



10 February 2022

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

Notification of changes – Action required

Dear Frank Porreca,

We acknowledge receipt of a Notification of Change to the office holders of the Master Builders Association of the Australian Capital Territory (AR2021/15).

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

What you need to do right now

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

These next steps are explained below in more detail.

Financial training must be done within 6 months

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

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

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

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

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Disclosure obligations: what officers must do

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

Time frames for notifications of change

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

Resources to help you make your notifications of change

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

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

These resources include:

- [notification of change template](#)
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eLearning module – notifications of change

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Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

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

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
3/02/2022	N/A	Subcontractors and Suppliers – Chair	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, FRANK PORRECA, 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: 3 February 2022

*[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.]*

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:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC 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
	31.1.2022	Subcontractors and Suppliers – Chair		Sarah Flanagan	PO Box 1211 Fyshwick ACT 2609	Senior Manager



Australian Government
Registered Organisations Commission

25 January 2022

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

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Dear Frank Porreca,

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What you need to do right now

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

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2021/15.

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 (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

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

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

- keeping a list of all offices that have financial management duties
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Disclosure obligations: what officers must do

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

Time frames for notifications of change

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

Appendix A shows late notifications

A 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.

Late notifications have the potential to attract a civil penalty.

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.

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Yours sincerely

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Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
22/01/2022	N/A	President	No - 5 days late
22/01/2022	N/A	Outgoing office holders: Commercial Builders - Member of Ordinary Council (6), Civil Contractors - Alternate Chair, Civil Contractors - Member of Ordinary Council (6), Residential Builders - Member of Ordinary Council (5), Subcontractors and Suppliers - Chair, Subcontractors and Suppliers - Member of Ordinary Council (4), Professionals - Member of Ordinary Council (5) and Treasurer – offices ceased due to rule change	No - 5 days late

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 - 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.
3. This declaration has not been submitted within 35 days of the changes set out in Annexure A due to administrative oversight over the Christmas and New Year shutdown.

Signed:



Dated: 24 January 2022

*[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.]*

ANNEXURE A

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

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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
	13.12.2021	President	Graciete Ferreira	Frank Porreca	PO Box 1211 Fyshwick ACT 2609	Director
	13.12.2021	Commercial Builders – Member of Ordinary Council	Simon Butt	Office ceased in accordance with new rules dated 5 May 2021		
			Jack Harris	As above		
			Mark Bauer	As above		
			Sam De Lorenzo	As above		
			Norman Maclachlan	As above		
			Chris Sofatzis	As above		
	13.12.2021	Civil Contractors – Alternate Chair	Anisha Sachdeva	As above		
	13.12.2021	Civil Contractors – Member of Ordinary Council	Anisha Sachdeva	As above		
	13.12.2021		Jason Burgess	As above		
	13.12.2021		Nick Zardo	As above		
	13.12.2021		Nigel Forde	As above		
	13.12.2021		Rory Goodsell	As above		
	13.12.2021		Stuart Ritchie	As above		

	13.12.2021	Residential Builders – Member of Ordinary Council	Marc Roland	As above		
	13.12.2021		Bryan Leeming	As above		
	13.12.2021		Jason Tanchevski	As above		
	13.12.2021		Jason Bisa	As above		
	13.12.2021		Matthew Sandford	As above		
	13.12.2021	Subcontractors and Suppliers – Chair	Rosa Josifoski			
	13.12.2021	Subcontractors and Suppliers – Member of Ordinary Council	Rosa Josifoski	Office ceased in accordance with new rules dated 5 May 2021		
	13.12.2021		Milan Kraljevic	As above		
	13.12.2021		Jodie Ridley	As above		
	13.12.2021		Jaye Forester	As above		
	13.12.2021	Professionals – Member of Ordinary Council	Bryan Leeming	As above		
	13.12.2021		Alisa Taylor	As above		
	13.12.2021		Andrew Crompton	As above		
	13.12.2021		Bryan Ahern	As above		
	13.12.2021		Shelley Mulherin	As above		
	13.12.2021	Treasurer	Frank Porreca	As above		



12 July 2021

Graciete Ferreira
President
Master Builders Association of the Australian Capital Territory
Sent via email: Graciete@pfwork.com.au

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Dear Graciete Ferreira,

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Yours sincerely

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Appendix A

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29/06/2021	N/A	Professional Council Chair, Residential Builders Council Chair	Yes

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Signed:



Dated: 29/06/21

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	4.6.2021	Professional Council Chair	John NIKOLIC			
	24.6.2021	Residential Builders Council Chair	Bryan LEEMING	Jason TANCHEVSKI	1/157 Flemington Road Mitchell ACT 2911	Director
	24.6.2021	Professional Council Chair		Bryan LEEMING	PO Box 1211 Fyshwick ACT 2609	Chief Executive Officer



7 June 2021

Graciete Ferreira
President
Master Builders Association of the Australian Capital Territory
Sent via email: Graciete@pfwork.com.au

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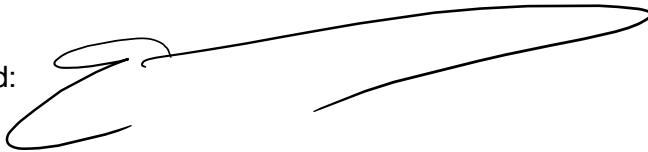
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20/05/2021	N/A	Subcontractors & Suppliers Chair	Yes

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Signed:



Dated: 19/05/2021

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	17.5.2021	Subcontractors & Suppliers Chair		Rosa JOSIFOSKI	PO Box 1211 Fyshwick ACT 2609	Director



4 May 2021

Graciete Ferreira
President
Master Builders Association of the Australian Capital Territory
Sent via email: Graciete@pfwork.com.au

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

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

Time frames for notifications of change

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

Resources to help you make your notifications of change

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

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

These resources include:

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



eLearning module – notifications of change

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

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

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

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

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

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/04/2021	N/A	Residential Builders Council Alternate Chair vacancy, Residential Builders Council - Member of Ordinary Council vacancy. Commercial Builders Council Alternate Chair vacancy, Commercial Builders Council - Member of Ordinary Council vacancy	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, 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: 19.04.21

*[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.]*

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:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC 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
	31.3.2021	Residential Builders Council Alternate Chair	Richard CORVER			
	31.3.2021	Residential Builders Council – Member of Ordinary Council	Richard CORVER			
	31.3.2021	Commercial Builders Council Alternate Chair	Valdis LUKS			
	31.3.2021	Commercial Builders Council – Member of Ordinary Council	Valdis LUKS			



Australian Government
Registered Organisations Commission

24 February 2021

Graciete Ferreira
President
Master Builders Association of the Australian Capital Territory
Sent via email: Graciete@pfwork.com.au

Dear Graciete Ferreira

The Master Builders Association of the Australian Capital Territory's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

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

Summary of your Annual Return and Review Outcome

Year 2020

Matter number AR2021/15

Lodgement date 7 February 2021

Review Primary Review

Result FILED

Your primary review

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



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

The ROC's risk-based approach

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

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

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

Do you have questions?

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

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

Yours sincerely

Registered Organisations Commission

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

I, **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 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**.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 1015.³
 - 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.

¹ s.230(1)(d); reg.147(d)

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

³ s.230(1)(d); reg.147(f)

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

President

Treasurer

- I note that an application for changes to the current rules has been submitted, which may alter the schedule of elections to take place between 1 January and 31 December of this year.
- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated:

1. 02. 2021

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to 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 change⁵.]*

⁴ s.230(1)(d); reg.147(e)

⁵ 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 [*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
President	Graciete FERREIRA	PO Box 1211 FYSHWICK ACT 2609	Chief Executive Officer
Treasurer	Frank PORRECA	PO Box 1211 FYSHWICK ACT 2609	Chief Executive Officer
Commercial Builders Council Chair	Matthew RAYMENT	PO Box 1211 FYSHWICK ACT 2609	Chief Operating Officer
Commercial Builders Council Alternate Chair & Member of Ordinary Council	Valdis LUKS	PO Box 1211 FYSHWICK ACT 2609	Managing Director
Commercial Builders Council – Member of Ordinary Council	Mark BAUER	PO Box 1211 FYSHWICK ACT 2609	General Manager
	Sam DELORENZO	PO Box 1211 FYSHWICK ACT 2609	Manager
	Simon BUTT	PO Box 1211 FYSHWICK ACT 2609	Chief Executive Officer
	Norman MACLACHLAN	PO Box 1211 FYSHWICK ACT 2609	ACT Construction Manager
	Jack HARRIS	PO Box 1211 FYSHWICK ACT 2609	Project Manager
	Chris SOFATZIS	PO Box 1211 FYSHWICK ACT 2609	ACT General Manager
Suppliers and Subcontractors Council Chair	POSITION VACANT		

Suppliers and Subcontractors Council Alternate Chair & Member of Ordinary Council	Rosa JOSIFOSKI	PO Box 1211 FYSHWICK ACT 2609	Director
Suppliers and Subcontractors – Member of Ordinary Council	Milan KRALJEVIC	PO Box 1211 FYSHWICK ACT 2609	Director
	Jodie RIDLEY	PO Box 1211 FYSHWICK ACT 2609	Director
	Jaye FORESTER	PO Box 1211 FYSHWICK ACT 2609	Sales Manager
Residential Builders Council Chair	Bryan LEEMING	PO Box 1211 FYSHWICK ACT 2609	Chief Executive Officer
Residential Builders Council Alternate Chair & Member of Ordinary Council	Richard CORVER	PO Box 1211 FYSHWICK ACT 2609	Designer and Estimator
Residential Builders Council – Member of Ordinary Council	Jason TANCHEVSKI	PO Box 1211 FYSHWICK ACT 2609	Director
	Marc Charles ROLAND	PO Box 1211 FYSHWICK ACT 2609	Manager
	Matthew SANDFORD	PO Box 1211 FYSHWICK ACT 2609	Project Director
	Jason BISA	PO Box 1211 FYSHWICK ACT 2609	General Manager
Civil Contractors Council Chair	Nick ZARDO	PO Box 1211 FYSHWICK ACT 2609	Director
Civil Contractors Council Alternate Chair & Member of Ordinary Council	Anisha SACHDEVA	PO Box 1211 FYSHWICK ACT 2609	Director
Civil Contractors Council – Member of Ordinary Council	Nigel FORDE	PO Box 1211 FYSHWICK ACT 2609	Managing Director
	Jason BURGESS	PO Box 1211 FYSHWICK ACT 2609	Director

	Stuart RITCHIE	PO Box 1211 FYSHWICK ACT 2609	Director
	Rory GOODSSELL	PO Box 1211 FYSHWICK ACT 2609	Manager
	Nick ZARDO	PO Box 1211 FYSHWICK ACT 2609	Director
Professional Council Chair	John NIKOLIC	PO Box 1211 FYSHWICK ACT 2609	Senior Associate
Professional Council Alternate Chair & Member of Ordinary Council	POSITION VACANT		
Professional Council – Member of Ordinary Council	Bryan AHERN	PO Box 1211 FYSHWICK ACT 2609	Director
	Andrew CROMPTON	PO Box 1211 FYSHWICK ACT 2609	Director
	Bryan LEEMING	PO Box 1211 FYSHWICK ACT 2609	Chief Executive Officer
	Shelley MULHERIN	PO Box 1211 FYSHWICK ACT 2609	Principal
	Alisa TAYLOR	PO Box 1211 FYSHWICK ACT 2609	Partner