



1 August 2018

Mr Peter Middleton
President
Civil Contractors Federation-Australian Capital Territory Branch
peter@wodens.com.au

Dear Mr Middleton,

cc: National President, ccfnat@civilcontractors.com

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 Australian Capital Territory Branch [E2018/72]. 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, as soon as practicable after receiving the post-election report, 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 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. 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

30 July 2018

Civil Contractors Federation
Civil Contractors Federation ACT Branch
Casual Vacancy election
E2018/72

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Election(s) Covered in this Report

Organisation: Civil Contractors Federation ACT Branch
Election: Casual Vacancy
Election Decision No/s: E2018/72

Rules

Rules used for the election: [267V: Incorporates alterations of 01/01/2014 R2013/109]

Rules difficult to apply/interpret: None

Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website:
(https://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections)

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

Other Matters

Refer to the Model Rules on the AEC website:

(https://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections)

Details: Part 2 Paragraph 10 of the Model Rule. Withdrawal of Nomination: an organisations' Rules should clearly identify the closing date for the acceptance by the returning officer of withdrawal of nominations

Attachments

1) Declaration of Results for Uncontested Offices – ACT Branch



Catherine Bernoth
Returning Officer
Australian Electoral Commission
E: nswelections@aec.gov.au
P: 02 9375 6375
30 July 2018

Civil Contractors Federation ACT Branch
DECLARATION OF RESULTS - E2018/72
Uncontested Offices

Casual Vacancy Election

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 are:

Office Bearers

Branch Vice President (1)

Candidates

SACHDEVA, Anisha

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



Neil Kean for
Catherine Bernoth
Returning Officer
Australian Electoral Commission
23/07/2018





DECISION

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

Civil Contractors Federation
(E2018/72)

MR ENRIGHT

MELBOURNE, 2 MAY 2018

Arrangement for conduct of election.

[1] On 21 March and 1 May 2018 the Australian Capital Territory Branch of the Civil Contractors Federation lodged with the Registered Organisations Commission prescribed information for an election to fill a casual vacancy in the following offices for the remainder of the term:

Vice President

[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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PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Peter Middleton, being the President of the ACT Branch of the Civil Contractors Federation, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the ACT Branch of the Civil Contractors Federation.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. The resignation letter is attached for each casual vacancy.

Signed:



Dated:

1/5/2018

ANNEXURE A

- Elections that are required:

| Branch | Name of Office | Number required | Voting System | Reason for Election | Electorate |
|---------------|-----------------------|------------------------|-----------------------------|----------------------------|---------------------------------------|
| <i>ACT</i> | <i>Vice-president</i> | <i>1</i> | <i>Direct Voting System</i> | <i>Casual Vacancy</i> | <i>Branch Members (Rule 50(b)(i))</i> |

- Important dates:

| | Direct Voting System |
|------------------------------------|---|
| Nominations OPEN | <i>to be determined by the returning officer'</i> |
| Nominations CLOSE | <i>to be determined by the returning officer'</i> |
| Roll of Voters cut off date | <i>to be determined by the returning officer'</i> |