



7 September 2017

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

Dear Chief Executive Officer,

cc: ccfnat@civilcontractors.com

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for Northern Territory Branch [E2017/98]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (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 provided for in the RO Act.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Civil Contractors Federation-Northern Territory Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;
 - the postal address of the person (generally the postal address of the organisation); and

- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. *[include OLD name and address and NEW name and address of every branch that has changed]*
 2. ...
- 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.
- On [DATE] the following branch[es]:³
 - COMMENCED operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[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
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

4 September 2017

Post-election Report

Civil Contractors Federation – NT Branch Election
E2017/98

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Election(s) Covered in this Report

Election Decision No/s: E2017/98

Rules

Rules used for the election: [267V: Incorporates alterations of 01/01/2014 certified on 20/12/2013] [R2013/109]

Rules difficult to apply/interpret: None
Module Rule reference (if any) N/A

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

Other Matters

Nil

Attachments

1) E2017_98 CCF Dec Uncon & ANBM



Anthea Featherstone
Returning Officer

4 September 2017

Civil Contractors Federation NT Branch Election 2017

Declaration of Results for Uncontested Offices

E2017/98

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

NT Branch

Branch President

Candidates

HINCHLIFFE, Ian – Ostoic Group Pty Ltd

Branch Vice President

Candidates

WILKES, Mark – Sitzler Pty Ltd

Branch Honorary Treasurer

Candidates

COLEMAN, Patrick – Top End Line Markers Pty Ltd

Branch Board Member (8)

Candidates

BELLIS, Michael – NT Bitumen & Asphalt Pty Ltd
CHAPMAN, Scott – East Arm Civil Pty Ltd
HILLIER, Anthony Michael – Earthbuilt Pty Ltd
KLAAS, John – Allan King & Sons Construction Pty Ltd
MCDONALD, Dennis – DJ Hire Pty Ltd
SAGE, Samuel – Sage Constructions Pty Ltd
SKEWES, Jacob – Aldebaran Contracting Pty Ltd
No further nomination was received

National Board Member

Candidates

CULL, Michael – Halkitis Bros Pty Ltd

Alternate National Board Member

Candidates

HINCHLIFFE, Ian – Ostoic Group Pty Ltd

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



Anthea Featherstone
Returning Officer

31 August 2017



DECISION

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

Civil Contractors Federation

(E2017/98)

MR ENRIGHT

MELBOURNE, 26 MAY 2017

Arrangement for conduct of election.

[1] On 4 May 2017 the Northern Territory Branch of the Civil Contractors Federation lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Branch President
Branch Vice President
Branch Honorary Treasurer
Branch Board Members 8
National Board Member
Alternate National Board Member

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



DELEGATE OF THE COMMISSIONER

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02/05/2017

The General Manager
Fair Work Commission
GPO Box 1994
Melbourne VIC 3001


Via email: regorgs@roc.gov.au

**RE: LODGEMENT OF PRESCRIBED INFORMATION IN RELATION TO AN
ELECTION FOR OFFICE IN AN ORGANISATION**

I, Scott Chapman, being the Branch President of the Civil Contractors Federation
Northern Territory, make the following statement:

1. I am authorised to sign this statement containing prescribed information for Civil Contractors Federation Northern Territory.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement **IS** lodged at least 2 months before nominations open for the election below.

Note: Would you kindly make the necessary arrangements for the conduct of the
election by the AEC.

Signed: 

Name: Scott Chapman

Northern Territory Branch President

Dated: 02/05/2017

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN 07/07/2017	<i>Not less than 50 days before date of the AGM (Rule 29(c) and Rule 50(b)(i))</i>	
Nominations CLOSE 31/07/2017	<i>Not less than 30 days before date of AGM (Rule 29 (d) and Rule 50(b)(i))</i>	
Roll of Voters cut-off date	<i>7 days before the day on which nominations open (Rule 28)</i>	

⚡ Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as 'to be determined by the returning officer'. Casual vacancies must be accompanied by proof of resignation and attached to this statement.