



15 September 2017

Mr Gerard Beltrame
President
Civil Contractors Federation-South Australia Branch
ccfsa@civilcontractors.com

Dear Mr Beltrame,

cc: Mr Tony Baulderstone, Civil Contractors Federation, tbaulderstone@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 and contested offices for South Australian Branch [E2017/71]. 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 Civil Contractors Federation-South Australia 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

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 operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*

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)

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.]*

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	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<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>						

11 September 2017

Post-election Report

Civil Contractors Federation – South Australia Branch

E2017/71

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Election(s) Covered in this Report

Election Decision No/s: E2017/71

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:	None
Module Rule reference (if any)	N/A

Roll of Voters

The Roll of Voters was provided 10 May 2017.

A ballot was required for the position of Branch Board Member

Total number of voters on the Roll:	247
Number of apparent workplace addresses:	247
Number of non-current addresses:	N/A

Other matters pertaining to the roll of voters:

Irregularities

Details of written allegations of irregularities, and action taken by AEC: N/A

Other irregularities identified, and action taken:

Other Matters

Declaration of the ballot result which included advice of the uncontested results was provided by the Returning Officer at the CCF-SA AGM in accord with CCF Rule 29 (g) (ix).

Attachments

- 1) Declaration of results for Contested and Uncontested Offices – SA Branch



Jenny Southall
Returning Officer

11 September 2017

**Civil Contractors Federation – South Australia Branch
E2017/71 Scheduled Branch Election**

Declaration of Results for Contested and 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.

South Australia Branch

Total number of names on the roll of voters	247
Ballot papers issued	247
Replacement ballot papers issued	0
Total Ballot Papers Issued	247
Ballot papers / envelopes returned for scrutiny	47
Less ballot papers / envelopes rejected at preliminary scrutiny	2
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	45
Percentage of ballot papers returned to number issued	19%
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	200

Branch Board Member (7)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
GOOLD, Chris	6	6
LEWIS, Ben	2	2
ALLEN, John	2	2
FORSTER, Mike	5	5
BELTRAME, Gerard	16	16
HARPER, Michael	2	2
HATCHER, Charles	4	4
EBERT, Emma	8	8
Exhausted Votes		0
Loss/Gain by Fraction		0
Total votes	45	45
Formal ballot papers	45	45
Informal ballot papers	0	0

As there were three candidates who each received the same number of votes, AEC acted in accord with CCF Rule 27(l) "In the case of a tie between candidates draw lots."
Mr John Allen was excluded under this provision.

I declare Gerard Beltrame, Emma Ebert, Mike Forster, Chris Goold, Michael Harper, Charles Hatcher and Ben Lewis elected.

Branch President

Candidates

DAVISON, Paul

I declare Paul Davison elected.

Branch Vice-President

Candidates

No nomination was received

No candidates elected.

Branch Honorary Treasurer

Candidates

JEFFERY, Michael

I declare Michael Jeffery elected.

National Board Member

Candidates

BELTRAME, Gerard

I declare Gerard Beltrame elected.

Alternate National Board Member

Candidates

DAVISON, Paul

I declare Paul Davison elected.



Jenny Southall
Returning Officer
Australian Electoral Commission

30 August 2017



DECISION

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

Civil Contractors Federation (E2017/71)

MR ENRIGHT

MELBOURNE, 20 MARCH 2017

Arrangement for conduct of election.

[1] On 16 March 2017 the South Australia 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 (7)
- 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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CCF SOUTH AUSTRALIAN OFFICE

ABN 65 484 720 549

1 South Road

THEBARTON SA 5031

P (08) 8111 8000

F (08) 8111 8002

E ccfsa@ccfsa.com.au

www.ccfsa.com.au

15th March 2017

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, Gerard Beltrame, being the President of the Civil Contractors Federation SA Branch, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Civil Contractors Federation SA Branch.
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. This statement is lodged at least 2 months before nominations open for the election below.

Signed:

A handwritten signature in blue ink, appearing to read 'G Beltrame', with a long horizontal line extending to the right.

ANNEXURE

- Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
SA	Branch President	(1)	DVS	Scheduled	Voting members attached to the Branch (Rule 50)
SA	Branch Vice President	(1)	DVS	Scheduled	Voting members attached to the Branch (Rule 50)
SA	Branch Honorary Treasurer	(1)	DVS	Scheduled	Voting members attached to the Branch (Rule 50)
SA	Branch Board Members	(7)	DVS	Scheduled	Voting members attached to the Branch (Rule 50)
SA	National Board Member	(1)	DVS	Scheduled	Voting members attached to the Branch (Rule 29)
SA	Alternate National Board Member	(1)	DVS	Scheduled	Voting members attached to the Branch (Rule 29)

- Important dates:

	Direct Voting System
Nomination OPEN	17/05/2017
Nomination CLOSE	16/06/2017
Roll of Voters cut-off date	10/05/2017