

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, **GEOFF PURCELL**, being the **PRESIDENT** of **THE MASTER BUILDERS ASSOCIATION OF VICTORIA**, 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: 19/12/2024

[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

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
N/A	18.12.2024	General Board Member	Danielle Bartolini	Vacant	N/A	N/A
N/A	18.12.2024	Electoral Council Member, Specialist Contractor Sector Committee	Danielle Bartolini	Vacant	N/A	N/A



25 November 2024

Geoff Purcell
President
The Master Builders Association of Victoria
Sent via email: companysecretary@mbav.com.au

Dear Geoff Purcell

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of Victoria (AR2024/16).

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

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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

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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](#).

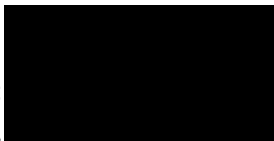
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18 November 2024	n/a	Electoral Council Member, Materials Manufacturing and Supply Sector Committee	Yes

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*

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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

A black rectangular box redacting the signature of Geoff Purcell.

Dated: 12/11/2024

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

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N/A	07.11.2024	Electoral Council Member, Materials Manufacturing and Supply Sector Committee	Riccardo Mucci	Vacant	N/A	N/A



4 November 2024

Geoff Purcell
President
The Master Builders Association of Victoria
Sent via email: companysecretary@mbav.com.au

Dear Geoff Purcell

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of Victoria (AR2024/16).

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 AR2024/16.

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

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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

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eLearning module – notifications of change



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

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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
28/10/2024	National	Electoral Council Member, General Contracting Sector Committee.	No, 293 Days.

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Signed:



Dated: 28/10/2024

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

¹ s.230(1)(d); reg.147(b) & (c)

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N/A	05.12.2023	Electoral Council Member, General Contracting Sector Committee	Ashley Levin	Vacant	N/A	N/A



14 May 2024

Geoff Purcell
President
The Master Builders Association of Victoria
Sent via email: companysecretary@mbav.com.au

cc:

Dear Geoff Purcell

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of Victoria (AR2024/16).

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

What you need to do right now

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

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Fair Work Commission

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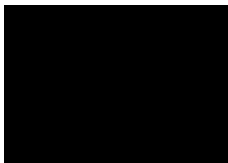
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
10 May 2024	N/A	Electoral Council Member, Regional Sector Committee	Yes

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Signed:

A black rectangular box redacting the signature of Geoff Purcell.

Dated: 9/5/2024

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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
N/A	08.05.2024	Electoral Council Member, Regional Sector Committee	Peter Crawford	Vacant	N/A	N/A



6 May 2024

Geoff Purcell
President
The Master Builders Association of Victoria
Sent via email: companysecretary@mbav.com.au

Dear Geoff Purcell

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Yours sincerely

Fair Work Commission

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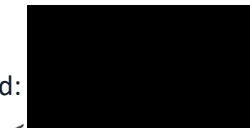
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1 May 2024	N/A	Chairperson, Housing Sector Committee Electoral Council Member, Housing Sector Committee (2)	Yes

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Signed:

A black rectangular redaction box covering the signature of Geoff Purcell.

Dated: 30/4/2024

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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
N/A	09.04.2024	Chairperson, Housing Sector Committee	Monique Cotton	Vacant	N/A	N/A
N/A	09.04.2024	Electoral Council Member, Housing Sector Committee	Monique Cotton	Vacant	N/A	N/A
N/A	11.04.2024	Electoral Council Member, Housing Sector Committee	John Goris	Vacant	N/A	N/A



9 April 2024

Geoff Purcell
President
The Master Builders Association of Victoria
Sent via email: companysecretary@mbav.com.au

Dear Mr Purcell

The Master Builders Association of Victoria'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	AR2024/16
Lodgement date	20 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

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, **Geoff Purcell**, being the **President** of **The Master Builders Association of Victoria**, 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 **332 Albert Street, East Melbourne, Victoria 3002**.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was **6,212**.³
 - 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 THIS YEAR:⁴

MBV Board

Chairperson of the Regional Sector Committee (1)

Chairperson of the Housing Sub-Contractor Sector Committee (1)

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(f)

⁴ Section 230(1)(d); reg. 147(e)

MBV Electoral Council

MBV Electoral Council Members

- Housing Sub-Contractor Sector Committee (7)
- Regional Sector Committee (1)
- Materials Manufacturing & Supply Sector Committee (1)

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

Signed:



Dated: 15/3/2024

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to regorgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change⁵.]

⁵ Section 233(2); reg. 151

Annexure A

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- 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
General Contracting Sector Committee			
Board/Electoral Council (President)	Geoff Purcell	c/- The Master Builders Association of Victoria 332 Albert Street, East Melbourne, Victoria 3002	Director
Board/Electoral Council (Chairperson)	Matthew Gilmour	As Above	Construction Manager
Electoral Council	Michael Clemenger	As Above	Managing Director
Electoral Council	Dale Kennedy	As Above	Managing Director
Electoral Council	John Lehmann	As Above	Managing Director
Electoral Council	Ashley Levin	As Above	Construction Director

Electoral Council	Richard Hansen	As Above	State Manager - Victoria
Housing Sector Committee			
Board/Electoral Council (Deputy President)	Lisa Marie Hollingsworth	As Above	Senior Executive
Board/Electoral Council (Chairperson)	Monique Cotton	As Above	Executive Director
Electoral Council	Rebecca Bishop	As Above	Co-Founder
Electoral Council	John Goris	As Above	Shareholder & Owner
Electoral Council	Nancy Italiano	As Above	Creative Design Director
Electoral Council	Angela Perry	As Above	Director
Electoral Council	Vacant	-	-
Specialist Contractor Sector Committee			
Board/Electoral Council (Chairperson)	Gregory Cole	As Above	Managing Director

Board/Electoral Council (General Board Member)	Danielle Bartolini	As Above	Business Development Manager
Electoral Council	Alexander Crosby	As Above	Managing Director
Electoral Council	Nigel Cunniffe	As Above	Managing Director
Electoral Council	Dean Dannock	As Above	Group Manager Licences & Certificates
Electoral Council	Angela Stevenson	As Above	Managing Director
Electoral Council	Ashley Tonkin-Hill	As Above	Victorian Manager (Director)
Materials Manufacturing and Supply Sector Committee			
Board/Electoral Council (Chairperson)	Mark Phillips	As Above	State Sales Manager
Electoral Council	Luke Hurley	As Above	Senior Business Development Manager
Electoral Council	Lawrence Pigot	As Above	Director

Electoral Council	Leon Quinn	As Above	National Sales and Marketing Manager
Electoral Council	Brenton Russo	As Above	CEO
Electoral Council	Riccardo Mucci	As Above	Director
Electoral Council	Vacant	-	-
Housing Sub-Contractor Sector Committee			
Board/Electoral Council (Chairperson)	Raymond French	As Above	Director
Electoral Council	Mark Flynn	As Above	Managing Director
Electoral Council	Howard Hunter	As Above	Director
Electoral Council	Belinda Egan	As Above	Business Manager

Electoral Council	Adam Rosenblum	As Above	Director
Electoral Council	Shane Gardner	As Above	Director
Electoral Council	Konstadinos Giambalkaris	As Above	Director
Regional Sector Committee			
Board/Electoral Council (Chairperson)	Stuart Allen	As Above	Director
Electoral Council	Steven Hedger	As Above	Director
Electoral Council	Gareth King	As Above	Managing Director
Electoral Council	Mark Little	As Above	Director
Electoral Council	Ross O'Neill	As Above	Director/Builder

Electoral Council	Lisa Paddle	As Above	Administration Manager
Electoral Council	Peter Crawford	As Above	Director/Secretary