



3 November 2017

Mr Mick Logan  
Secretary & CEO  
National Electrical Contractors Association-Queensland Chapter  
mick.logan@neca.asn.au

Dear Mr Logan,

cc: necanat@neca.asn.au

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for Queensland Branch [E2017/208]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

#### **Holders of office required to undertake approved training**

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires 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 are provided for in the RO Act.

#### **Organisation must notify the Commission of changes**

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 National Electrical Contractors Association, The-Queensland Chapter 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. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not 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

**Christine Hibberd**  
**Registered Organisations Commission**

**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].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  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]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</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>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</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>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

# The National Electrical Contractors Association NECA E2017/208 Vacancy Election

## Declaration of Results for Uncontested 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 Chapter Council - 2nd Tier

#### Chapter Secretary

##### Candidates

LAMONT, Peter

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



Ann Currie  
Returning Officer  
01 November 2017



## DECISION

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

**National Electrical Contractors Association**  
(E2017/208)

MR ENRIGHT

MELBOURNE, 21 SEPTEMBER 2017

*Arrangement for conduct of election.*

[1] On 14 September 2017 the Queensland Chapter of the National Electrical Contractors Association lodged with the Registered Organisations Commission prescribed information for an election to fill a casual vacancy in the following office:

Chapter Secretary

[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 COMMISSIONER

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national  
electrical and  
communications  
association

**QUEENSLAND CHAPTER**

Suite 1.5,  
Ian Barclay Building,  
460 - 492 Beaudesert Rd,  
Salisbury QLD 4107  
PO Box 778,  
Archerfield QLD 4108

**T** +61 7 3276 7950  
**F** +61 7 3276 8108  
**E** [necaq@neca.asn.au](mailto:necaq@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)  
ABN: 96 409 004 653

Registered Organisations Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

cc. Mr Manickam CEO, NECA

Attn: Mr Enright, Delegate of Commissioner

By email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
[stephen.kellett@roc.gov.au](mailto:stephen.kellett@roc.gov.au)

Dear Commissioner,

Re: Prescribed Information for election to fill vacancy

Attached to this letter please find prescribed information in respect of an election required to fill the vacancy in the office of Queensland Chapter Secretary, following the resignation of the previous Secretary, Mr Michael Logan. A copy of Mr Logan's letter of resignation (omitting personal parts) is also enclosed.

We would respectfully request that this matter be given urgent attention.

Please contact Mr Peter Lamont of this office on 07 3276 7950 if you have any queries.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'David James', is written over a light blue horizontal line.

David James  
NECA Queensland Chapter President

12 September 2017

Attach.





## PREScribed INFORMATION FOR ELECTION

I, David James, being President of the Queensland Chapter of The National Electrical Contractors Association (NECA), am authorised to make the following statement under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009:

Pursuant to national Rule 26(c) an election is required to fill a vacancy in the office of Chapter Secretary of the Queensland Chapter, following the resignation of the previous Chapter Secretary, Mr Michael Logan. A copy of Mr Logan's letter of resignation (omitting personal parts) is at **Annexure A**.

In accordance with Regulation 138, the following information is provided -

**Name of Office:** Queensland Chapter Secretary.

**Reason for election:** vacancy.

**Electorate:** if a ballot is required, the electorate comprises all financial members of the Qld Chapter per rules 26(b) and 42(a).

**Date and times for opening and closing nominations:** to be determined by the Returning Officer.

*Rule 26(b) provides, in part "An election for the office of Chapter Secretary shall be conducted by the Chapter Returning Officer who shall deliver or post to each member of the Chapter Committee nomination forms for the office of Chapter Secretary. Each nomination form shall be accompanied by a notification specifying the closing date for nominations which shall be not less than 7 nor more than 28 days from the date of delivery or posting of the nomination forms. Nominations shall be in writing signed by the nominator who must be a member of the Chapter Committee and consented to by the candidate."*

**Day provided in the rules for the close of the voters roll:** "10 working days prior to calling for such nominations" per rule 26(b).

**Kind of voting system** (if a ballot is required): direct voting system.

  
.....  
David James  
President, Qld Chapter

Date: 12/9/17.....