



20 November 2015

Mr Tony Baulderstone
National President
Civil Contractors Federation

tbaulderstone@civilcontractors.com

Dear Mr Baulderstone,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/149]. 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-Queensland 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>
...							



20 November 2015

Mr Damian Long
President
Civil Contractors Federation-Queensland Branch
ccfqld@ccfqld.com

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Reminder of actions required when persons elected to office

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Regulatory Compliance Branch

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- 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.]

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ANNEXURE A

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		<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>
...							

**Civil Contractors Federation
Scheduled Queensland Branch Election E2015/149**

Declaration of Results for Contested and Uncontested Offices

E2015/149

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.

Queensland Branch

Total number of names on the roll of voters	118
Ballot papers issued	118
Replacement ballot papers issued	0
Total Ballot Papers Issued	118
Ballot papers/envelopes returned for scrutiny	38
Less ballot papers/envelopes rejected at preliminary scrutiny	1
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	37
Percentage of ballot papers returned to number issued	32
Ballot papers returned as unclaimed mail	4
Ballot papers not returned	76

Branch Vice-President

<u>Candidates</u>	<u>Votes</u>
TURNER, Gavin Lindsay	24
CASELL, Phillip	8
Total votes	32
Formal ballot papers	32
Informal ballot papers	5

I declare Gavin Lindsay Turner elected.

Branch Honorary Treasurer

<u>Candidates</u>	<u>Votes</u>
LYNCH, Terry	23
BURKE, Anthony Edward	9
Total votes	32
Formal ballot papers	32
Informal ballot papers	5

I declare Terry Lynch elected.

Branch President

Candidates

LONG, Damian

No other nomination was received

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

Branch Board Member (8)

Candidates

BURKE, Anthony Edward

CASELL, Phillip

GOODWIN, Mark

MCILWAIN, Timothy

NYHOLT, Richard Willem Norbert

PANIZZA, Mark

No other nominations were received.

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

National Board Member

Candidates

No nomination was received

No candidates elected.

Alternate National Board Member

Candidates

No nomination was received

No candidates elected.



Anthea Featherstone
Returning Officer
Australian Electoral Commission

1 September 2015



DECISION

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

Civil Contractors Federation (E2015/149)

MR ENRIGHT

MELBOURNE, 11 MAY 2015

Arrangement for conduct of election.

[1] On 30 April 2015 the Queensland Branch of the Civil Contractors Federation lodged with the Fair Work Commission the prescribed information in relation to an election for 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 GENERAL MANAGER

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30 April 2015

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

Via email: orgs@fwc.gov.au

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

I, Damian Long, being the President of the Civil Contractors Federation Queensland Branch, make the following statement:

- I am the President of the Civil Contractors Federation Queensland Branch.
- I am authorised to lodge the following prescribed information concerning forthcoming elections in the Queensland Branch of the Civil Contractors Federation; and
- I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

Pursuant to Section 189 of the Fair Work (Registered Organisations) Act 2009, I hereby lodge with Fair Work Commission, the “prescribed information” specified in Regulation 138 of the Fair Work (Registered Organisation) Regulations 2009 in relation to the Civil Contractors Federation Queensland Branch election to be conducted by the AEC:

Prescribed information

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

Branch Board [Rule 43 and 50]

- (i) Branch President (1)
- (ii) Branch Vice President (1)
- (iii) Branch Honorary Treasurer (1)
- (iv) Branch Board Member (8)

National Board of the Federation [Rule 25 and Rule 29]

- (v) National Board Member (1)
- (vi) Alternate National Board Member (1)

(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 8
[see Rule 43]

(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 Queensland 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 Branch Annual General Meeting [see Rule 29(c) and Rule 50(b)(i)]

NB. The date fixed for the Annual General Meeting of the Branch is 1 September 2015 therefore nominations must be called prior to 10 July 2015.

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

NB. The proposed date for the Branch Annual General Meeting is 1 September 2015 therefore the closing date for nominations is 31 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 1 September 2015 and nominations open on 10 July 2015 the roll of voters is to be closed on 3 July 2015.

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

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

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

Yours sincerely

Date	30 April 2015
Signature of prescribed designated officer	
Name of prescribed designated officer	Damian Long
Phone:	0431 422 605
Email:	dlong@ccfqld.com