROC - Registered Org Commission
Subject: AR201/76 CCF VIC Declaration of results and change of office bearers
Attachments: Notification-of-Changes -CCF Vic.pdf

Attn : General Manager

Please make a note of the changes as advised.

Regards



Anushan Jayaratne | Finance Manager CPA, CGMA
CCF Victoria | Level 1/322 Glenferrie Road, Malvern VIC 3144
P: (03) 9822 0900 | **F:** (03) 9822 0022 | **M:** 0488 564 390
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CIVIL CONTRACTORS FEDERATION

Constructing Australia's Infrastructure



**2016/17
ANNUAL REPORT**

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CCF VICTORIAN BRANCH
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4th September 2017

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

By Email: regorgs@roc.gov.au

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, Andrew Mahar, being the elected Branch President of the Civil Contractors Federation –Victoria Branch, of 1/322 Glenferrie Road Malvern Vic 3144, 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*:
 - Effective the 1st September 2017 at the Annual General Meeting of the Branch, a number of changes was made to the Civil Contractors Federation – Victoria Branch Board. A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Yours Sincerely

Date: 4th September 2017

Signature of prescribed designated officer:

Name of prescribed designated officer: **Andrew Mahar**



Arthur J. Gallagher
BUSINESS WITHOUT BARRIERS™

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy)	Occupation of <u>New</u> Office Holder
Victoria	1.9.2017	President	Domenic De-Fazio	██████	Andrew Mahar	1/322 Glenferrie road Malvern Vic 3144	Director
Victoria	1.9.2017	Vice President	Vacant	██████	Clifford Smith	As above	Director
Victoria	1.9.2017	National Delegate	N/A	██████	Andrew Mahar	As above	Director
Victoria	1.9.2017	Treasurer	N/A	██████	John Plumridge	As above	Director
Victoria	1.9.2017	Board Member	N/A	██████	Robert Beck	As Above	Director
Victoria	1.9.2017	Board Member	N/A	██████	Steve Traicevski	As Above	General Manager
Victoria	1.9.2017	Board Member	N/A	██████	Jay Miller	As Above	Director
Victoria	1.9.2017	Board Member	N/A	██████	Robert John Trebilco	As Above	General Manager

8 June 2017

Mr Michael Unger
National President
Civil Contractors Federation



Australian Government
Registered Organisations Commission

sent via email: ccfwa@civilcontractors.com

CC: Queensland Branch and NSW Branch

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
22 May 2017	Qld	Anthony Bourke resigned as Branch Board Member on 21 April 2017
22 May 2017	Qld	Damian Long resigned as Branch President on 19 March 2017
29 May 2017	NSW	Paul Wise resigned as Branch Board Member

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification indicates that the resignation of Mr Damian Long 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.

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Gallichio', with a stylized, cursive script.

Sam Gallichio

Adviser

Registered Organisations Commission



6 April 2017

Mr Michael Unger
National President
Civil Contractors Federation
ccfwa@civilcontractors.com

CC: John Kilgour, Civil Contractors Federation, Victorian Branch

Dear Mr Unger,

Notification of changes made to records [AR2017/76]

I acknowledge receipt of a Notification of Change to the office holders of the Civil Contractors Federation.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
27/03/2017	Victoria	Vice President has resigned

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Christine Hibberd
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
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21st March 2017

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

By Email: orgs@fwc.gov.au

**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, Domenic De-Fazio, being the Branch President of the Civil Contractors Federation –Victoria, of level 322 Glenferrie Road, Malvern Vic 3155 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*:
 - Effective the 24th February 2017 at the board meeting of the Branch, Vice President Antony Damiani, resigned from the position of Vice President. The position will be left vacant until the elections. The said change is mentioned in details in annexure A.

Yours sincerely

Date: 21st March 2017

Signature of prescribed designated officer: 

Name of prescribed designated officer: Domenic De-Fazio



Arthur J. Gallagher
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ANNEXURE A: Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for change	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
VIC	21.02.2017	Vice President	Antony Damiani	Resigned	None	Not Applicable	



FairWork
Commission

21 March 2017

Mr Michael Unger
National President
Civil Contractors Federation
Email: ccfwa@civilcontractors.com

Dear Mr Unger,

Annual Return of Information for 2017 [AR2017/76]

I acknowledge receipt on 2 February 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of Civil Contractors Federation.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/registered-organisations/find-registered-organisations>.

Notifications of Change

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Civil Contractors Federation is encouraged to use this template if any changes occur.

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of Civil Contractors Federation does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of change with the Commission, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233(1) of the RO Act.

Yours sincerely

Margaret Williams
Regulatory Compliance Branch

From: [CCF NAT](#)
To: [Orgs](#)
Subject: Civil Contractors Federation Annual Return - Amendment
Date: Thursday, 2 March 2017 3:38:11 PM
Attachments: [image005.png](#)
[Annexure A Annual Return Amended.pdf](#)

Hello,

Matter No. AR2017/76

Please find attached an **amended** version of Annexure A to support our Annual Return letter previously submitted.

If you have any queries please do not hesitate to contact me.

Kind regards



KIRSTEN JENNS
OFFICE MANAGER
(NATIONAL)
**CIVIL CONTRACTORS
FEDERATION**
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House
11 National Circuit
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JANUARY 2017 - CCF NATIONAL CONTACT DIRECTORY

ANNEXURE A

BRANCH LOCATIONS

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AUSTRALIAN CAPITAL TERRITORY	CCF Australian Capital Territory C/- MBA ACT 1 Iron Knob Street Fyshwick ACT 2609 Phone: 02 6175 5920 Fax: 02 6249 8374 Email: ccfact@ccfact.com Postal Address: P.O. Box 1211 Fyshwick ACT 2609	
NEW SOUTH WALES	CCF New South Wales Unit 11/9 Hoyle Ave CASTLE HILL NSW 2154 Phone: 02 9009 4000 Fax: 02 9009 4050 Email: ccfnsw@ccfnsw.com	
NORTHERN TERRITORY	CCF Northern Territory Northern Australia Development Office Ground Floor, Development House 76 The Esplanade Darwin NT 0800 Phone: 08 8999 6221 Fax: 08 8941 0069 Email: ccfmt@ccfmt.com Postal Address: PO Box 36519 WINNELLIE NT 0821	
QUEENSLAND	CCF Queensland 11 Hi-Tech Court EIGHT MILE PLAINS QLD 4113 Phone: 07 3360 7933 Fax: 07 3360 7944 Email: ccfqld@ccfqld.com	
SOUTH AUSTRALIA	CCF South Australia 1 South Road THEBARTON SA 5031 Phone: 08 8111 8000 Fax: 08 8111 8002 Email: ccfsa@ccfsa.com.au	

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<p>Damian Long Katala Constructions Pty Ltd PO Box 297 ALBION QLD 4010 Phone: 07 3862 3300 Fax: 07 3862 4099 Mobile: 0431 422 605 E-mail: dlong@ccfqld.com</p>	<p>David Della Bona WA Limestone Co 41 Spearwood Avenue BIBRA LAKE WA 6163 (PO Box 1404 WA 6965) Phone: 08 9434 2299 Fax: 08 9434 1513 Mobile: 0419 911 980 Email: david.db@walimestone.com</p>	

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	<p>NATIONAL BOARD MEMBER Mick Boyle Abergeldie Contractors Pty Ltd PO Box 10 REGENTS PARK NSW 2143 Phone: 02 8717 7777 Fax: 02 8717 7778 Mobile: 0419 409 699 Email: Mboyle@abergeldie.com</p>	<p>ALTERNATE NATIONAL BOARD MEMBER John Wade Wade Civil Engineering Pty Ltd PO Box 335 ROUND CORNER NSW 2158 Phone: 02 9651 7300 Fax: 02 9651 7322 Mobile: 0408 256 009 Email: john@wadeciveng.com.au</p>

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	NATIONAL BOARD MEMBER Peter Kendall Civil Mining and Construction Pty Ltd PO Box 1570 EAGLE FARM BC QLD 4009 Phone: 07 3212 5000 Fax: 07 3212 5001 Mobile: 0417 712 219 E-mail: pkendall@cmc.net.au	NATIONAL BOARD ALTERNATE Damian Long Katala Constructions Pty Ltd PO Box 297 ALBION QLD 4010 Phone: 07 3862 3300 Fax: 07 3862 4099 Mobile: 0431 422 605 E-mail: dlong@ccfql.com

SOUTH AUSTRALIA BOARD

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	NATIONAL BOARD MEMBER Gerard Beltrame Beltrame Civil Pty Ltd 6 Benjamin Street NEWTON SA 5074 Phone: 08 8364 4808 Fax: 08 8332 3997 Mobile: 0488 919 006 Email: gerard@beltramecivil.com.au	

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VICE PRESIDENT Simon Heazlewood DCS Civil Pty Ltd 181 East Tinderbox Rd BLACKMANS BAY TAS 7052 Phone: 03 6229 1563 Fax: 03 6229 1563 Mobile: 0457 099 949 Email: simon@dcsciviltas.com.au	Jesse Brunskill Hazell Bros. Group Pty Ltd PO Box 430 MOONAH TAS 7009 Mobile: 0400 353 081 Email: jesse.brunskill@hazellbros.com.au	Justin Woolford VEC Civil Engineering Pty Ltd PO Box 812 ULVERSTONE TAS 7315 Mobile: 0417 533 872 Email: justin.woolford@vec.com.au
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VICTORIA BOARD

	BOARD MEMBERS	
PRESIDENT Domenico De-Fazio Fulton Hogan Construction Pty Ltd Phone: 03 93406200 Mobile: 0417053176 Email: domenico.defazio@fultonhogan.com.au	Antony Damiani Cut & Fill Pty Ltd PO Box 2138 KEW VIC 3101 Phone: 03 8417 7800 Fax: 03 9852 7608 Mobile: 0412 262 348 Email: adamiani@cutandfill.com.au	Rob Trebilco BMD Constructions Pty Ltd PO Box 1128 CAMBERWELL VIC 3124 Phone: 03 9811 3450 Fax: 03 9811 3456 Mobile: 0409 150 435 Email: rob.trebilco@bmd.com.au
ACTING VICE PRESIDENT Andrew Mahar Pipecon Pty Ltd 48 Icon Drive DELACOMBE VIC 3356 Phone: 03 5335 3333 Fax: 03 5339 4466 Mobile: 0418 508 792 E-mail: andrew@pipecon.net.au	Bob Beck Winslow Constructors Unit 9, Lorimer Street, Docklands VIC 3008 Phone: 03 9279 4600 Fax: 03 9279 4699 Mobile: 0418 321570 E-mail: bob@winslow.com.au	Jay Miller Miller Civil Contractors Pty Ltd PO Box 350 WARRAGUL VIC 3820 Phone: 03 5382 4027 Fax: 03 5381 1229 Mobile: 0417 548 650 Email: jay.miller@millerconstructions.com.au
TREASURER John Plumridge Maw Civil Pty Ltd 7 Brasser Avenue (PO Box 489) DROMANA VIC 3936 Phone: 03 5981 0322 Fax: 03 5981 4319 Mobile: 0417 338 660 Email: john@mawcivil.com.au	John Plumridge Maw Civil Pty Ltd 7 Brasser Avenue (PO Box 489) DROMANA VIC 3936 Phone: 03 5981 0322 Fax: 03 5981 4319 Mobile: 0417 338 660 Email: john@mawcivil.com.au	Steve Traicevski Rokon Pty Ltd Suite 1-75 River Street Richmond VIC, 3121 Phone: 03 84074900 Fax: 03 94212807 Mobile: Not on file Email: steve.t@rokon.com.au
	Clifford Smith Lance Smith Excavations Pty Ltd PO Box 727 BAYSWATER VIC 3153 Phone: 03 9761 4955 Fax: 03 9761 4356 Mobile: 0418 349 009 Email: cliffsmith@lancesmith.com.au	
	NATIONAL BOARD MEMBER Andrew Mahar Pipecon Pty Ltd 48 Icon Drive DELACOMBE VIC 3356 Phone: 03 5335 3333 Fax: 03 5339 4466 Mobile: 0418 508 792 E-mail: andrew@pipecon.net.au	ALTERNATE NATIONAL BOARD MEMBER John Plumridge Maw Civil Pty Ltd 7 Brasser Avenue (PO Box 489) DROMANA VIC 3936 Phone: 03 5981 0322 Fax: 03 5981 4319 Mobile: 0417 338 660 Email: john@mawcivil.com.au

WESTERN AUSTRALIA BOARD

PRESIDENT	BOARD MEMBERS	
David Della Bona WA Limestone Co 41 Spearwood Avenue BIBRA LAKE WA 6163 (PO Box 1404 WA 6965) Phone: 08 9434 2299 Fax: 08 9434 1513 Mobile: 0419 911 980 Email: david.db@walimestone.com	Michael (Mick) Unger Ertech Pty Ltd PO Box 1384 WANGARA WA 6065 Phone: 08 9302 6666 Fax: 08 9302 6100 Mobile: 0419 155 516 Email: munger@ertech.com.au	Mike Reilly Reilly Contractors 99 Fairway Circle Connelly WA 6027 Phone : 08 9300 8219 Fax: 08 9300 8219 Mobile: 0425 533 272 Email: mike@reillycontractors.com.au
VICE PRESIDENT Steve Tennant Georgiou Group Pty Ltd PO Box 1815 Osborne Park WA 6916 Phone: 08 9209 9200 Fax: 08 9248 3147 Mobile: 0419 805 340 Email: steve.tennant@georgiou.com.au	Mark Armstrong Densford Civil Pty Ltd 12 Sarich Court OSBORNE PARK WA 6017 Phone: 08 9446 3155 Fax: 08 9446 3911 Mobile: 0411 075 001 Email: marmstrong@densfordcivil.com.au	Timothy Ryan RJ Vincent & Co 4 Kirk Street BALCATT WA 6021 Phone: 08 9345 3999 Fax: 08 9345 3121 Mobile: 0418 921 609 Email: timr@rjvincent.com.au
TREASURER Stephen Pollard All Earth Group Pty Ltd 42 Kelvin Road MADDINGTON WA 6109 Phone: 08 9459 9588 Mobile: 0419 912 375 Email: stephen@allearth.com.au	John Hovey S & J Excavations 7 Ditchingham Place AUSTRALIND WA 6233 Phone: 08 9725 8787 Fax: 08 9725 8388 Mobile: 0418 931 284 Email: sjexcavations@westnet.com.au	
	NATIONAL BOARD MEMBER Michael (Mick) Unger Ertech Pty Ltd PO Box 1384 WANGARA WA 6065 Phone: 08 9302 6666 Fax: 08 9302 6100 Mobile: 0419 155 516 Email: munger@ertech.com.au	NATIONAL BOARD ALTERNATE David Della Bona WA Limestone Co 41 Spearwood Avenue BIBRA LAKE WA 6163 (PO Box 1404 WA 6965) Phone: 08 9434 2299 Fax: 08 9434 1513 Mobile: 0419 911 980 Email: david.db@walimestone.com



**CIVIL CONTRACTORS
FEDERATION**

CCF NATIONAL OFFICE

ABN 41 639 349 350

Unit 13, Level 3, Engineering House
11 National Circuit
Barton ACT 2600

E ccfnat@civilcontractors.com

www.civilcontractors.com

2nd February 2017

Fair Work Commission
GPO Box 1994
Melbourne VIC 3001

By Email: orgs@fwc.gov.au

ANNUAL RETURN OF INFORMATION (organisation with 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 Unger, being the National 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 name and address of each branch of the organisation is included in Annexure A.
 - On 31 December in the previous year the number of members was 1996 (being 1262 Contractor Members and 734 being Associate Members).
 - A list of offices 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 rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:
 1. Organisation elections
 - CCF National Board**
 - National President (1)*
 - National Vice President (1)*
 - Honorary Treasurer (1)*

2. Branch elections

CCF Australian Capital Territory

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF New South Wales

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF Northern Territory

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF Queensland

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF South Australia

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF Tasmania

Branch President (1)
Branch Vice President (1)
Branch Honorary Treasurer (1)
Branch Board Members (11)
National Board Member (1)
Alternate National Board Member (1)

CCF Victoria

Branch President (1)

Branch Vice President (1)

Branch Honorary Treasurer (1)

Branch Board Members (11)

National Board Member (1)

Alternate National Board Member (1)

CCF Western Australia

Branch President (1)

Branch Vice President (1)

Branch Honorary Treasurer (1)

Branch Board Members (11)

National Board Member (1)

Alternate National Board Member (1)

- During the previous 12 months:
 - NO branches COMMENCED or CEASED operation.
- The organisation:
 - Has not entered into an agreement under s.151 (1) of the Act with a state union.



Signed: Michael Unger
National President

Dated: 2nd February 2017

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to orgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change*