



## NOTICE

### ELECTIONS FOR FOUR POSITIONS FOR DIRECTOR OF THE BOARD OF COINVEST LIMITED

The Board of CoINVEST Limited administers the Construction Industry Long Service Leave Fund. The Election Consulting Group Pty Ltd is conducting elections for four positions of Director of the Board. Notice of the elections will be published on [www.coinvest.com.au](http://www.coinvest.com.au) from 24 February 2017.

The positions are:

1. Director representing **Building Trades Workers**, currently held by Mr Shaun Reardon.
2. Director representing **Metal Trades Workers**, currently held by Mr Craig Kelly.
3. Director representing **Building Trades Employers**, currently held by Mr Grant Donald.
4. Director representing **Electrical Trades Employers**, currently held by Mr Michael Purnell.

Nominations are invited from eligible Construction Industry organisations for suitably qualified people to stand as candidates. Current Directors are eligible for re-nomination. Nominations can only be accepted from Construction Industry organisations or persons who can substantiate that they represent:

- in the case of **employee nominees** – at least 3,000 workers who are registered with CoINVEST Ltd as at 1 January 2017; or
- in the case of **employer nominees** – at least 200 employers engaged in the Construction Industry, who are registered with CoINVEST Ltd as at 1 January 2017 or an employer or group of employers who directly employ more than 3,000 Workers in the Construction Industry who are registered with CoINVEST as at 1 January 2017

Nominations are to be on the approved Nomination Forms and must be received by the Returning Officer, Election Consulting Group Pty Ltd, **no later than 4pm on 21 March 2017**.

Nomination Forms are available from Election Consulting Group Pty Ltd by calling (02) 9362 9775, or by email to [debra@electionconsulting.com.au](mailto:debra@electionconsulting.com.au).

Withdrawal of Nominations must be made by written application to the Returning Officer to be received by email to [debra@electionconsulting.com.au](mailto:debra@electionconsulting.com.au) no later than 4pm on 24 March 2017.

If more than one Nomination is received for a position, an election will be held and a draw to determine the Candidates' positions on the Ballot Paper will be conducted at Election Consulting Group Pty Ltd offices on 6 April 2017.

It is intended that ballot material, if required, will be posted to members on 26 April 2017. The ballot will close at 4pm on 19 May 2017. Should a ballot be required, Candidates will be provided an opportunity to provide a Candidate Statement for inclusion with the Ballot Paper.

The CoINVEST Election Rules are attached. Please advise [debra@electionconsulting.com.au](mailto:debra@electionconsulting.com.au) if you did not receive or cannot open the documents.

Candidates should familiarise themselves with the CoINVEST Articles of Association located on the CoINVEST website; Schedule 2. - Workers, Schedule 3. - Employers.



## **Election Procedures for the 2017 CoINVEST Limited Director Elections**

*These are the "Election Procedures" referred to in Rule 9.4 of Schedule 2 and Rule 9.4 of Schedule 3 of the Articles of Association of CoINVEST Limited. These procedures were endorsed by the Board on 7 February 2017 in Decision No. 01/17/5*

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### **Definitions:**

CoINVEST or CoINVEST Officers – refers to either of the Company Secretary or the Chairman of CoINVEST Limited.

### **Election Procedures:**

#### ***1 Communication with Nominees and Nominating Organisations***

It is intended that written and verbal communications with Nominees and their respective organisations is via the Returning Officer (RO). This is to ensure independence in the process and consistency in responses.

#### ***2 Receipt of Nominations***

The RO will write to each nominee upon receipt of a nomination form, stating the date the nomination form was received and whether a correction to the form is required.

#### ***3 Disclosure of Information to CoINVEST Officers***

The RO is authorised to keep CoINVEST Officers informed of the nomination process progressively. The RO has the authority to check and disclose to CoINVEST Officers the nomination forms received.

#### ***4 Correction of Invalid Nominations***

It is CoINVEST's intention that nominations received are valid and it is not intended that nominations be invalidated through typographical errors or omissions such as a signature on a form. It is intended that nominees are provided with reasonable opportunity to rectify errors in their submissions.

Where an error, omission or inaccuracy is identified either by the RO or CoINVEST on the nominating forms or candidate statements:

- The RO has authority to inform CoINVEST Officers of any suspected error, omission or inaccuracy.
- The RO, with the permission of CoINVEST Officers, may contact the nominee or nominating organisation for the purpose of correcting the form within 2 business days of being notified.

#### ***5 Correction or Removal of Offensive Content***

CoINVEST has the right to refuse any offensive content from Candidate Statements. Candidates will be given opportunity to rectify their statement in line with the procedures above applying to errors and omissions. If after the statement has been resubmitted, CoINVEST Officers still regard the statement as offensive, CoINVEST will remove the offending part of the statement.

#### ***6 Correction or Removal of Excessive Content***

CoINVEST has the right to edit and reduce text from Candidate Statements where the Statement exceeds the prescribed maximum number of words. Candidates will be given opportunity to rectify their statement in line with the procedures above applying to errors and omissions. If after the statement has been resubmitted, the Candidate statement still exceeds the maximum number of words, CoINVEST will remove excessive words from the statement.

### ***7 Failure to Provide a Correct Candidate Statement***

If a candidate fails (or chooses) not to provide a candidate statement by the specified close date, their name alone will appear on the Ballot Paper with no supporting candidate statement.

The RO will print and typeset the provided word version with no fixing of spelling or grammar mistakes.

### ***8 Withdrawals of Candidates***

Candidates may withdraw their nomination at any time up to 3 business days after nominations close.

### ***9 Communication to Candidates***

At the close of nominations CoINVEST will provide a communiqué to inform all candidates of a list of nominations received and their nominating organisation. Notification of any withdrawals in the subsequent 3 days will be provided to all candidates.

### ***10 Draw for positions on Ballot Paper***

The draw for positions on the ballot paper may be conducted at any time after the close of nominations. The draw may be conducted prior to the cut-off for withdrawal of nominations. Nominations withdrawn after the draw will not invalidate the original draw. Candidates who withdraw their nomination or are deemed ineligible by CoINVEST after the draw has been conducted will be removed from the ballot and the original draw for positions on the ballot paper altered accordingly without altering the order of the remaining candidates.