



16 January 2017

Mr Gordon Thomson
General Secretary
Union of Christmas Island Workers
uciw@pulau.cx

Dear Mr Thomson,

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 Uncontested Offices of President, Vice President (2) General Secretary, Trustee (2) and Committee Members (6) for UCIW Branch [E2016/203]. 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 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. A list of approved training providers is attached.

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.

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 Union of Christmas Island Workers 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;

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone:
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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,

Debbie Ball

Debbie Ball
Regulatory Compliance Branch

List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.au

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]*
 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	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

Union of Christmas Island Workers 2016 Executive Committee Election

Declaration of Results for Uncontested Offices

E2016/203

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.

Union of Christmas Island Workers

President

Candidates

FOO, Kee Heng

Vice-President (2)

Candidates

KOH, Nora

LEE, Kelvin Kok Bin

General Secretary

Candidates

THOMSON, Gordon

Trustee (2)

Candidates

DE CRUZ, Ronald

LOW, Jeffery

Committee Member (6)

Candidates

MASLI, Hafiz

NG, Hooi Hock

SAW, Cheng Siew

SU, Zhong Xiong

No further nominations were accepted

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



Simon Bulloch
Returning Officer

8 December 2016

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: Union of Christmas Island Workers

Contact details: Gordon Thomson

Email: uciw@pulau.cx

Tel: (08) 9164 8472

FWA contact officer: Rebecca Lee

Email: rebecca.lee@fwc.gov.au

Tel: Not provided

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s:

E2016/203

RULES

Rules used for the election: [290v: Incorporates alterations of 04/06/14]
[R2013/89] (Replaces 6/11/08 version)

Model Rule reference (if any): N/A

Rules difficult to apply/interpret: Nil

ROLL OF VOTERS

The roll of voters was provided by Union of Christmas Island Workers. As there was not a contest the roll was not used.

IRREGULARITIES

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration of Results for Uncontested Offices



Simon Bulloch
Returning Officer
8 December



DECISION

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

Union of Christmas Island Workers
(E2016/203)

MR ENRIGHT

MELBOURNE, 11 OCTOBER 2016

Arrangement for conduct of election.

[1] On 16 September and 7 October 2016 the Union of Christmas Island Workers lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

President
Vice-Presidents (2)
General Secretary
Trustees (2)
Committee Members (6)

[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, PR586267>

u.c.i.w.

Union Of Christmas Island Workers
P.O. Box 34, CHRISTMAS ISLAND, INDIAN OCEAN, 6798

Friday 7 October 2016

The General Manager
Fair Work Commission
GPO Box 1994
Melbourne VIC 3001
Email: perth@fwc.gov.au

Dear General Manager

**E2016/203 FURTHER TO APPLICATION PURSUANT TO s.189 OF THE FAIR
WORK (REGISTERED ORGANISATIONS) ACT 2009 OF 16 SEPTEMBER 2016**

Please find enclosed amended prescribed information required for an election of offices required by the rules of the Union of Christmas Island Workers.

The term of office for all positions expires on 22 December 2016, which is 24 months after the day of the declaration of the election of all offices on 22 December 2014. Would you please make the necessary decisions and arrangements to allow the election to proceed.

Yours faithfully



Gordon Thomson
General Secretary

**PRESCRIBED INFORMATION PURSUANT TO s.189(1) OF THE FAIR WORK
(REGISTERED ORGANISATIONS) ACT 2009**

- 1 The names and numbers of the offices in respect to which an election is required are:
 - President (1)
 - Vice Presidents (2)
 - General Secretary (1)
 - Trustees (2)
 - Committee Members (6)

 - 2 The reasons for which the election is required are:
 - (a) The terms of office for all of the above offices expire on 22 December 2016;
And
 - (b) The registered rules of the organization require an election to be held biennially.

 - 3 The electorate for the election is:

The whole of the financial ordinary membership and financial unemployed membership of the Union.

 - 4 The dates and times for the nominations to open and close are:

At a date to be set in accordance with sub-rule 16(l) following consultation between the Union and the Australian Electoral Commission's Returning Officer for the Union's election.

 - 5 The voting system to be employed in the conduct of the election is:

A direct voting system by attendance ballot in accordance with Rules of the Union of Christmas Island Workers at Rule 16A.

 - 6 The date upon which the roll of voters for the election is to close shall be 7 days before the opening of nominations for the election.
-

I, Gordon Sinclair Thomson, am an officer of the Union of Christmas Island Workers authorised to sign this statement, which is lodged in accordance with s.189 (1) of the Fair Work (Registered Organisations) Act 2009.



Gordon Thomson
General Secretary

Friday 7 October 2016

u.c.i.w.

Union Of Christmas Island Workers
P.O. Box 34, CHRISTMAS ISLAND, INDIAN OCEAN, 6798

Friday 16 September 2016

The General Manager
Fair Work Commission
GPO Box 1994
Melbourne VIC 3001
Email: perth@fwc.gov.au

Dear General Manager

**E2016/203 APPLICATION PURSUANT TO s.189 OF THE FAIR WORK
(REGISTERED ORGANISATIONS) ACT 2009**

Please find enclosed prescribed information required for an election of offices required by the rules of the Union of Christmas Island Workers.

The term of office for all positions expires on 22 December 2016, which is 24 months after the day of the declaration of the election of all offices on 22 December 2014. Would you please make the necessary decisions and arrangements to allow the election to proceed.

Yours faithfully



Gordon Thomson
General Secretary

**PRESCRIBED INFORMATION PURSUANT TO s.189(1) OF THE FAIR WORK
(REGISTERED ORGANISATIONS) ACT 2009**

- 1 The names and numbers of the offices in respect to which an election is required are:
President (1)
Vice Presidents (2)
General Secretary (1)
Trustees (2)
Committee Members (6)

- 2 The reasons for which the election is required are:
(a) The terms of office for all of the above offices expire on 22 December 2016;
And
(b) The registered rules of the organization require an election to be held biennially.

- 3 The electorate for the election is:

The whole of the financial ordinary membership and financial unemployed, casual, trainee and apprentice membership of the Union.

- 4 The dates and times for the nominations to open and close are:

At a date to be set in accordance with sub-rule 16(l) following consultation between the Union and the Australian Electoral Commission's Returning Officer for the Union's election.

- 5 The voting system to be employed in the conduct of the election is:

A direct voting system by attendance ballot in accordance with Rules of the Union of Christmas Island Workers at Rule 16A.

I, Gordon Sinclair Thomson, am an officer of the Union of Christmas Island Workers authorised to sign this statement, which is lodged in accordance with s.189 (1) of the Fair Work (Registered Organisations) Act 2009.



Gordon Thomson
General Secretary

Friday 16 September 2016