

svc-adlib5

From: ROC - Registered Org Commission
Sent: Tuesday, 17 April 2018 10:07 AM
To: 'Emma-Jane Cook'; 'info@mbant.com.au'
Cc: David Malone
Subject: AR2018/10 Master Builders Northern Territory Annual Return of Information Lodgement [SEC=UNCLASSIFIED]
Attachments: MBANT_AR2018_10_AR filed_17042018.pdf

UNCLASSIFIED

Dear Mr Shenfield

Please find attached my letter in relation to the above.

Yours sincerely

DAVID VALE

Principal Adviser

Financial Reporting

Registered Organisations Commission

Tel: (02) 8293 4654

david.vale@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | Street address: Level 13, 175 Liverpool Street Sydney NSW 2000

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Australian Government

Registered Organisations Commission

Please consider the environment before printing this message

From: Emma-Jane Cook [<mailto:Emmajane@mbant.com.au>]

Sent: Thursday, 29 March 2018 2:42 PM

To: ANDERSON,Eve

Cc: David Malone ; ROC - Registered Org Commission

Subject: AR2018/10 Master Builders Northern Territory Annual Return of Information Lodgement [SEC=UNCLASSIFIED]

Hi Eve,

Please find attached official lodgement of Annual Return of Information for Master Builders Association of the Northern Territory.

Regards,



Emma-Jane M. Cook | Industrial Relations & HR Services Manager | Legal Officer | Cert IV Manager

11/396 Stuart Hwy, Winnellie NT 0820 | PO Box 37121, Winnellie NT 0820

T: (08) 8922 9666 | F: (08) 8922 9666 | M: 0499 440 332

“Building the Territory” : emmajane.cook@mbant.com.au | : www.mbant.com.au

Note the following:

There are a number of factors that might affect the applicability of the information written here. These include:

- . whether you have provided us with all the relevant and correct information about your situation;
- . changes in your circumstances; and
- . changes in the law.

It is your responsibility to comply with workplace laws that apply to you.

MBANT's information is not legal advice and MBANT does not accept legal liability arising from or connected to the accuracy, reliability, currency or completeness of this information. Therefore, you may wish to seek independent professional advice to ensure all the factors relevant to your circumstances have been properly considered.

From: ANDERSON,Eve [<mailto:Eve.Anderson@roc.gov.au>]
Sent: Wednesday, 28 March 2018 3:12 PM
To: Emma-Jane Cook
Subject: annual return of information [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Emma

Thanks for your call. Please find attached last year's annual return of information. I note that the MBANT did not use our template, so it may contain errors. As discussed, if the 2018 annual return contains errors, we can discuss those and remedy later.

As discussed, the 2018 AR must be lodged no later than close of business on Tuesday 3 April 2018

Regards

EVE ANDERSON

Principal Adviser

Education and Reporting

Registered Organisations Commission

Tel: (03) 9954 2565

eve.anderson@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000

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17 April 2018

Mr Steve Shenfield
President

Master Builders Association of the Northern Territory trading as Master Builders Northern Territory
By email: info@mbant.com.au

Dear Mr Shenfield,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/10] & Notification of changes made to records [AR2017/11]

Annual Return 2018

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 29 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 Northern Territory trading as Master Builders Northern Territory.

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

Notification of changes made to records [AR2017/11]

I also acknowledge receipt on 17 November 2017 of a Notification of Changes to the office holders of the Master Builders Association of the Northern Territory trading as Master Builders Northern Territory.

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
17/11/2017	n/a	Executive Member	Yes
17/11/2017		Executive Member	Yes
17/11/2017		Councillor- General contracting	No – 15 days late
17/11/2017		President	No – 15 days late
17/11/2017		Councillor - General	No – 15 days late

17/11/2017		Councillor – Civil/Engineering	No – 15 days late
17/11/2017		Councillor – Housing	No – 15 days late
17/11/2017		Councillor–supply/manufacture	No-372 days late
17/11/2017		Councillor – Specialist contract	No-747 days late
17/11/2017		Councillor - Civil/Engineering	No–372 days late
17/11/2017		Councillor - General	No–372 days late
17/11/2017		Councillor - General	No–372 days late
17/11/2017		Councillor - General	No–372 days late
17/11/2017		Councillor – Housing	No-1,111 days late

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. Please ensure that all future notifications of changes are lodged within 35 days of the change occurring.

As foreshadowed in previous correspondence, a review of the Master Builders Association of the Northern Territory trading as Master Builders Northern Territory’s compliance with section 233(2) is being conducted by the ROC. Repeated contravention of provisions of the RO Act will be met with an appropriate and proportionate regulatory response from the ROC, which may include inquiries, investigations and civil penalty 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



David Vale
Registered Organisations Commission

svc-adlib5

From: Emma-Jane Cook <Emmajane@mbant.com.au>
Sent: Thursday, 29 March 2018 2:42 PM
To: ANDERSON,Eve
Cc: David Malone; ROC - Registered Org Commission
Subject: AR2018/10 Master Builders Northern Territory Annual Return of Information Lodgement [SEC=UNCLASSIFIED]
Attachments: Annual Return of Information 2018 - ROC.pdf

Hi Eve,

Please find attached official lodgement of Annual Return of Information for Master Builders Association of the Northern Territory.

Regards,



Emma-Jane M. Cook | Industrial Relations & HR Services Manager | Legal Officer | Cert IV Manager

11/396 Stuart Hwy, Winnellie NT 0820 | PO Box 37121, Winnellie NT 0820

T (08) 8922 9666 | F (08) 8922 9600 | M 0499 440 332

"Building the Territory" : emmajane.cook@mbant.com.au | : www.mbant.com.au

Note the following:

There are a number of factors that might affect the applicability of the information written here. These include:

- . whether you have provided us with all the relevant and correct information about your situation;*
- . changes in your circumstances; and*
- . changes in the law.*

It is your responsibility to comply with workplace laws that apply to you.

MBANT's information is not legal advice and MBANT does not accept legal liability arising from or connected to the accuracy, reliability, currency or completeness of this information. Therefore, you may wish to seek independent professional advice to ensure all the factors relevant to your circumstances have been properly considered.

From: ANDERSON,Eve [<mailto:Eve.Anderson@roc.gov.au>]
Sent: Wednesday, 28 March 2018 3:12 PM
To: Emma-Jane Cook
Subject: annual return of information [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Emma

Thanks for your call. Please find attached last year's annual return of information. I note that the MBANT did not use our template, so it may contain errors. As discussed, if the 2018 annual return contains errors, we can discuss those and remedy later.

As discussed, the 2018 AR must be lodged no later than close of business on Tuesday 3 April 2018

Regards

EVE ANDERSON

Principal Adviser

Education and Reporting

Registered Organisations Commission

Tel: (03) 9954 2565

eve.anderson@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000

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ANNUAL RETURN OF INFORMATION (Master Builders NT) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Stephen Shenfield, being the President of Master Builders NT, 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 11/396 Stuart Highway, Winnellie NT, 0820.¹
 - On 31 December in the previous year the number of members was 228.²
 - 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 2018:³

1. Election of President

2. Election of Council (18 in total)

3. Election of Executive Committee (6 in total)

(Please Note: The Association is currently considering a new Constitution. If approved in 2018, it will necessitate a change in election arrangements)

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(f)

³ s.230(1)(d); reg.147(e)

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

Signed: 

President

Dated: 29 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. 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.⁴]*

⁴ s.233(2); reg. 151

ANNEXURE A

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

- Offices and Office Holders of Master Builders NT:

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Executive Committee				
	<i>President</i>	<i>Stephen Shenfield</i>	<i>c/- Master Builders NT PO Box 37121 Winnellie NT 0821</i>	<i>Operations Manager</i>
	<i>Vice President</i>	<i>Andrea Moriarty</i>	<i>As above</i>	<i>Client Services Director</i>
...	<i>Treasurer</i>	<i>Russell Lutzke</i>	<i>As Above</i>	<i>Sales Manager</i>
	<i>Member (3)</i>	<i>Adam Twomey</i>	<i>As Above</i>	<i>Director</i>
		<i>Cameron King</i>	<i>As Above</i>	<i>Contracts Manager</i>
		<i>Peter O'Leary</i>	<i>As Above</i>	<i>Director</i>
Council				
	<i>1. General</i>	<i>James Bowden</i>	<i>As Above</i>	<i>Senior Manager</i>
	<i>2. General</i>	<i>Michael Hatton</i>	<i>As Above</i>	<i>Structural engineer</i>
	<i>3. Housing</i>	<i>Kylie Kassiou</i>	<i>As Above</i>	<i>Sales Manager</i>
	<i>4. Civil/Engineering</i>	<i>Cameron King</i>	<i>As Above</i>	<i>Contracts Manager</i>
	<i>5. Supply/manufacturing</i>	<i>Russell Lutzke</i>	<i>As Above</i>	<i>Sales Manager</i>
	<i>6. Housing</i>	<i>Andrea Moriarty</i>	<i>As Above</i>	<i>Client Services Director</i>
	<i>7. General</i>	<i>Paul Nowland</i>	<i>As Above</i>	<i>Managing Director</i>
	<i>8. General Contracting</i>	<i>Stephen Shenfield</i>	<i>As Above</i>	<i>Operations Manager</i>
	<i>9. General Contracting</i>	<i>Adam Twomey</i>	<i>As Above</i>	<i>Director</i>
	<i>10. Specialist contracting</i>	<i>John White</i>	<i>As Above</i>	<i>Director</i>
	<i>11. General</i>	<i>Shaun Wilton</i>	<i>As Above</i>	<i>Director</i>
	<i>12. General</i>	<i>Charles Wright</i>	<i>As Above</i>	<i>Principal</i>
	<i>13. Supply/manufacturing</i>	<i>Mary Linnell</i>	<i>As Above</i>	<i>Owner and operator</i>
	<i>14. General</i>	<i>Eavan Coyne</i>	<i>As Above</i>	<i>Building designer</i>
	<i>15. General</i>	<i>Randal Ashford</i>	<i>As Above</i>	<i>Director</i>
	<i>16. General</i>	<i>Ed Schulz</i>	<i>As Above</i>	<i>General Manager Ops</i>
	<i>17. Civil/Engineering</i>	<i>Kevin Peters</i>	<i>As Above</i>	<i>Chief Executive Officer</i>
	<i>18. Specialist contracting</i>	<i>Peter O'Leary</i>	<i>As Above</i>	<i>Director</i>



5 March 2018

Mr Jeff Colver
General Manager Operations
Master Builders Association of the Northern Territory trading as Master
Builders Northern Territory
Sent via email: gmo@mbant.com.au

Dear Mr Colver,

**Master Builders Association of the Northern Territory trading as Master Builders Northern Territory
Annual Return of Information for 2018 [AR2018/10]**

I refer to our letter dated 31 January 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.

Yours sincerely



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)] Note: 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 office and officer 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 office and officer 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)] Note: 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].



31 January 2018

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

Sent via email: gmo@mbant.com.au

Dear Mr Colver,

**Master Builders Association of the Northern Territory trading as Master Builders Northern Territory
Annual Return of Information for 2018 [AR2018/10]**

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 Northern Territory trading as Master Builders Northern 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 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)] Note: 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 office and officer 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 office and officer 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)] Note: 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].

svc-adlib5

From: O'HALLORAN,Andrea
Sent: Wednesday, 20 December 2017 3:19 PM
To: HIBBERD,Christine
Subject: AR2017/11 Master Builders NT.pdf [SEC=UNCLASSIFIED]
Attachments: Declaration of 2017 election results of Councillors for Master Builders NT.pdf

Hi Chris,

Could you please place this Declaration and Notification of Change of Records on the AR2017 matter in CMS.

Please note: I am in the process of finalising correspondence to the organisation concerning further inquiries and rectification of errors, relating to this lodgement

From: STEENSON,Bill
Sent: Wednesday, 20 December 2017 3:08 PM
To: O'HALLORAN,Andrea
Subject: FW: Declaration of 2017 election results of Councillors for Master Builders NT.pdf [SEC=UNCLASSIFIED]

UNCLASSIFIED

From: David Malone [<mailto:david.malone@mbant.com.au>]
Sent: Friday, 17 November 2017 6:29 PM
To: STEENSON,Bill <Bill.Steenson@roc.gov.au>
Subject: Declaration of 2017 election results of Councillors for Master Builders NT.pdf

Dear Mr Steenson,

Further to my email earlier today, please find attached the return documentation as required. Please feel free to contact Ms Emma-Jane Cook of our office if there are any questions relating to the return.

Kind Regards

Dave Malone
Executive Director
Master Builders NT

Attachment A - Declaration of Election Results of Councillors for 2017

Please find below the results of the election of the following officer positions conducted in accordance with the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

MBANT Council

Total number of members on the role of voters for election of Sector Councillors and General Councillors: 300

Total number of Voting Nomination Forms issued: 300

Office	Rule	Election
<p>Sector Councillors</p> <p>General Contracting</p> <p>1. Steve Shenfield, Operations Manager, Laing O'Rourke</p> <p>2. Adam Twomey, Director Adamant Property Services</p> <p>Housing</p> <p>1. Andrea Moriarty, Director of Client Services, Killarney Homes</p> <p>2. Kylie Kassiou, Sales Manager, Vanguard</p> <p>Civil/Engineering</p> <p>1. Kevin Peters, CEO, Industry Capability Network</p> <p>2. Cameron King, Contracts Manager, Sitzler</p> <p>Specialist Contracting</p> <p>1. John White, Chairmen of Directors, Delta Electric NT Pty Ltd</p> <p>2. Peter O'Leary, Director, PH Electrical Services</p> <p>Supply/Manufacturing</p> <p>1. Russell Lutzke, CSR Giprock Bradford</p> <p>2. Mary Linnell, Owner and Operator of Easy Glass</p>	24	<p>10 Sector Councillors</p> <p>Nominations opened on the 27th July 2017 and closed 29th August 2017 at 5pm.</p> <p>Elections were declared at the Annual General meeting on the 28th September 2017 by the Returning Officer.</p>
<p>General Councillors</p> <p>1. Eavan Coyne, Building Designer, Zest Homes</p> <p>2. Shaun Wilton, Director, Wilton Homes</p> <p>3. Charles Wright, Principal, QS Services</p> <p>4. James Bowden, Senior Manager of Hays Recruitment NT</p> <p>5. Mike Hatton, Structural Engineer, Building Certifier, Asset Services</p> <p>6. Paul Nowland, Managing Director, Nowland Builders Pty Ltd</p> <p>7. Randal Ashford, Director, Ashford Group</p> <p>8. Ed Schulz, General Manager of GJ Gardiner</p>	12	<p>8 General Councillors</p> <p>Nominations opened on the 27th July 2017 and closed 29th August 2017 at 5pm.</p> <p>Elections were declared at the Annual General meeting on the 28th September 2017 by the Returning Officer.</p>

I, Roland Chin, the Returning Officer appointed by the Executive Committee of Master Builders NT to oversee the Associations' elections in 2017, declare the mentioned persons to have been elected as office-bearers for the MBANT Council.

Roland Chin

Returning Officer

Sign: 

Attachment B - Declaration of Election Results of Executive for 2017

Please find below the results of the election of the following officer positions conducted in accordance with the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

MBANT Executive

Total number of councillors on the role of voters for election of the Executive Committee: 18

Total number of Voting Nomination Forms issued: 18

Office	Rule	Election	Declaration of Result
President, Stephen Shenfield, General Manager of, Laing O'Rourke NT	11 and 13 (b)(i)	Nominations opened on the 5 th July 2017 and closed on 3 rd August 2017. The rule states we must get this out before the 1 st July 2017 Two (2) nominations were received therefore we were required to conduct an election via secret ballot. This occurred at the Council meeting held on the 14 th of August 2017. Steve became 'President elect' at this meeting until officially installed into office as the new president by the Previous President at our AGM. The returning officer was present at this meeting.	28 th September 2017 at our AGM.
Vice-President Andrea Moriarty, Director of Client Services, Killarney Homes	11 and 13 (b) (ii)	A Call for nominations occurred at the council meeting held on the 16/10/2017. The election was uncontested therefore a secret ballot was not required.	Declared at the Council meeting on the 16/10/2017.
Treasurer Russell Lutzke NT Sales Manager, CSR	11	A Call for nominations occurred at the council meeting held on the 16/10/2017. The election was uncontested therefore a secret ballot was not required.	Declared at the Council meeting on the 16/10/2017.
Member, Adam Twomey, Director, Adamant Property Services Pty Ltd.	11	A Call for nominations occurred at the council meeting held on the 16/10/2017. The election was uncontested therefore a secret ballot was not required.	Declared at the Council meeting on the 16/10/2017.
Member, Peter O'Leary, PH Electrical Services	11	A Call for nominations occurred at the council meeting held on the 16/10/2017. The election was uncontested therefore a secret ballot was not required.	Declared at the Council meeting on the 16/10/2017.
Member	11	A Call for nominations occurred at the council meeting held on the 16/10/2017. However, there was no one interested in this position. The rules do not allow for the association to force councillors to elect themselves onto the Executive Committee.	

Report of Irregularities:

The opening date for President Nominations took place 3 working days after the 1st July 2017.

.....
I, Roland Chin, the Returning Officer appointed by the Executive Committee of Master Builders NT to oversee the Associations' elections in 2017, declare the mentioned persons to have been elected as office-bearers for the MBANT Executive Committee.

Roland Chin
Returning Officer

Sign:.....

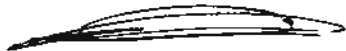
Attachment C - Notification of Change of Records - Councillors 2017.

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, Roland Chin, being the Returning officer of the Master Builders Association Northern Territory 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 officers/office-holders 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: 27/10/2017

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorqs@roc.gov.au.]

ANNEXURE A = Changes to Office Holders in the Organisation:

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.

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
16/10/2017	Executive (member)	Paul Nowland	Adam Twomey	PO BOX 37121 Winnellie NT 0821	Director of Adamant Property Services
16/10/2017	Executive (member)	Mike Hatton	Peter O'Leary	Same as above	Director, PH electrical services
28/09/2017	Councillor (General Contracting)	Dick Guit	Steve Shenfield	Same as above	Operations Manager, Laing O'Rourke
28/09/2017	President	Dick Guit	Steve Shenfield	Same as above	Operations Manager, Laing O'Rourke
28/09/2017	Councillor (General)	David Cvim	Ed Schulz	Same as above	General Manager of Operations, North Australia Constructions, GJ Gardiner
28/09/2017	Councillor (Civil/Engineering)	Stephen Linehan	Cameron King	Same as above	Contracts Manager, Sitzler
28/09/2017	Councillor (Housing)	Danielle Laffy	Kylie Kassiou	Same as above	Sales Manager, Vanguard Homes
6/10/2016	Councillor (Supply/manufacturing)	David Lester	Mary Linnell	Same as above	Owner & Operator, Easy Glass
25/09/2015	Councillor (Specialist Contracting)	Greg McLaughlin	John White	Same as above	Chairman of Directors, Delta Electrics NT Pty Ltd
6/10/2016	Councillor (Civil/engineering)	John Brears	Randal Ashford	Same As above	Director, Ashford Group
6/10/2016	Councillor (General)	John Clacy	Eavan Coyne	Same As above	Building Designer, Zest Homes
6/10/2016	Councillor (general)	Phil Storey	Peter O'Leary	Same As above	Director, PH Electrical Services
6/10/2016	Councillor (General)	Tom Richmond	James Bowden	Same as above	Hays Recruitment NT
26/09/2014	Council (Housing)	Tim Stuart	Adam Twomey	Same As above	Director, Adamant Property Services Pty Ltd