



2 December 2015

Mr Adrian Granger
President
Civil Contractors Federation-Tasmanian Branch
ccftas@civilcontractors.com

Dear Mr Granger,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/141]. 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-Tasmanian 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 – Schedule 1
RETURNING OFFICER - POST ELECTION REPORT

Client: Civil Contractors Federation, Tasmanian Branch

Contact details: Mr Adrian Granger
Branch President
Civil Contractors Federation
Unit 1 / 5 Runway Place
Cambridge TAS 7170

Email: ccftas@ccftas.com.au
Tel: (03) 6248 4697

AIR contact officer: Larry Powell

Email: orgs@fwc.gov.au
Tel: (03) 8661 7993

ELECTIONS COVERED IN THIS REPORT

Election Decision No/s: E2015/141

Election: Branch Elections

Returning Officer: Michael Horwood

RULES

Rules used for elections Rule ID: 267V: Incorporates alterations of 20/12/2013 [R2013/109]

Rules difficult to apply/interpret:

Action taken under section 193 of RAO Schedule:

ROLL OF VOTERS

OTHER MATTERS PERTAINING TO ROLL OF VOTERS

The postal address details recorded by the CCF are generally the workplace address as membership is usually a person or company.

ALLEGATIONS OF IRREGULARITIES RECEIVED

There were no written complaints or allegations of irregularities.

ATTACHMENTS

A) Declaration of Results for Uncontested Offices

Michael Horwood
Returning Officer
14 October 2015

Civil Contractors Federation

Recall Tas Elections

Declaration of Results for Uncontested Offices E2015/141

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.

Tasmanian Branch

Branch President

Candidates

GRANGER, Adrian

Branch Vice-President

Candidates

HEAZLEWOOD, Simon

Branch Honorary Treasurer

Candidates

WALSH, Naomi

Branch Board Member (8)

Candidates

ARMSTRONG, Neil
BATCHELOR, Robert
BRUNSKILL, Jesse
GEEVES, Stewart
HUDSON, Michael
MASLIN, Hugh
WOOLFORD, Justin
No further nomination was accepted

National Board Member

Candidates

GRANGER, Adrian

Alternate National Board Member

Candidates

SIDNEY, Phillip James

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



Michael Horwood
Returning Officer

1 September 2015



DECISION

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

Civil Contractors Federation
(E2015/141)

MR ENRIGHT

MELBOURNE, 8 MAY 2015

Arrangement for conduct of election.

[1] On 29 April 2015 the Tasmanian 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

Printed by authority of the Commonwealth Government Printer

<Price code A, PR567071>



**CIVIL CONTRACTORS
FEDERATION**

CCF TASMANIAN OFFICE

ABN 92 631 541 373

Unit 1/5 Runway Place
CAMBRIDGE TAS 7170

P (03) 62484697

F (03) 62484682

E ccftas@ccftas.com.au

www.ccftas.com.au

29th 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, Adrian Granger, being the President of the Civil Contractors Federation *Tasmanian* make the following statement:

I am the President of the Civil Contractors Federation *Tasmania*.

I am authorised to lodge the following prescribed information concerning forthcoming elections in the *Tasmanian 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 *Tasmanian* 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

OFFICES IN New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania, Northern Territory, Australian Capital Territory.

Constructing Australia's Infrastructure

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 Tasmanian 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 01/09/15 therefore nominations must be called prior to 13/07/15.

(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 01/09/15 therefore the closing date for nominations is 31/07/15.

(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 01/09/15 and nominations open on 11/07/15, the roll of voters is to be closed on 05/07/15.

(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.

Please note that our address has changed to Unit 1/5 Runway Place Cambridge 7170.

Signed:

Name: Adrian Granger

Tasmanian Branch President

Date: 29/04/15