



15 January 2015

Mr Jeff Colver  
Master Builders Association of the Northern Territory trading as  
Master Builders Northern Territory

Email: [gmo@mbant.com.au](mailto:gmo@mbant.com.au)

Dear Mr Colver,

**Annual Return of Information for 2015 [AR2015/83]**

I acknowledge receipt on 13 January 2015 of Mr Guit's Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2015 Annual Return of Information of Master Builders Association of the Northern Territory trading as Master Builders Northern Territory.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.e-airc.gov.au/251v/annual>

Yours sincerely,

Margaret Williams  
Regulatory Compliance Branch

13 January 2015

Fair Work Commission  
Annual Return of Information for 2014  
GPO Box 1994  
Melbourne Victoria 3001

Email to: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Sir/Madam

I have pleasure in presenting a copy of the various records maintained by the Master Builders Association of the Northern Territory Incorporated for the 2014 reporting period.

This range of detail is provided pursuant to ss230-233 of the Fair Work (*Registered Organisations*) Act 2009.

The Act requires that certain declaration(s) are required to be made by the Secretary or other prescribed officer of the Association and under those circumstances I have attached a sworn statement drawn up pursuant to the Northern Territory of Australia *Oaths Act* by the President of the Association Mr. Dick Guit of PO Box 39062 Winnellie NT.

It would be appreciated if you could examine these documents in due course and advise of any residual action/information required under the Act.

Yours faithfully



Jeff Colver  
General Manager Operations

## ANNEXURE 1

### THE NORTHERN TERRITORY OF AUSTRALIA OATHS ACT STATUTORY DECLARATION

I, Dick Guit in my capacity as President of the Master Builders Association of the Northern Territory Incorporated Trading as Master Builders Northern Territory do solemnly and sincerely declare:-

That the information as deposited in this annexure in relation to Information requirements one (1) through to nine (9) inclusive:-

- i) have been extracted from the records of the Association for which I am responsible;  
and;
- ii) are to the best of my knowledge correct accounts of the facts contained in the Association records

**And** I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

**Declared at Winnellie NT the 13th day of January 2015**

Person making the declaration.....

Dick Guit

Signature of witness.....

Witness' contact address and phone.....

.....

Requirement	Detail of Requirement
1. 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 ss230(1)(a) and (2) {s233(1)(a)}

I certify that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss 230(1)(a) and 230(2).

Requirement	Detail of Requirement
2. List of Offices in the organisation	A list of the offices in the organisation and each branch

I advise that the Constitution of the Master Builders Association of the Northern Territory Incorporated Trading as Master Builders Northern Territory provides for three (3) honorary office bearers namely President, Vice President and Treasurer. They are elected annually, hold office for one (1) year and are eligible for re-election.

The management of the Association is vested in an eighteen member Council. The Council consists of two members each from the following sectors:-

- General Contracting Sector
- Housing Sector
- Civil/Engineering Sector
- Supply/Manufacturing Sector
- Specialist Contracting Sector;

who are elected by members of each of the above sectors from members of that sector and nominated from within that sector

In addition eight general councilors are elected by members of the Association from nominations received from all members.

The "office bearers" of President, Vice President and Treasurer are selected from these two groups of Councilors.

Requirement	Detail of Requirement
3. List of Office Holders	A list of the names, postal addresses and occupations of the persons holding the offices

The following details are provided:-

President	Mr. Dick Guit General Manager – Sitzlers Pty Ltd PO Box 39062, Winnellie NT 0821
Vice President	Mr. Charles Wright Principal-QS Services GPO Box 4009 Darwin NT 0801
Treasurer	Mr. Russell Lutzke Manager-CSR Lightweight Solutions PO Box 39391 WINNELLIE NT 0801

Requirement	Detail of Requirement
-------------	-----------------------

4. List of Branches	A record of the name of each branch of the organisation
---------------------	---

I advise that the Association conducts a single-branch operation in the Northern Territory which is located in Winnellie.

Requirement	Detail of Requirement
-------------	-----------------------

5. New Branches	A record of the name of each branch that commenced operation in the previous 12 months
-----------------	--

I advise that the Association has not opened any new branches during the calendar year to 31 December 2014 and that the Winnellie Branch is the sole branch.

Requirement	Detail of Requirement
-------------	-----------------------

6. Old Branches	A record of the name of each branch that ceased operation in the previous 12 months.
-----------------	--

I advise that no branches ceased operation during the calendar year to 31 December 2014 and that the Winnellie Branch remains the sole branch.

Requirement	Detail of Requirement
-------------	-----------------------

7. Address of Organisation	A record of the address of the
----------------------------	--------------------------------

and Branches

office of the organization and the  
address of the office of each branch

I advise that the address of the only office of the Master Builders Association of the Northern Territory Incorporated Trading as Master Builders Northern Territory is Terminal One Building, 11/396 Stuart Highway, Winnellie NT 0820.

Requirement	Detail of Requirement
8. Elections in Organisation And Branches	A record of each election that must, under the rules of the organization, be held during the year commencing 1 January in the year in which the return is lodged, for any offices in the organization and branches of the organization.

I advise that the following elections must be held and by the following respective date:-

#### **Election to Office of President:-**

The President shall be elected annually. Prior to 1 July each year the Returning Officer shall invite from Councilors written nominations of Councilors for the office of President. Such nominations shall be in the hands of the Returning Officer by 4.00 p.m. on the 10th day prior to the August meeting of the Council in that year. If any election is necessary Council members elect the President-elect at the August meeting.

The President, whenever elected becomes a member of Council without further contest.

In 2014, the current President Dick Guit was re-elected unopposed.

#### **Election to Office of Vice President, Treasurer and Three (3) Executive Members**

These five (5) positions are elected from the members of Council in the October meeting; the meeting immediately following the Annual Meeting in September.

In 2014 the following Executive Members were elected unopposed:-

Vice President	Mr. Charles Wright Principal of QS Services Pty Ltd GPO Box 4009 Darwin NT 0801
Treasurer	Mr. Russell Lutzke Manager of CSR Lightweight Systems PO Box 39391 Winnellie NT 0821
Exec. Member	Mr. Paul Nowland Principal of Nowland Builders Pty Ltd PO Box 36130 Winnellie NT 0821

Exec. Member Mr. Michael Hatton Partner Assets Services Pty Ltd  
Exec. Member Mrs. Andrea Gardiner Sales Manager Killarney Homes P/L  
PO Box 39618 Winnellie NT 0821

### **Election to Office of Eight (8) General Councilors:-**

Nominations shall be called not later than 1<sup>st</sup> August each year for the ten (10) general Council positions.

Nominations close not later than 28 days prior to the Annual Meeting which is required to be held no later than 30 September each year.

If more than the required number of eight (8) nominations is received the Returning Officer shall conduct a secret postal ballot prior to the Annual Meeting and declare the successful candidates at the Annual Meeting.

The following persons were elected to the position of General Councilor at the AGM:-

David Lester	Trojon Fencing Contractors
Andrea Gardiner	Killarney Homes
Kevin Peters	ICN NT
Roger Pearson	Arafura Catering
Richard Riedel	ITW Buildex
Danielle Laffy	Bendela Group
Adam Twomey	Adamant Property Services
John Clacy	Remote Asset Services Pty Ltd

### **Election to Office of Ten (10) Sector Councilors**

There are five (5) sectors established by the Constitution for which 2 Sector Councilors are elected directly by each sector. They are:-

- General Contracting Sector
- Housing Sector
- Civil/Engineering Sector
- Supply/Manufacturing Sector
- Specialist Contracting Sector

Sector elections are held separately at any time prior to the Annual Meeting in September and the 2 Sector Councilors from each of the five sectors thus elected take up their positions on the Council at the Annual Meeting.

The following persons were elected to the position of Sector Councilor and took up their positions at the AGM:-

Dick Guit	Sitzler Pty Ltd
Charles Wright	QS Services
Paul Nowland	Nowland Builders Pty Ltd
Greg McLaughlin	McLaughlin Enterprises Pty Ltd
Phil Storey	Holcim (Australia) Pty Ltd
John Brears	Mirage Developments Pty Ltd
Russell Lutzke	CSR Lightweight Systems
Michael Hatton	Asset Services Pty Ltd
Tom Richmond	Hays Specialist Recruitment
Clete Ryan	Sitzler Pty Ltd

Requirement	Detail of Requirement
9. Statement Concerning Number of Members	A record of the number of members on 31 December on the previous year

I advise that the number of members as at 31 December 2014 was 289.

Requirement	Detail of Requirement
Number of ineligible members who were ineligible State members within the meaning of s150 of the Act	

I advise that the Master Builders Association of the Northern Territory Trading as Master Builders Northern Territory have not entered into any agreements relating to State unions under s151(1) of the RO Act therefore the number of such members is nil.