



10 February 2020

Michael Unger  
National President  
Civil Contractors Federation  
Sent via email: [ccfwa@civilcontractors.com](mailto:ccfwa@civilcontractors.com)

Dear Michael Unger

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/71)**

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
20/12/2019 - Amendment received 10/2/2020	N/A	Federation Board Member	Yes

**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.

**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

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Telephone: 1300 341 665 | Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
Website: [www.roc.gov.au](http://www.roc.gov.au)

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

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**



CCF 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](mailto:ccfnat@civilcontractors.com)  
[www.civilcontractors.com](http://www.civilcontractors.com)

10 February 2020

**Registered Organisation Commission**

Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

**To Whom it May Concern**

**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 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 22<sup>nd</sup> November 2019 the Australian Electoral Commission declaration of the Civil Contractors election of Board of Directors was announced confirming that Mr Adrian Granger position as a Civil Contractors Federation Board Member ceased immediately following the declaration of the AEC election results during the Annual General Meeting as he did not contest the Board Member election.
  - On 22<sup>nd</sup> November 2019 the Australian Electoral Commission declaration of the Civil Contractors election of Board of Directors was announced confirming that Mr William Abbott was successfully elected as a Civil Contractors Federation Board Member and his tenure commenced immediately following the declaration of the AEC election results during the Annual General Meeting on that day.
  - Annexure A is attached and outlines the above changes and forms part of this declaration.

Yours faithfully

Michael Unger  
Civil Contractors Federation  
President



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**ANNEXURE A**

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

Changes to Offices and Office Holders in the Organisation:

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Civil Contractors Federation</i>	<i>22/11/2019</i>	<i>Civil Contractors Federation Board Member</i>	<i>Adrian Granger</i>	<i>William Abbott</i>	<i>C/- Unit 13, Level 3, 11 National Circuit BARTON ACT 2600</i>	<i>Civil Contractors Federation Board Member</i>



20 August 2019

Michael Unger  
National President  
Civil Contractors Federation

Sent via email: [ccfnat@civilcontractors.com](mailto:ccfnat@civilcontractors.com)

Dear Michael Unger,

**Declaration and information lodged under subsection 233(1) for 2019 (AR2019/71)**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 15 March 2019 of the organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing the Annual Return. The documents lodged provide the required information for the 2019 Annual Return of the Civil Contractors Federation.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

**Notifications of Change**

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

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,

A handwritten signature in blue ink that reads "David Vale". The signature is written over a horizontal line and is contained within a rectangular box.

**David Vale**  
Registered Organisations Commission



CCF OFFICE  
ABN 41 639 349 350

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14<sup>th</sup> March 2019

Registered Organisation Commission  
Email: [regorqs@roc.gov.au](mailto:regorqs@roc.gov.au)

To Whom it May Concern,

**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

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

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is Unit 13, Level 3, Engineering House, 11 National Circuit, BARTON ACT 2600.
  - The organisation has no branches. Civil Contractors Federation branches ceased on 31<sup>st</sup> December 2018. Signed Decision – Notification of alteration to the rules under s.159(1) RO Act – Notification of alterations of other rules – subject matter number R2018/292 – certified under subsection 159(1) of the Fair Work (Registered Organisation) Act 2009.

The Branches that ceased as at 31<sup>st</sup> December 2018:-

- Civil Contractors Federation, Australian Capital Territory
  - Civil Contractors Federation, New South Wales
  - Civil Contractors Federation, Northern Territory
  - Civil Contractors Federation, Queensland
  - Civil Contractors Federation, South Australia
  - Civil Contractors Federation, Tasmania
  - Civil Contractors Federation, Victoria
  - Civil Contractors Federation, Western Australia
- On 31 December in the previous year the number of members was Contractor Members 1,197 and Associate Members 665.

- A list of officers and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at **Annexure A** and forms part of this declaration.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2019.
  - Committee of Management (9)
  - President, Vice President and Treasurer
- The organisation:  
Has not entered into an agreement under s.151(1) of the Act with a state union.

Yours faithfully



Signed: Michael Unger, President  
Civil Contractors Federation

Dated: 15<sup>th</sup> March 2019

