



21 January 2019

Mr Michael Unger
National President
Civil Contractors Federation

Via email: kjenns@civilcontractors.com

Dear Mr Unger,

Officer and related party disclosure statement under 293J [ORP Statement] for 30 June 2018 [ORP2018/1563]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 19 November 2018 of your organisation's ORP Statement which provides information required to be lodged under subsection 293J of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your ORP Statement. The ORP Statement has been filed and no further action is required.

The ROC understands that not all organisations and branches have five or more officers who receive relevant remuneration or have made payments to related-parties. Section 293J of the RO Act does not require an organisation or branch to explicitly state that certain items were 'nil'. However it is the view of the ROC that such statements would provide greater clarity and transparency for members. Such statements reassure the organisation's members and the ROC that the organisation or branch has turned its attention to the question of officers' relevant remuneration, their non-cash benefits and payments to related parties.

Time frames

Section 293J requires that the ORP Statement is provided to members and a copy lodged with the ROC within 6 months of the end of the organisation's financial year.

Material Personal Interests

ORP Statements do not include information about disclosures of material personal interests. Members of organisations can access these disclosures on request. Details of these disclosures must be provided within 28 days to any member who requests them in writing.

Assistance

The ROC has provided educational materials regarding ORP Statements. For access to the webinars, fact sheets, templates and other information please see our [Disclosure Obligations Page](#) or our [Fact Sheets page](#).

For information on upcoming educational events, including information sessions, webinars and new templates please see our [Education Strategy](#).

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

Yours faithfully

Andrea O'Halloran
Registered Organisations Commission

OFFICER AND RELATED PARTY DISCLOSURE STATEMENT in accordance with Section 293J Fair Work (Registered Organisations) Act 2009

I, Michael Unger being the President of the CCF National Board], declare the following Officer and Related Party Statement.

Top Five Officers – Relevant remuneration and non-cash benefits

When all officers in the [ORGANISATION OR BRANCH] are ranked by relevant remuneration for the financial year, the following officers are ranked no lower than fifth:

Name	Office	Actual Amount of Relevant Remuneration	Value of Relevant non-cash benefits	Form of relevant non-cash benefits
1. N/A				
2.				
3.				
4.				
5.				

(add extra lines as required)

Officers' material personal interests


Officers whose duties include duties that relate to the financial management of the organisation or branch must disclose to their Committee of Management any material personal interests they hold (excluding exempted interests) that relate to the affairs of the organisation or branch. These interests must be recorded in the minutes of the Committee of Management. Details of these interests must be provided within 28 days if requested, in writing, by a member of the organisation or branch.

Payments to related parties and declared persons or bodies

During the financial year, the [ORGANISATION OR BRANCH] made the following payments to related parties or declared persons or bodies. The details of these payments are included below. This list does not include payments that have been exempted from disclosure under section 293G.

Date	Name	Nature of relationship	Purpose of payment	Amount	Other relevant details
N/A					

(add extra lines as required)

Signed by the officer: 

Dated: 16/11/18

[PLEASE NOTE: An Officer and Related Party Disclosure Statement must be lodged with the Registered Organisations Commission within 6 months of the end of the financial year and must be provided to members. It can be submitted to regorgs@roc.gov.au.]