



16 May 2016

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

Dear Mr Long,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/56]. 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 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-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>
...							



Fair Work (Registered Organisations) Act 2009
POST ELECTION REPORT

Civil Contractors Federation

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2016/56

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: Nil

Model Rule reference (if any) NA

ROLL OF VOTERS

Total number of voters on the Roll: 109

Number of apparent workplace addresses: Employer organisation. All work addresses

Number of non-current addresses: 1

Other matters pertaining to the roll of voters: NA

IRREGULARITIES

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 Contested Offices –

Yours sincerely



John Cassar
Returning Officer

9 May 2016

**Civil Contractors Federation
Civil Contractors Federation Queensland Branch Vacancy Election
E2016/56**

Declaration of Results for Contested Offices

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	109
Ballot papers issued	109
Replacement ballot papers issued	0
Total Ballot Papers Issued	109
Ballot papers / envelopes returned for scrutiny	36
Less ballot papers / envelopes rejected at preliminary scrutiny	2
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	34
Percentage of ballot papers returned to number issued	33%
Ballot papers returned as unclaimed mail	1
Ballot papers not returned	72

Branch Board Member

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
BIRD, Luke	17	17
VAN ESSEVELD, Peter	15	15
<u>Exhausted Votes</u>	0	0
Total votes	0	32
Formal ballot papers	32	32
Informal ballot papers	2	2

I declare Luke Bird elected.



John Cassar
Returning Officer
Australian Electoral Commission

9 May 2016



DECISION

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

Civil Contractors Federation
(E2016/56)

MR ENRIGHT

MELBOURNE, 19 FEBRUARY 2016

Arrangement for conduct of election.

[1] On 13 January 2016 the Queensland Branch of the Civil Contractors Federation lodged with the Fair Work Commission the prescribed information in relation to an election to a casual vacancy for the remainder of the term of office in the following office:

Branch Board Member

[2] I am satisfied that an election for the abovenamed office 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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12 January 2016

The General Manager
Fair Work Commission
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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.

Date	12 January 2016
Signature of prescribed designated officer	
Name of prescribed designated officer	Damian Long
Phone:	0431 422 605
Email:	dlong@ccfqld.com

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

Offices/Positions

A	Branch Board Member (1) (DVS) [Rule 43 and 50]
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Reasons for election:

- Election for offices marked A is required to fill a casual vacancy that will come into effect on 19 January 2016 (please find documentary information relating to the resignation of the person holding the office of Branch Board Member enclosed)[see Rule 33(b)].

Elected by:

- The electorate for the direct voting system is the whole of the Branch [see Rule 29(g)(iii) and Rule 50(f)(iii)].

Nominations open:

- For offices to be elected by direct voting system – as soon as practicable and to be determined [see Rule 50 (i)(i)].

Nominations close:

- For offices to be elected by direct voting system – as soon as practicable and to be determined [see Rule 50 (i)(i)].

Cut-off date for roll:

- In all cases - 7 days prior to the opening date for nominations [see Rule 28]

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

Yours sincerely



DAMIAN LONG

Branch President

Civil Contractors Federation – Queensland Branch