



20 December 2024

David Clerk
Executive Director (CEO)
Master Builders' Association of Tasmania Inc.
Sent via email: ea@mbatas.org.au

cc:

Dear David Clerk

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders' Association of Tasmania Inc. (AR2024/22).

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.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/22.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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](#).

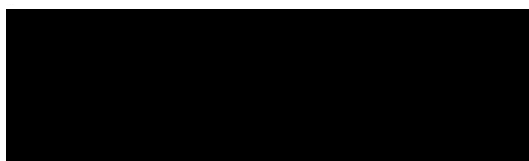
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/11/2024 (Amended NOC - 20/12/2024)	National	President, Director (10)	No - 6 Days

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, Vonette Mead, being the President of the Master Builders' Association of Tasmania Inc, 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:

21-11-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

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

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

[Please note:

- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
Tasmania	19.11.2024	President	Tony Streefland	Vonette Mead	6 Lockheed Place, Cambridge TAS 7170	Co-Owner and Operations Manager, Mead Con
Tasmania	11.10.2024	General Contractor Sector Director	John DeJong	John DeJong	6 Lockheed Place, Cambridge TAS 7170	Director, De Jong & Sons Constructions Pty Ltd

Tasmania	11.10.2024	Northwest Regional Director	Vonette Mead	Vonette Mead	6 Lockheed Place, Cambridge TAS 7170	Co-Owner and Operations Manager, Mead Con
Tasmania	11.10.2024	Southern Region Director	Lucy Fraser	Lucy Fraser	6 Lockheed Place, Cambridge TAS 7170	Co-Owner, Fox Log Freight
Tasmania	11.10.2024	General Contractor Sector Director	Nicholas Silcox	Clive Williams	6 Lockheed Place, Cambridge TAS 7170	Director, D Williams Builders Pty Ltd
Tasmania	11.10.2024	Northwest Regional Director	David Gates	David Gates	6 Lockheed Place, Cambridge TAS 7170	Director, David Gates Design Unlimited
Tasmania	11.10.2024	Northern Region Director	John Faulkner	Tony Streefland	6 Lockheed Place, Cambridge TAS 7170	Director, Streefland Homes
Tasmania	11.10.2024	Residential Builder Sector Director	Lyndon Fenton	John Faulkner	6 Lockheed Place, Cambridge TAS 7170	Director, Faulkner Building
Tasmania	11.10.2024	Southern Region Director	Denis Reid	Lyndon Fenton	6 Lockheed Place, Cambridge TAS 7170	Director, Kineticon Construction

Tasmania	11.10.2024	<i>Residential Builder Sector Director</i>	<i>Tony Streefland</i>	<i>Will Davies</i>	<i>6 Lockheed Place, Cambridge TAS 7170</i>	<i>Director, Cunic Homes</i>
Tasmania	11.10.2024	<i>Northern Region Director</i>	<i>Andrew Kilpatrick</i>	<i>Matthew Barwick</i>	<i>6 Lockheed Place, Cambridge TAS 7170</i>	<i>Director, Barwick Developments Pty Ltd</i>



25 March 2024

Tony Streefland
President
Master Builders' Association of Tasmania Inc.
Sent via email: marianne@mbatas.org.au

Dear Mr Streefland

The Master Builders' Association of Tasmania Inc.'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	2024
Matter number	AR2024/22
Lodgement date	19 March 2024
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 regulator 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 Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission'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 Commission'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 Commission'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@fwc.gov.au.

Yours sincerely

Fair Work Commission

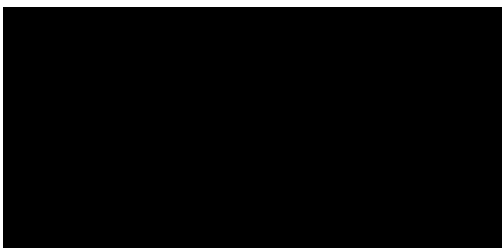
RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Tony Streefland, being the President of the Master Builders' Association of Tasmania Inc, 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is 6-9 Lockheed Place, CAMBRIDGE Tasmania 7170.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December 2023 the number of members was 636.
 - 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 2024 (this year):³
 - President (1),*
 - Committee of Management Members (MBT Board Members) (10),*
 - The organisation: Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed: Mr Tony Streefland

Dated 19/03/2024



¹ Section 230(1)(d); reg. 147(d)

² Section 230(1)(d); reg. 147(a), (b), (c) & (d)

³ Section 230(1)(d); reg. 147(e)

ANNEXURE A

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- Offices and Office Holders in the Organisation [*insert as many pages as required*]:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>President/ Residential Builder Sector Director</i>	<i>Tony Streefland</i>	<i>c/- Master Builders' Association of Tasmania Inc. 6 Lockheed Place, Cambridge, Tasmania, 7170.</i>	<i>Director</i>
<i>North West Region Director</i>	<i>David Gates</i>	<i>As above</i>	<i>Managing Director</i>
<i>North West Region Director</i>	<i>Vonette Mead</i>	<i>As above</i>	<i>Operations Manager</i>
<i>Northern Region Director</i>	<i>John Faulkner</i>	<i>As above</i>	<i>Director</i>
<i>Northern Region Director</i>	<i>Andrew Kilpatrick</i>	<i>As above</i>	<i>Director</i>
<i>Residential Builder Sector Director</i>	<i>Lyndon Fenton</i>	<i>As above</i>	<i>Director</i>
<i>Southern Region Director</i>	<i>Lucy Perry</i>	<i>As above</i>	<i>Manager</i>
<i>Southern Region Director</i>	<i>Denis Reid</i>	<i>As above</i>	<i>Building Consultant</i>
<i>General Contractor Sector Director</i>	<i>Nicholas Silcox</i>	<i>As above</i>	<i>Team Leader</i>
<i>General Contractor Sector Director</i>	<i>John DeJonge</i>	<i>As above</i>	<i>Director</i>