



**Australian Government**  
**Australian Industrial Registry**

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: AR2005/226-[243V]**

Mr Robert Whitwell  
President  
Master Builders' Association of Victoria  
GPO Box 544d  
MELBOURNE VIC 3001

Dear Mr Whitwell

**Re: Master Builders' Association of Victoria  
Annual Return of Information for Year 2005**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2005 in respect of the body specified above.

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. Such information must, in respect of the year 2005, be lodged (preferably by email via the AIRC eFiling site at [www.airc.gov.au](http://www.airc.gov.au) or by facsimile on (03) 9654 6672) in the Industrial Registry before **31 March 2005**.

**Summary of Requirements - see attached table**

The table attached to this letter summarises the requirements and refers to relevant legislation. You may wish to use the table as a checklist in preparing your return. You can find the legislation on our website [www.airc.gov.au](http://www.airc.gov.au) under the heading "Procedures and Legislation".

**Format of Declarations Accompanying Return**

You no longer need to lodge witnessed "statutory" declarations. However you must still lodge:

- a declaration certifying the matters referred to in s233(1) (a) and (b) of the RAO Schedule.

A declaration must be signed by the secretary or other prescribed officer. It need not be witnessed.

**Ongoing Reporting Obligations**

You must also notify this office of any changes made to such records within 35 days of the changes made, which include changes to:

- List of Offices
- List of Office-holders
- List of Branches
- Addresses of Organisation and Branches

The secretary or other prescribed officer must sign a declaration certifying the notification is a correct statement of the changes made refer [s233(2) and reg. 151].

## Private Addresses of Office-holders

Annual Returns lodged in the Industrial Registry will be available on the AIRC website for viewing by your members and the public. You may wish to ensure the privacy of your office-holders by providing their work postal addresses only in your return.

## Information about Registered Organisations on AIRC website

Information about registered organisations is available on our website at: [www.airc.gov.au](http://www.airc.gov.au), under the heading Organisations, click on the link 'Electronic Organisations Files'.

Your organisation, its members and the public will now be able to view on-line copies of documents filed in the Industrial Registry, including annual returns. Copies of any documents on line can be downloaded and printed.

## Electronic lodgment of Registered Organisation information

It is possible for all registered organisations to electronically lodge any documents which are required or permitted by the AIRC Rules to be lodged with the Australian Industrial Registry (refer rule 70A).

I strongly encourage your organisation to take advantage of the electronic lodgment service. It offers greater convenience to you and will help us quickly finalise your matter.

If you decide to lodge electronically you have these choices:

- register as a user and then lodge your documents via the eFiling page on the AIRC website.
- send an email with the documents you wish to lodge attached to: [melbourne@air.gov.au](mailto:melbourne@air.gov.au)
- send your documents by fax to: 03 9654 6672.

Please note that any of your email attachments which include documents requiring signatures should include those signatures. You may find that scanning the documents into a TIF or PDF format and attaching them to the email is the easiest option.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2005/226**.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely



Lyn Markovski

E-mail: [lynette.markovski@air.gov.au](mailto:lynette.markovski@air.gov.au)

24 January, 2005

**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

Information	Key Contents
<b>Maintenance of Register of Members</b>	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) <i>[s233(1)(a)]</i>
<b>List of Offices</b> - see Note 2	A list of the offices in the organisation and each branch (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(b)]</i>
<b>List of Office-holders</b> - see Note 2	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
<b>Addresses of Organisation and Branches</b> - see Note 2	A record of the address of the office of the organisation and the office of each branch <i>[s230(1)(d) and reg. 147(d)]</i>
<b>Elections in Organisation and Branches</b>	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
<b>Statement concerning number of members</b>	A record of the number of members on 31 December in the previous year.  If the organisation has entered into an agreement under ss151(1) of the Schedule - 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 s150 of the Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151]*.

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3. The above requirements apply to documents required to be lodged from 1 January 2004.

**DECLARATION**

I, Don Ravidia [REDACTED], declare as follows:

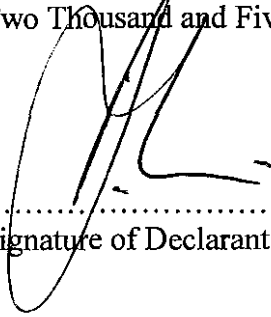
1. I am the President of the Master Builders Association of Victoria;
2. The register of members has during the immediately preceding calendar year been kept and maintained as required by 230 (1) (a) and 230 (2).
3. The following list is a correct statement of the list of officers and names, postal addresses and occupations of the persons holding those offices in the organization during 2005.

OFFICE	OFFICE HOLDER	ADDRESS	OCCUPATION
President	Don Ravidia	[REDACTED]	Director
Immediate Past President	Robert Whitwell	[REDACTED]	Building Consultant
Deputy President	Trevor Evans	[REDACTED]	Director
Treasurer	David Newnham	[REDACTED]	Director
Board Member	Greg Zuccala	[REDACTED]	Director
Board Member	Bede Noonan	[REDACTED]	Director
Board Member	Heine Basedow	[REDACTED]	Director
Board Member	Gary Smith	[REDACTED]	Director

4. No branch ceased operation during the 12 months ending 31 December 2004 and there are no branches of the organization.
5. The address of the head office is: 332 Albert Street, EAST MELBOURNE, VICTORIA, 3002

6. That between 1/1/2005 and 31/12/2005 elections will be held in accordance with 'Annexure A'.
7. The number of members as at 31/12/2004 was 5,618

DECLARED at East Melbourne on this ..... 28 ..... of ..... February .....  
Two Thousand and Five.



.....  
Signature of Declarant

Annexure 'A'

**SUMMARY OF MBAV ELECTION PROCESS**

**MONTH**

**DATES**

**July**

The rolls of voters close seven days before the day on which nominations open

By 24 July [(27(d)(vi))]

**Sector Group Committee**

Call for nominations for Sector Group Committee to all members of each sector group.

By August (27(d)(iv))

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**August**

**Sector Group Committee**

Nominations for Sector Group Committees close.

By 4.00pm 14 August  
(27(d)(iv))

Where the required number of nominations are received for committee positions, the Returning Officer shall certify to the President that the said candidates have been elected unopposed (28(f)) and shall declare the nominated candidates elected (27(d)(v))

No particular time or method stated. A simple letter should suffice.

**Office Bearers**

At August meeting of council every 2 years, the Returning Officer shall invite written nominations for the positions of President, Deputy President Treasurer (Office Bearers) (27(a)(ii)).

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## Annexure 'A'

### September

#### **Office Bearers**

Nominations for Office Bearers close

By 4.00pm 1 September  
(27(a)(iv))

#### **Ballots for Sector Group Committees & Office Bearers**

If more than the number of nominations required to fill sector group committee and/or office bearer positions are received, an election by postal ballot shall be conducted in accordance with Rule 28 (g).

By end of September for committee members (27(d)(vi))

By November meeting of council for Office Bearers (27(a)(vi))

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### October

#### **Sector Group Committee**

Declaration of sector group committee members if elected by postal ballot

At October meeting of each sector group committee (27(d)(vii))

#### **Chairperson and Councillors**

Committee Chairperson and Councillors: Returning Officer shall call for nominations from the members of the newly declared Sector Group Committee (27(d)(vii)) by sending nomination forms.

By 2<sup>nd</sup> week of October and after declaration of new committee members (27(b)(iii) & 27(c)(iii)).

Nominations close by end of October (27(b)(iv) & 27(c)(iv)).

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### November

#### **Chairman & Councillors**

Where no more than the required number of nominations are received for chairman and councillors, the Returning Officer shall certify to the President that the said candidates have been elected unopposed (28(f) and shall declare the nominated candidates elected (27(b)(v) & 27(c)(v)).

No particular time or method stated. A simple letter should suffice.

If more than the number of nominations required to fill any position of chairman and/ or positions of Councillors are received, an election by postal ballot shall be conducted in accordance with rule 28(g).

By AGM for Chairman and (27(b)(vi) and 27(c)(vi))

If a ballot was conducted for positions of Chairman and/or Councillors, the Returning Office shall certify to the Executive Director the result of the ballot and the ED shall declare the successful candidate(s) duly elected.

At the AGM (27(b)(vii) and 27(c)(vii))



## Annexure 'A'

### **Office Bearers**

If only one nomination is received for each office bearer position, the returning officer shall declare the nominees elected to the respective positions.

At November meeting of Council  
(27(a)(v))

Where a secret postal ballot was conducted for any office bearers, the returning officer shall certify to the Executive Director the result of each ballot and the ED shall at the same meeting declare the successful candidates elected.

At November meeting of Council  
(27(a)(vii))

The office bearers shall be installed in office at the AGM by the retiring President. Such installations shall be the last item on the agenda and the President, Deputy President and Treasurer shall assume office on installation. (27(A)(VIII))

At AGM



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Mr Don Ravida  
President  
Master Builders' Association of Victoria  
GPO Box 544D  
MELBOURNE VIC 3001

Dear Mr Ravida,

**Re: Master Builders' Association of Victoria**  
**Annual Return of information contained in records kept by organisation**  
**(AR 2005/226)**

I have received your declaration dated 28 February 2005 providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 3 March 2005.

The documents lodged cover the required information for the **2005** Annual Return of the organisation.

The documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads 'L. Markovski'.

Lynette Markovski  
Statutory Services Branch

10 March 2005