



1 October 2019

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
Sent via email: [canberra@mba.org.au](mailto:canberra@mba.org.au)

Dear Frank Porreca

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/55)**

I acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of the Australian Capital Territory.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/09/2019	N/A	Civil Contractors Councillor vacancy, Commercial Builders Councillor vacancy	No, 321 days

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Late notification**

The notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

**Officer Induction Kit**

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
Website: [www.roc.gov.au](http://www.roc.gov.au)

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations 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](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

**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, **GRACIETE FERREIRA**, being the **PRESIDENT** of the **MASTER BUILDERS ASSOCIATION OF THE ACT**, 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:

30 . 9 . 19

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.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 [*insert as many pages as required*]:

[Please note:

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- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
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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
	9.10.2018	Civil Contractors Councillor	John Hite			
	9.10.2018	Commercial Builders Councillor	Dimitri Livas			



4 June 2019

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
Sent via email: canberra@mba.org.au

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
23/03/2019	N/A	Civil Contractors Council Chair Vacant	Yes

**Time frames**

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Thank you for your correspondence.

Yours faithfully,

**Astrid Glenister**  
**Registered Organisations Commission**

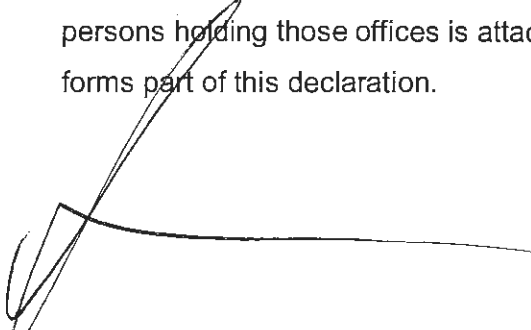
**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, **FRANK PORRECA**, being the **TREASURER** of the **MASTER BUILDERS ASSOCIATION OF THE ACT**, 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*:

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Signed:



Dated:

22 - 3 - 19.

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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
	18.2.19	Civil Contractors Council Chair	Peter Middleton			





4 June 2019

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
Sent via email: [canberra@mba.org.au](mailto:canberra@mba.org.au)

Dear Frank Porreca

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/55)**

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The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/02/2019	N/A	Commercial Builders Council Chairman, Subcontractors and Suppliers Council Chairman, Ordinary Council Member (4).	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

**Astrid Glenister**  
**Registered Organisations Commission**

**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, **GRACIETE FERREIRA**, being the **PRESIDENT** of the **MASTER BUILDERS ASSOCIATION OF THE ACT**, 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*:
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Signed:



Dated:

18/2/2019

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	18/2/19	Commercial Builders Council Chairman	Simon Butt	Matthew Rayment		Chief Operating Officer
	18/2/19	Subcontractors and Suppliers Council Chairman		Karen Porter		Director
	18/2/19	Subcontractors and Suppliers Ordinary Council Member		Jaye Forester		Sales Manager
	18/2/19	Subcontractors and Suppliers Ordinary Council Member		Jodie Ridley		Director
	18/2/19	Residential Builders Ordinary Council Member		Jason Bisa		General Manager
	18/2/19	Residential Builders Ordinary Council Member		Matthew Sandford		Project Manager



6 February 2019

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
canberra@mba.org.au  
CC: aberry@mba.org.au

Dear Mr Porreca,

**Notification of changes made to records [AR2018/55]**

I acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of the Australian Capital Territory.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
15/10/2018	N/A	Commercial Builders Council Chairman vacancy, Commercial Builders Council Ordinary Council Members (3), Suppliers and Subcontractors Council Chairman vacancy, Council Ordinary Council Members vacancies (9), Suppliers and Subcontractors Council Ordinary Council Member (3), Residential builders Council Chairman, Residential builders Council Ordinary Council Members vacancies (5), Residential builders Council Ordinary Council Members (2), Civil Contractors Council Ordinary Council Member vacancies (4),	Yes

		Professional Council Chairman, Professional Council Ordinary Council Members vacancies (4), Professional council Ordinary Council Members (2)	
17/12/2018	N/A	Commercial Builders Council Alternate Chairman	Yes

### Time frames

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### Mandatory disclosures

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### Mandatory training

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Thank you for the notifications.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

**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, **GRACIETE FERREIRA**, being the **PRESIDENT** of the **MASTER BUILDERS ASSOCIATION OF  
THE ACT**, 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: 17. 12. 18

## ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches *[insert as many pages as required]*:

*[Please note:*

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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
	23/11/2018	Commercial Builders Council Alternate Chairman	Jack Harris	Valdis Luks	Shaw Building 27 Altree Court Phillip ACT 2606	Director



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required to be kept in accordance with section 230 *Fair Work (Registered Organisations)*  
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Signed:



Dated: 15 October 2018

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	9.10.2018	Commercial Builders Council Chairman	Simon Butt	Casual Vacancy documents submitted 15 October 2018.		
	9.10.2018	Commercial Builders Council Alternate Chairman	Elections are currently underway for this position.			
	9.10.2018	Commercial Builders Council Ordinary Council Member		Valdis Luks	27 Altree Court Phillip ACT 2606	Director
	9.10.2018	Commercial Builders Council Ordinary Council Member		Norman Maclachlan	1 <sup>st</sup> Floor 20 Napier Close Deakin ACT 2600	ACT Construction Manager
	9.10.2018	Commercial Builders Council Ordinary Council Member		Chris Sofatzis	Level 13, SAP House Bunda & Akuna Streets Canberra ACT 2601	Design & Project Manager

	9.10.2018	Suppliers and Subcontractors Council Chairman	Gerard Allen	Casual Vacancy documents submitted 15 October 2018.		
	9.10.2018	Suppliers and Subcontractors Council Alternate Chairman	Elections are currently underway for this position.			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Alfonso Meneghel			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Anthony Mattar			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Brett Ganter			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Daryl Leishman			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Graciete Ferreria			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Jean Michael Noja			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Michael De Simone			
	9.10.2018	Suppliers and Subcontractors	Mitchell Harmer			

		Council Ordinary Council Member				
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member	Robert Pantano			
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member		Milan Kraljevic	Unit 4 27-29 Kembla Street Fyshwick ACT 2609	Director
	9.10.2018	Suppliers and Subcontractors Council Ordinary Council Member		Karen Porter	Unit 1 17 Townsville Street Fyshwick ACT 2609	Director
	9.10.2018	Residential Builders Council Chairman	Marc Roland	Bryan Leeming	54 Jacka Crescent Campbell ACT 2601	Director
	9.10.2018	Residential Builders Council Alternate Chairman	<i>Elections are currently underway for this position.</i>			
	9.10.2018	Residential Builders Council Ordinary Council Member	Firaz Zakout			
	9.10.2018	Residential Builders Council Ordinary Council Member	Jozo Perkovic			
	9.10.2018	Residential Builders Council Ordinary Council Member	Mark Newman			
	9.10.2018	Residential Builders Council Ordinary Council Member	Tony Palombi			

	9.10.2018	Residential Builders Council Ordinary Council Member	Troy McNally			
	9.10.2018	Residential Builders Council Ordinary Council Member		Bryan Leeming	54 Jacka Crescent Campbell ACT 2601	Director
	9.10.2018	Residential Builders Council Ordinary Council Member		Jason Tanchevski	Unit 1 157 Flemington Road Mitchell ACT 2911	Operations Manager
	9.10.2018	Civil Contractors Council Alternate Chairman	<i>Elections are currently underway for this position.</i>			
	9.10.2018	Civil Contractors Council Ordinary Council Member	Allan Hasani			
	9.10.2018	Civil Contractors Council Ordinary Council Member	Scott Regan			
	9.10.2018	Civil Contractors Council Ordinary Council Member	Troy Davey			
	9.10.2018	Civil Contractors Council Ordinary Council Member	Matthew Houghton			
	9.10.2018	Professional Council Chairman	Bryan Leeming	John Nikolic	Level 2, Ernst & Young Building 121 Marcus Clarke Street Canberra City ACT 2601	Associate
	9.10.2018	Professional Council Alternate Chairman	<i>Elections are currently underway for this position.</i>			
	9.10.2018	Professional Council Ordinary Council Member	Douglas Grierson			

	9.10.2018	Professional Council Ordinary Council Member	John Miller			
	9.10.2018	Professional Council Ordinary Council Member	John Randall			
	9.10.2018	Professional Council Ordinary Council Member	Lindsay Callaghan			
	9.10.2018	Professional Council Ordinary Council Member		Shelley Mulherin	Level 6, Canberra House 40 Marcus Clarke Street Canberra ACT 2601	Principal
	9.10.2018	Professional Council Ordinary Council Member		John Nikolic	Level 2, Ernst & Young Building 121 Marcus Clarke Street Canberra City ACT 2601	Associate



24 April 2018

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
canberra@mba.org.au

CC: Hamish Harrington  
Email: hharrington@mba.org.au

Dear Mr Porreca,

**Notification of changes made to records [AR2018/55]**

I acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of the Australian Capital Territory on 8 March 2018.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

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08/03/2018	Professional Council	Vacancy – Professional Consultants Councillor	Yes

**Time frames**

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Thank you for your correspondence.

Yours faithfully,

**Andrea O'Halloran**  
**Registered Organisations Commission**



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Signed:



Dated: 7 March 2018

## ANNEXURE A

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

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	6 March 2018	Professional Consultants Councillor	Craig Painter	Vacant	N/A	N/A



24 April 2018

Mr Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
canberra@mba.org.au

CC: Hamish Harrington  
Email: hharrington@mba.org.au

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**Notification of changes made to records [AR2018/55]**

I acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of the Australian Capital Territory.

This information was lodged with the Registered Organisations Commission (the ROC) on 26 February 2018, pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
26/02/2018	Civil Contractors Council	Alternative Chair – Civil Contractor Council	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

**Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations 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](#).

**Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

**Andrea O'Halloran**  
**Registered Organisations Commission**

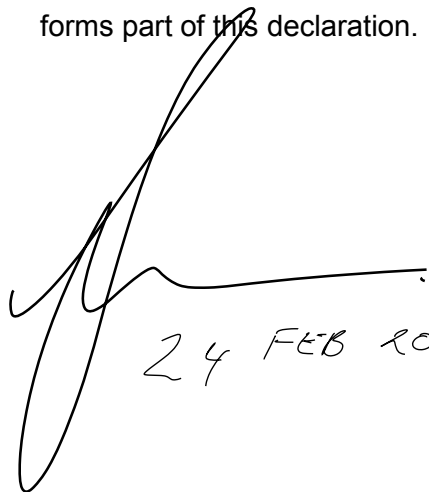
**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Frank Porreca, being the Treasurer of the Master Builders Association of the ACT, 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:



24 FEB 2018

## 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 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
	21.02.2018	Alternate Chair – Civil Contractors Council	Vacant	Anisha Sachdeva	11 WILUNA STREET, FYSHWICK	Director



19 April 2018

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory  
canberra@mba.org.au

Cc: Hamish Harrington  
Email: hharrington@mba.org.au

Dear Mr Porreca,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/55]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 9 March 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank-you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the Master Builders Association of the Australian Capital Territory.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

**Notifications of Change**

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Master Builders Association of the Australian Capital Territory is encouraged to use this template if any changes occur.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Yours faithfully

**Andrea O'Halloran**  
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, Frank Porreca, being the Treasurer of the Master Builders Association of the Australian Capital Territory, 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 1 Iron Knob Street, Fyshwick, ACT 2609.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 1,042.<sup>3</sup>
  - 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.

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)



- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup>

#### Office Bearers

The Chairman : Commercial Builders' Council (1)

The Chairman : Suppliers and Subcontractors' Council (1)

The Chairman : Residential Builders' Council (1)

The Chairman : Civil Contractors' Council (1)

The Chairman : Professional Council (1)

The Alternate Chairman : Commercial Builders' Council (1)

The Alternate Chairman : Suppliers and Subcontractors' Council (1)

The Alternate Chairman : Residential Builders' Council (1)

The Alternate Chairman : Civil Contractors' Council (1)

The Alternate Chairman : Professional Council (1)

#### Council

Commercial Builders' Council	)	
Suppliers and Subcontractors' Council	)	Minimum 5
Residential Builders' Council	)	Maximum 20
Civil Contractors' Council	)	Ordinary members
Professional Council	)	

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

Signed:



Dated: 7 March 2018

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change<sup>5</sup>.]*

<sup>4</sup> s.230(1)(d); reg.147(e)

<sup>5</sup> s.233(2); reg. 151

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

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<b>President</b>	<i>Graciete Ferreira</i>	<i>1 Iron Knob Street, Fyshwick, ACT 2609</i>	<i>Chief Executive Officer</i>
<b>Treasurer</b>	<i>Frank Porreca</i>	<i>1 Iron Knob Street, Fyshwick, ACT 2609</i>	<i>Chief Executive Officer</i>
<b>Chairperson &amp; Commercial Builders Councillor / Executive</b>	<i>Simon Butt</i>	<i>1 Iron Knob Street, Fyshwick, ACT 2609</i>	<i>Vacant</i>
<b>Alternate Chairperson &amp; Commercial Builders Councillor</b>	<i>Jack Harris</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Project Manager</i>
<i>Commercial Builders Councillor</i>	<i>Mark Bauer</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>General Manager</i>
<i>Commercial Builders Councillor</i>	<i>Sam Delorenzo</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<i>Commercial Builders Councillor</i>	<i>Stephen Wise</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Commercial Builders Councillor</i>	<i>Dimitri Livas</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<b>Chairperson &amp; Suppliers &amp; Subcontractors Councillor / Executive</b>	<i>Gerard Allen</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<b>Alternative Chairperson &amp; Suppliers &amp;</b>	<i>Rosa Josifoski</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>

<b>Subcontractors Councillor</b>			
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Michael De Simone</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>General Manager</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Graciete Ferreira</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Chief Executive Officer</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Brett Granter</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Mitchell Harmer</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Daryl Leishman</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Alfonso Guiseppe Meneghel</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Jean-Michel Noja</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Construction Manager</i>
<i>Suppliers &amp; Subcontractors Councillor</i>	<i>Robert Dean Pantano</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>General Manager</i>
<b>Chairperson &amp; Residential Builders Councillor / Executive</b>	<i>Marc Roland</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<b>Alternate Chairperson &amp; Residential Builders Councillor</b>	<i>Richard Corver</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Designer and Estimator</i>

<i>Residential Builders Councillor</i>	<i>Troy Stephen McNally</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>General Manager</i>
<i>Residential Builders Councillor</i>	<i>Mark Newman</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<i>Residential Builders Councillor</i>	<i>Tony Palombi</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Residential Builders Councillor</i>	<i>Jozo Perkovic</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Residential Builders Councillor</i>	<i>Firas Zakout</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<b>Chairperson &amp; Civil Contractors Councillor / Executive</b>	<i>Peter Middleton</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<b>Alternate Chairperson &amp; Civil Contractors Councillor</b>	<i>Anisha Sachdeva</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Civil Contractors Councillor</i>	<i>Jason Burgess</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Civil Contractors Councillor</i>	<i>Troy Davey</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Civil Contractors Councillor</i>	<i>Nigel Forde</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Managing Director</i>
<i>Civil Contractors Councillor</i>	<i>Rory Goodsell</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Managing Director</i>
<i>Civil Contractors Councillor</i>	<i>Allan Hasani</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<i>Civil Contractors Councillor</i>	<i>John Hite</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Operations Manager</i>
<i>Civil Contractors Councillor</i>	<i>Matthew Houghton</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Project Manager</i>
<i>Civil Contractors Councillor</i>	<i>Scott Regan</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>



<i>Civil Contractors Councillor</i>	<i>Stuart Ritchie</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Civil Contractors Councillor</i>	<i>Nick Zardo</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<b>Chairperson &amp; Professional Consultants Councillor / Executive</b>	<i>Bryan Spencer Leeming</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Chief Operating Officer</i>
<b>Alternate Chairperson &amp; Professional Consultants Councillor</b>	<i>Stephen Wise</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Professional Consultants Councillor</i>	<i>Bryan Ahern</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Professional Consultants Councillor</i>	<i>Lindsay Callaghan</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Manager</i>
<i>Professional Consultants Councillor</i>	<i>Andrew John Crompton</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Professional Consultants Councillor</i>	<i>Douglas Grierson</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Director</i>
<i>Professional Consultants Councillor</i>	<i>John Randall</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Managing Director</i>
<i>Professional Consultants Councillor</i>	<i>Alisa Taylor</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Lawyer</i>
<b>Executive Director</b>	<i>Michael Hopkins</i>	<i>1 Iron Knob Street, Fyshwick, ACT, 2609</i>	<i>Executive Director</i>



5 March 2018

Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory

Sent via email: [canberra@mba.org.au](mailto:canberra@mba.org.au)

Dear Porreca,

**Master Builders Association of the Australian Capital Territory  
Annual Return of Information for 2018 [AR2018/55]**

I refer to our letter dated 1 February 2018 reminding you of the obligation to lodge an Annual Return of Information (Annual Return). Please ignore this letter if you have lodged the Annual Return in the last few days.

**When must you lodge the Annual Return?**

The Annual Return 2018 must be lodged no later than **31 March 2018**.

**What must you lodge?**

Two signed declarations certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged along with copies of some of your records. The required declarations and records are set out in the table that follows this letter.

Please refer to our previous correspondence which provides information about maintaining the register of members, a recommendation that private information not be provided and which explains who must sign the declarations.

**Consider using the ROC's template**

The ROC provides a template Annual Return for an organisation without branches and a template Annual Return for an organisation with branches on our [Factsheets, templates and webinars](#) page. We recommend that you use this template to ensure that you make the correct declarations and include all the required information.

**Failure to comply**

**Failure to comply with these obligations exposes your organisation to financial penalties** (up to \$63 000 for a body corporate and \$12 600 for an individual per contravention), under s.305 of the RO Act.

## Need more information?

If you require further information about an Annual Return you can refer to the [Annual returns](#) page on our website and, in particular, our Webinar slides. You can also contact the ROC by phone on 1300 341 665 or by e-mail at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sam Gallichio', written in a cursive style.

Sam Gallichio  
Adviser  
Registered Organisations Commission

## Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

The following declarations and a copy of each of the following records must be lodged with the ROC between 1 January and 31 March each year.

Requirement	Details of requirement
Declaration regarding maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] <b>Note:</b> In maintaining the register of members, your attention is drawn to ss.171A and 230(2)(b) of the RO Act which sets out certain circumstances where membership ceases to exist and when their names must be removed from the register, and s.172 which sets out when unfinancial members must be removed from the register
Declaration that correct statement of	A declaration stating by the Secretary or other prescribed officer that the copy of the records is a correct statement of the information contained in the records [s.233(1)(b)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s.230(1)(d) and r.147(e)] <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
The number of members	A record of the number of members on 31 December in the previous year
The number of ineligible State members (if applicable)	If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and r.147(g)]

## Obligation to notify of changes within 35 days

If there are any changes to the records listed above an organisation must, within 35 days of the change, lodge with the ROC, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151].





1 February 2018

Mr Frank Porreca  
Treasurer  
Master Builders Association of the Australian Capital Territory

Sent via email: [canberra@mba.org.au](mailto:canberra@mba.org.au)

Dear Mr Porreca,

**Master Builders Association of the Australian Capital Territory  
Annual Return of Information for 2018 [AR2018/55]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Master Builders Association of the Australian Capital Territory by **31 March 2018**.

**What must be lodged?**

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

*In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).*

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

**Who must sign the declaration?**

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

**Who lodges the Annual Return of information?**

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

**What happens if the information changes?**

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

**Failure to comply with these obligations is subject to a civil penalty provision** (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



**Sam Gallichio**  
**Adviser**  
**Registered Organisations Commission**

### Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] <b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

### Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].