



28 February 2024

David Gaetjens
CFO
Master Builders Association of South Australia Incorporated
Sent via email: accounts@mbasa.com.au

Dear David Gaetjens

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of South Australia Incorporated (AR2023/28).

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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

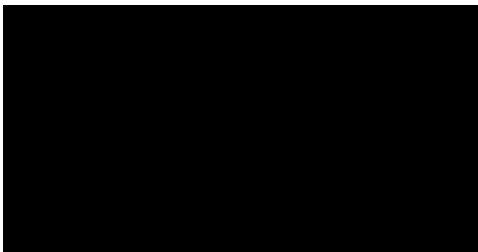
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
26 February 2024	N/A	Councillor - Subcontractor	Yes

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, Enzo Zito, being the President of the Master Builders Association of South Australia, 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.

Signed:



Dated:

21/2/2024

ANNEXURE A

Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New Office</u> Holder	Postal Address of <u>New Office</u> Holder	Occupation of <u>New Office</u> Holder
SA	5/2/2024	Councillor-Subcontractor	Patrick Innes			



11 December 2023

David Gaetjens
CFO
Master Builders Association of South Australia Incorporated
Sent via email: accounts@mbasa.com.au

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Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
28 November 2023	n/a	President Deputy President Vice President Past President Councillor (6)	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 Enzo Zito, being the President of the Master Builders Association of SA Inc declare the following:

- I am authorised to make this declaration,
- 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.



Enzo Zito
President

Date: 27 November 2023

ANNEXURE A – Changes to Office Holders in the Organisation

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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
South Australia	25/10/2023	President	Thomas Emmett	Enzo Zito	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	21/11/2023	Deputy President	Enzo Zito	Jock Merrigan	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	21/11/2023	Vice President	Jock Merrigan	Morry Canala	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	25/10/2023	Past President	Andrew Marshall	Thomas Emmett	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	25/10/2023	Councillor	Val Fuda	Matthew Evins	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	21/11/2023	Councillor	Chris Samaras	Matthew Zubrinich	PO Box 10014 Adelaide BC SA 5000	Managing Director
South Australia	25/10/2023	Councillor	Morry Canala	Antonio Caretti	PO Box 10014 Adelaide BC SA 5000	Executive General Manager
South Australia	25/10/2023	Councillor	Peter Salveson	Vacant	Vacant	Vacant
South Australia	25/10/2023	Councillor	James Wilson	Vacant	Vacant	Vacant
South Australia	25/10/2023	Councillor	Fred Pascale	Vacant	Vacant	Vacant



13 February 2023

Tom Emmett
President
Master Builders Association of South Australia Incorporated
Sent via email: dsiow@mbasa.com.au; buildsa@mbasa.com.au

Dear Tom Emmett

The Master Builders Association of South Australia Incorporated's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your annual return and its assessment

Year 2023
Matter number AR2023/28
Lodgement date 10 February 2023
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. Consistent with the ROC's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

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

Do you have any 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 to find out when we release new materials](#).

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, Tom Emmett, being the President of the Master Builders Association of South Australia Incorporated ('the Association'), 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 47 South Terrace, Adelaide, South Australia 5000
 - 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 2434.
 - 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 2023:

*President (1), Deputy President (1), Past President (1),
Vice President (2), Treasurer (1)
Committee of Management Members (12)*
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated:

9-2-23

ANNEXURE A

- Offices and Office Holders in the Organisation

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Tom Emmett	PO Box 10014, Adelaide SA 5000	Director
Past President	Andrew Marshall	PO Box 10014, Adelaide SA 5000	Managing Director
Deputy President	Enzo Zito	PO Box 10014, Adelaide SA 5000	Director
Vice President	James Kennett	PO Box 10014, Adelaide SA 5000	Executive Director of Corporate & Strategy
Vice President	Jock Merrigan	PO Box 10014, Adelaide SA 5000	Managing Director
Treasurer	Jeffrey Piotto	PO Box 10014, Adelaide SA 5000	Managing Director
Councillor-Housing	Troy Klemm	PO Box 10014, Adelaide SA 5000	Director
Councillor-Housing	Valentino Fuda	PO Box 10014, Adelaide SA 5000	Chief Executive Officer
Councillor-Housing	Helen Sheppard	PO Box 10014, Adelaide SA 5000	Sales & Marketing Manager
Councillor - Civil	Morry Canala	PO Box 10014, Adelaide SA 5000	SA State Manager Development
Councillor - Civil	James Wilson	PO Box 10014, Adelaide SA 5000	Manager, Building Services
Councillor - Civil	Bradley Watts	PO Box 10014, Adelaide SA 5000	State Manager SA
Councillor-Commercial	Peter Salvesson	PO Box 10014, Adelaide SA 5000	Chief Executive Officer
Councillor-Commercial	Garry Minuzzo	PO Box 10014, Adelaide SA 5000	Chief Executive Officer
Councillor-Commercial	Fred Pascale	PO Box 10014, Adelaide SA 5000	Chairman
Councillor - Subcontractor	Patrick Innes	PO Box 10014, Adelaide SA 5000	Director
Councillor - Subcontractor	Chris Samaras	PO Box 10014, Adelaide SA 5000	Managing Director
Councillor - Subcontractor	Ben Harrington	PO Box 10014, Adelaide SA 5000	General Manager