



2 December 2015

Mr Andrew Crompton
President
Civil Contractors Federation-Australian Capital Territory Branch
ccfact@ccfact.com

Dear Mr Crompton,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/120]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (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 provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Fair Work Commission (the Commission) within 35 days of any changes to the holders of office in the organisation. If the election has resulted in any changes to the holders of office, the Civil Contractors Federation-Australian Capital 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. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't 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

Debbie Ball
Regulatory Compliance Branch

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/CEASED operation:
 1. [include name of each new branch]
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

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)

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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: The Civil Contractors Federation – ACT Branch
Contact details: Andrew Crompton **Email:** ccfact@civilcontractors.com
Branch President **Tel:** 02 6175 5030
Civil Contractors Federation
ACT Branch
1 Iron Knob St
FYSHWICK ACT 2609

AIR contact officer: Larry Powell **Email:** orgs@fwc.gov.au

ELECTIONS COVERED IN THIS REPORT

Election Decision No/s: E2015/120

RULES

Rules used for elections - Rule ID: [267V: Incorporates alterations of 01/01/201 certified on 20/12/2014

Rules difficult to apply/interpret: Recall at AGM. Rule 29 (h) & 50 (g) (i)"If further nominations are received and a ballot required, an election from Members in attendance shall be held at the AGM."
The Fair Work (Registered Organisations) Act 2009 provides for elections for office to be by a Direct Voting System conducted by a secret postal ballot, refer Section 143 (1) (a) (i) and Section 144 (1) and (2). Therefore if would not be possible to conduct the ballot only from those members in attendance at the AGM.

Model Rule reference (if any): None

ROLL OF VOTERS

As the election was uncontested no Roll of Voters required.

ALLEGATIONS OF IRREGULARITIES RECEIVED:

Details of written allegations of irregularities, and action taken by AEC NIL

Other irregularities identified, and action taken NIL

ATTACHMENTS

1. Declaration of Results for Uncontested Offices



Kathryn Montgomery
Returning Officer
25 August 2015

**Civil Contractors Federation
Australian Capital Territory Branch
Branch Board & National Board**

Declaration of Results for Uncontested Offices – E2015/120

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.

Civil Contractors Federation, ACT Branch

Branch President

Candidates

CROMPTON, Andrew John

Branch Vice President

Candidates

FORDE, Nigel

Branch Treasurer

Candidates

BOYD, Martin

Branch Board Member (4)

Candidates

MACOR, Paul

RITCHIE, Stuart

ZARDO, Nick

No further nomination was accepted

**Civil Contractors Federation, ACT Branch
National Board Member**

Candidates

ZARDO, Nick

National Alternate Board Member

Candidates

CROMPTON, Andrew John

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



Kathryn Montgomery
Returning Officer

21 August 2015



DECISION

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

Civil Contractors Federation (E2015/120)

MR ENRIGHT

MELBOURNE, 14 APRIL 2015

Arrangement for conduct of election.

[1] On 20 March 2015 the Australian Capital Territory Branch of the Civil Contractors Federation lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

National Board Member
Alternate National Board Member
Branch President
Branch Vice President
Branch Honorary Treasurer
Branch Board Member (4)

[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 GENERAL MANAGER

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10 March 2015

The General Manager
Fair Work Australia
GPO Box 1994
MELBOURNE VIC. 3001

Attention: Mr. Robert Pfeiffer



Dear Mr. Pfeiffer,

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

Pursuant to Section 189 of Schedule 1 of the Fair Work (Registered Organisations) Act 2009, I hereby lodge with Fair Work Australia the "prescribed information" specified in Regulation 138 of the Fair Work (Registered Organisations) Regulations 2009 in relation to the Civil Contractors Federation ACT Branch election to be conducted by the AEC:

Prescribed information

(a) ***the name of each office or position for which an election is required;***

- (i) Board Member (1)
- (ii) Alternate Board Member (1)
- (iii) Branch President (1)
- (iv) Branch Vice President (1)
- (v) Branch Honorary Treasurer (1)
- (vi) Branch Board Member (4)

(b) ***the reason for the election is that:***

The terms of office are due to expire in the normal course of events under the rules of the organisation.

(c) ***if more than one of the offices or positions for which an election is required has the same name, and the number of offices or positions can, under the rules of the relevant organisation or branch, be determined before the prescribed day - the number of those offices or positions;***

(i) Branch Board Member (4)

(d) if the electorate comprises only members of a branch, section or other division of an organisation - the name of the branch, section or division;

Members of the Civil Contractors Federation ACT Branch.

(e) the date and time of the beginning and end of the period in which nominations of candidates will be called for or may be made under the rules of the organisation or branch in relation to the election;

(i) Nominations shall be called for not less than fifty days in advance of the date fixed for the Annual General Meeting [see Rule 29(b) and Rule 50(a)(i)]

NB. The date fixed for the Annual General Meeting of the Branch is Tuesday 6 October 2015 therefore nominations must be called prior to 17 August 2015.

(ii) The closing date for nominations shall be not less than thirty days before the date of the Annual General Meeting. [see Rule 29(c) and Rule 50(a)(i)]

NB. The proposed date for the Branch Annual General Meeting is 6 October 2015 therefore the closing date for nominations is 6 July 2015.

(f) the day provided for in the rules of the organisation as the day on which the roll of voters is to be closed;

The roll of voters for any ballot shall close 7 days before the day on which nominations for the election open [see Rule 28].

NB. As the date fixed for the Annual General Meeting of the Branch is 6 October 2015 and nominations open on 6 July 2015, the roll of voters is to be closed on 13 July 2015.

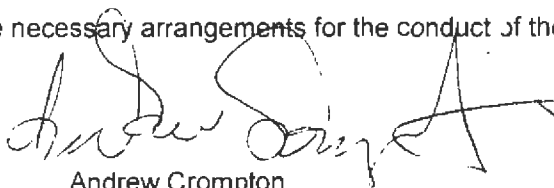
(g) The Annual General Meeting of CCF National is set down for 6 October 2015

(h) the kind of voting system to be used in the conduct of the election is:

A direct voting system [see Rule 29(f)(iii) and Rule 50(a)(iii)]

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

Signed:



Name:

Andrew Crompton

Title of Office held:

Branch President

Date:

10 March 2015