



14 December 2018

Mr Callum McKay
President
Master Plumbers & Mechanical Contractors Association of New South Wales

By e-mail: info@masterplumbers.com.au

Dear Mr McKay,

Notification of changes made to records [AR2018/84]

I acknowledge receipt of a Notification of Change to the office holders of the Master Plumbers & Mechanical Contractors Association of New South Wales.

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
23/11/2018	New South Wales	Executive Committee Members (2)	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,

Kylie Ngo
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, **Callum McKay**, being the President of the Master Plumbers and Mechanical Contractors Association of NSW, 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: 
.....
Callum McKay
President

Dated: 23 November 2018

[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	Election for Replacement	Postal Address	Occupation of <u>Outgoing</u> Office Holder
NSW	19.11.2018	Executive Committee Member	Sterling Ashbee (Resigned)	Positions to be filled in Scheduled Election E2018/219	2 Percy Street, Auburn NSW 2144	Plumbing Contractor
NSW	20.11.2018	Executive Committee Member	Joanne Tonks (Resigned)		2 Percy Street, Auburn NSW 2144	Member Representative



19 April 2018

Mr Callum McKay
President
The Master Plumbers & Mechanical Contractors Association of New South Wales
By email: [REDACTED]

Dear Mr McKay,

Notification of changes made to records [AR2018/84]

I acknowledge receipt of a Notification of Change to the office holders of The Master Plumbers & Mechanical Contractors Association of New South Wales.

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	Change	Within prescribed period (Yes/No)
12/03/2018	President	Yes
12/03/2018	Vice President	Yes
12/03/2018	Guardian	Yes
12/03/2018	Executive Committee Members (5)	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.

Thank you for the notification.

Yours faithfully,

Carolyn Moloney
Registered Organisations Commission



19 April 2018

Mr Callum McKay
President
The Master Plumbers & Mechanical Contractors Association of New South Wales
By email: [REDACTED]

Dear Mr McKay,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/84]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 28 February 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 Plumbers & Mechanical Contractors Association of New South Wales.

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 Plumbers & Mechanical Contractors Association of New South Wales, The 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

Yours faithfully

Carolyn Moloney
Registered Organisations Commission

From: Nicola Crumlin [REDACTED]
Sent: Monday, 12 March 2018 2:02 PM
To: ROC - Registered Org Commission
Cc: Paul Naylor
Subject: AR2018/84 MPMCNSW Notification of Changes to Records
Attachments: MPMCA of NSW Notification of Changes to Records - 12.03.2018.pdf

To whom it may concern

Please find attached a Notification of Changes to Records by The Master Plumbers & Mechanical Contractors Association of NSW. Also attached is a signed declaration by the President Callum McKay.

Regards,

Kind regards,

Nicola Crumlin

Executive Assistant to Paul Naylor CEO

MPA Group

Master Plumbers Association of NSW

Master Plumbers Apprentices Limited (MPAL)

M P A Training



2 Percy Street, Auburn NSW 2144
PO Box 42, Lidcombe NSW 1825
DDI: (02) 8789 7011
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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, **Callum McKay**, being the President of the Master Plumbers & Mechanical Contractors Association of New South Wales, 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: 12/3/18

[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

- 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
NSW	22.02.2018	President	Evan Campbell	Callum McKay	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Vice President	Callum McKay	Evan Campbell	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Guardian (Did not nominate) Guardian (Elected)	Ray Hallatt		2 Percy Street, Auburn	Plumbing Contractor
				Barry Birch	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Committee Member (Elected)		Sterling Ashbee	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Committee Member (Not eligible)	Craig Scott	Vacant	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Committee Member (Did not nominate)	Timothy Sullivan	Vacant	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Committee Member (Did not nominate)	Mark Nashaty	Vacant	2 Percy Street, Auburn	Plumbing Contractor
NSW	22.02.2018	Committee Member (Did not nominate)	Nicholas McLeod	Vacant	2 Percy Street, Auburn	Plumbing Contractor

From: Nicola Crumlin [REDACTED]
Sent: Wednesday, 28 February 2018 11:40 AM
To: ROC - Registered Org Commission
Cc: Paul Naylor; Nicola Crumlin
Subject: AR2018/84 MPCMNSW Annual Return for MPMCA
Attachments: Sam Gallichio ROC Annual Return Letter & Information 28.02.2018.pdf

Dear Sam

Please find attached documents as requested for the Master Plumbers and Mechanical Contractors Association of NSW - Annual Return of Information for 2018 (AR2018/84).

Regards, Nicola

Kind regards,

Nicola Crumlin

Executive Assistant to Paul Naylor CEO

MPA Group

Master Plumbers Association of NSW

Master Plumbers Apprentices Limited (MPAL)

M P A Training



2 Percy Street, Auburn NSW 2144
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MASTER PLUMBERS ASSOCIATION OF NSW™

"Serving the nation for over 100 years"

27 February 2018

Sam Gallichio
Registered Organisations Commission

Email: regorgs@roc.gov.au

**Master Plumbers and Mechanical Contractors Association of NSW.
Annual Return of Information for 2018 (AR2018/84)**

Dear Sam

Please find attached the following information related to the Annual Return (AR2018/84):

- (1) Annual Return for The Master Plumbers and Mechanical Contractors Association of NSW as at 1 January 2017 in accordance with the Fair Work (Registered Organisation) Act 2009, dated 27 February 2018.
- (2) Declaration of Election (E2017/216) – Scheduled Election – Master Plumbers and Mechanical Contractors Association of NSW, dated 22 February 2018.

Please do not hesitate to contact me should you require any additional information.

Yours sincerely

Paul Naylor
General Manager

THE MASTER PLUMBERS & MECHANICAL CONTRACTORS ASSOCIATION OF NSW

2 Percy Street, Auburn, NSW 2144 PO Box 42 Lidcombe, NSW 1825 Ph: (02) 8789 7000 Freecall: 1800 424 181 Fax: (02) 9749 7881

Email: info@masterplumbers.com.au Web: www.masterplumbers.com.au

ABN 64 040 939 175

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, **Callum McKay**, being the President of The Master Plumbers and Mechanical Contractors Association of NSW, 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 2 Percy Street, Auburn NSW 2144.¹
 - 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 **757**.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.
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018:⁴

President (1)

Vice President (1)

Treasurer (1)

Guardian (1)

Executive Committee Members (7)

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)

⁴ s.230(1)(d); reg.147(e)

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

Signed:



Callum McKay
President

Dated: 27 February 2018

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to orgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within 35 days of the change⁵.]

⁵ s.233(2); reg. 151

ANNEXURE A

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>President</i>	<i>Callum McKay</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Vice-President</i>	<i>Evan Campbell</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Treasurer</i>	<i>Damian Moon</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Guardian</i>	<i>Bill Armstrong</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Guardian</i>	<i>Barry Birch</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Guardian</i>	<i>Steven Ackerley</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Executive Committee Member</i>	<i>Ashley Lowther</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>
<i>Executive Committee Member</i>	<i>Joanne Tonks</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Member Representative</i>
<i>Executive Committee Member</i>	<i>Sterling Ashbee</i>	<i>2 Percy Street, Auburn NSW 2144</i>	<i>Plumbing Contractor</i>

26 February 2018

Post-election Report

**Master Plumbers and Mechanical
Contractors Association of New South Wales
(MPMCNSW) Scheduled Election: E2017/216**

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Election(s) Covered in this Report

Election Decision No/s: E2017216

Rules

Rules used for the election:	139N: Incorporates alterations of 01/01/2014 determined on 24/12/2013(R2013/146)]
Rules difficult to apply/interpret:	None
Model Rule reference (if any)	None

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC:	No
Other irregularities identified, and action taken:	N/A

Other Matters

None

Attachments

- 1) Declaration of results for Uncontested Offices – E2017/216



Noopur Madan
Returning Officer

26 February 2018

The Master Plumbers & Mechanical Contractors Association of New South Wales

DECLARATION OF RESULTS - E2017/216 Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

The Master Plumbers & Mechanical Contractors Association of New South Wales

<u>President</u> Candidate/s McKAY	Callum	No. of Vacancies: 1
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<u>Vice President</u> Candidate/s CAMPBELL	Evan	No. of Vacancies: 1
--	------	---------------------

<u>Treasurer</u> Candidate/s MOON	Damian	No. of Vacancies: 1
---	--------	---------------------

<u>Guardian</u> Candidate/s BIRCH	Barry	No. of Vacancies: 1
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<u>Executive Committee Member</u> Candidate/s ASHBEE LOWTHER TONKS	Sterling Ashley Joanne	No. of Vacancies: 7
--	------------------------------	---------------------

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Noopur Madan
Returning Officer
Australian Electoral Commission
22 February 2018



1 February 2018

Mr Paul Naylor
General Manager
Master Plumbers & Mechanical Contractors Association of New South Wales

Sent via email: [REDACTED]

Dear Mr Naylor,

**Master Plumbers & Mechanical Contractors Association of New South Wales
Annual Return of Information for 2018 [AR2018/84]**

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 Plumbers & Mechanical Contractors Association of New South Wales 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].