



23 January 2023

Brian Seidler
Executive Director
The Master Builders' Association of New South Wales
Sent via email: bseidler@mbansw.asn.au

Notification of changes – Action required

Dear Brian Seidler,

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders' Association of New South Wales (AR2022/42).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters

- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au <http://invalid.uri/> if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

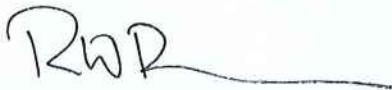
The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
16 December 2022	n/a	President Deputy President Vice President Councillor x17 General Contracting Sydney Regional Group	Yes

**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, Bob Black, being the President of the Master Builders Association of NSW, 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*:
 - 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.

A handwritten signature in black ink, appearing to read 'RWB', followed by a horizontal line extending to the right.

Signed: Bob Black, President

Dated: Friday, 16 December 2022

ANNEXURE A

Changes to Offices and Office Holders in the Organisation

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
MBA/NSW	13/12/22	President	Simon Pilcher	Bob Black	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Deputy President	Bob Black	Mike O'Donnell	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Vice President	Mike O'Donnell	Paul Edwards	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Paul Edwards	Tanya McErlean	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	John Biazzo	John Cuniffiee	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Anthony Larter	Vacant	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	John Worthington	Lou Stojanovski	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Aron Tass	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Will Calokerinos	John Biazzo	Private Bag 9 Broadway NSW 2007	Building Contractor

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
MBA/NSW	13/12/22	Councillor	George Rench	Vacant	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Beau Hampton	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Monica Thomas	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Brad Garrard	Matthew Haines	Private Bag 9 Broadway NSW 2007	Specialist Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Daniel Bayly	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Larry Roberts	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	John Laby	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Adina Toumi-Cussinnet	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Patrick Donnelly	Private Bag 9 Broadway NSW 2007	Building Contractor
MBA/NSW	13/12/22	Councillor	Vacant	Mel Kroenert	Private Bag 9 Broadway NSW 2007	Building Contractor

<i>MBA/NSW</i>	<i>13/12/22</i>	<i>Councillor</i>	<i>Vacant</i>	<i>Michael Dakhoul</i>	<i>Private Bag 9 Broadway NSW 2007</i>	<i>Building Contractor</i>
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>MBA/NSW</i>	<i>13/12/22</i>	<i>Councillor</i>	<i>Vacant</i>	<i>Mark Newman</i>	<i>Private Bag 9 Broadway NSW 2007</i>	<i>Building Contractor</i>

VACANT OFFICES	NUMBER OF VACANCIES	POSTAL ADDRESS OF OFFICE HOLDERS	OCCUPATION OF OFFICE HOLDERS
General Contracting	One Vacancy	C/- 52 Parramatta Rd Forest Lodge NSW 2037	
Sydney Regional Group	One Vacancy	C/- 52 Parramatta Rd Forest Lodge NSW 2037	



Australian Government
Registered Organisations Commission

24 February 2022

Simon Pilcher
President
The Master Builders' Association of New South Wales
Sent via email: executive@mbansw.asn.au

cc: bseidler@mbansw.asn.au

Dear Simon Pilcher

The Master Builders' Association of New South Wales's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year	2022
Matter number	AR2022/42
Lodgement date	21 February 2022
Review	Primary Review
Result	FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission

ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Simon Pilcher, being the President of the Master Builders Association of NSW, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of 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 Act:
 - The address of the organisation is 52 Parramatta Road, Forest Lodge, NSW 2037.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members was 7878.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at **Annexure A** and forms part of this declaration.
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2021:
 - The election for offices and positions is required as the terms of the office are due to expire in the normal course of events under the rules of the Association.

Offices / Positions

President

Deputy President

Vice Presidents

Councillors from regional and sector groups.

(Please note scheduled elections for the Master Builders Association of NSW did not take

place between 1 January 2021 and December 2021 due to the impact of COVID 19. The 2021 Elections were rescheduled by the Australian Electoral Commission to be held in 2022 – E2021/91).

- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.



Signed: Simon Pilcher, President

Dated: Monday, 21 February 2022

Annexure 'A'

Offices and Office Holders in the Organisation

Name of Office (include any offices that are vacant)	Name of Office Holders	Postal Address of Office Holders	Occupation of Office Holder
President	Simon Pilcher	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Deputy President	Robert Black	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Vice President	Michael O'Donnell	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Vice President	Michael Banks	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Vice President	Colin Jewell	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Vice President	Frank Mamasioulas	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Ian Anderson	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	John Henderson	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	John Biazzo	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Louis Stanton	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Consultant
Councillor	Bill Taylor	C/- 52 Parramatta Road Forest Lodge NSW 2037	Construction Engineer
Councillor	David Campbell	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Dave Dillon	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Stuart Crowfoot	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	George Rench	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Gordon Leggett	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Dan Murphy	C/- 52 Parramatta Road Forest Lodge NSW 2037	Specialist Contractor
Councillor	Anthony Larter	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	John Worthington	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Peter Finnane	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Brad Garrard	C/- 52 Parramatta Road Forest Lodge NSW 2037	Specialist Contractor
Councillor	Brad Maggs	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Paul Edwards	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Will Calokerinos	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Lawyer
Councillor	Stan Giaouris	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Consultant
Councillor	Ross Mitchell	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor
Councillor	Douglas Miller	C/- 52 Parramatta Road Forest Lodge NSW 2037	Building Contractor

VACANT OFFICES	Number of Vacancies	Postal Address of Office Holders	Occupation of Office Holder
Sydney Regional Group	Two Vacancies	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Eastern Suburbs, St George, Canterbury/Bankstown and Cronulla/Sutherland Regional Group	One Vacancy	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Illawarra and Southern Highlands Regional Group	Two Vacancies	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Manning Great Lakes, Mid North Coast, North North West, Oxley Regional Group	One Vacancy	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Murrumbidgee Irrigation Area, Murray, Riverina and Shoalhaven Regional Group	Two Vacancies	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Material Manufacture Sector Group	Two Vacancies	C/- 52 Parramatta Road Forest Lodge NSW 2037	
Major Contractors Sector Group	One Vacancy	C/- 52 Parramatta Road Forest Lodge NSW 2037	