



30 September 2022

Andrew Hickman
President
National Fire Industry Association
Sent via email: info@nfia.com.au

Notification of changes – Action required

Dear Andrew Hickman,

We acknowledge receipt of a Notification of Change to the office holders of the National Fire Industry Association (AR2022/57).

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

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has 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, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

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<http://invalid.uri/> 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
28/09/2022	National	Change of postal address for all office holders	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, Andrew Hickman, being the President of the National Fire Industry Association, 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: 28 September 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:

Branch	Date of Change	Name of Office	Name of Office Holder	Old Postal Address of Office Holder	New Postal Address of Office Holder	Occupation of Office Holder
National	28 September 2022	President (Councillor – Queensland/Northern Territory Region – General Members)	Andrew Hickman	FVS Services Group 69 Commercial Drive Shailer Park QLD 4128	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Consultant FVS Services Group
National	28 September 2022	Vice-President (Councillor – Victoria/Tasmania Region – General Members)	Haysam Mohtadi	Fire Industry Supplies 149 Newlands Road Coburg North VIC 3058	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Managing Director Fire Industry Supplies
National	28 September 2022	Secretary/ Treasurer (Councillor – South Australia Region – Industrial Members)	Shayne Bennett	Australian Fire Services Pty Ltd 64 Beulah Road Norwood SA 5067	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Director/ Contracts Manager Australian Fire Services
National	28 September 2022	Councillor – New South Wales/Australian Capital Territory Region – Industrial Members	Gordon Stalley	Premier Fire, 2/3 Gibbes Street, Chatswood NSW 2067	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Managing Director Premier Fire
National	28 September 2022	Councillor – Queensland/Northern Territory Region – Industrial Members	Brian Davies	5/134 Racecourse Road, Ascot QLD 4007	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Director Horace Qld Pty Ltd
National	28 September 2022	Councillor – Western Australia Region – Industrial Members	Andy Thomas	ARA Fire 14 Kenhelm St, Balcatta, WA 6021	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Sales & Business Development Manager ARA Fire

UPDATED REGISTER OF MEMBERS & OFFICES

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President (Councillor – Queensland/Northern Territory Region – General Members)	Andrew Hickman	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Consultant FVS Services Group
Vice-President (Councillor – Victoria/Tasmania Region – General Members)	Haysam Mohtadi	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Managing Director Fire Industry Supplies
Secretary/ Treasurer (Councillor – South Australia Region – Industrial Members)	Shayne Bennett	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Director/ Contracts Manager Australian Fire Services
Councillor – New South Wales/Australian Capital Territory Region – Industrial Members	Gordon Stalley	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Managing Director Premier Fire
Councillor – Queensland/Northern Territory Region – Industrial Members	Brian Davies	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Director Horace Qld Pty Ltd
Councillor – Western Australia Region – Industrial Members	Andy Thomas	c/- National Fire Industry Association 5/134 Racecourse Rd Ascot QLD 4007	Sales & Business Development Manager ARA Fire



21 September 2022

Andrew Hickman
President
National Fire Industry Association
Sent via email: info@nfia.com.au

Notification of changes – Action required

Dear Andrew Hickman,

We acknowledge receipt of a Notification of Change to the office holders of the National Fire Industry Association (AR2022/57).

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

I note that business street addresses have been provided for office holders.

While a street address is required under the RO Act for the **organisation**, the only requirement for the **office holders** is a **postal** address. It is recommended that the postal address provided is care of the organisation, as was provided until 2017 by the National Fire Industry Association. Please see attached the annual return AR2017/69 as an example of the preferred mode of providing addresses for office holders.

It is noted that the organisation is taking a proactive approach to compliance, in order to ensure that correct information is reported in a timely manner.

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 AR2022/57.

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.

Disclosure obligations: what officers must do

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).

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.

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<http://invalid.uri/> 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
31/08/2022	National	Councillor (South Australia Region - General Members) vacancy	Yes
31/08/2022	National	Change of office holder's occupation	No – 25 days late
31/08/2022	National	Change of office holder's address	No – 1729 days late

AMENDED DECLARATION REGARDING ANNUAL RETURNS OF INFORMATION

Declaration in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Andrew Hickman, being the President of the National Fire Industry Association, declare the following:

1. I am the President of the National Fire Industry Association, an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (Cth) and authorised to make this declaration.
2. In accordance with section 233 of the RO Act, annual returns of information have been lodged by the organisation with the Registered Organisations Commission each year.
3. A compliance investigation recently undertaken by the organisation identified that the declared postal address of Haysam Mohtadi, being a person holding office, in the annual returns of information for the years 2021 (*AR2022/57*), 2020 (*AR2021/57*), 2018 (*AR2019/65*), and 2017 (*AR2018/67*) were incorrect.

Name of Office	Name of Most Recently Elected Office Holder	Occupation of Office Holder	Previously Declared Postal Address	Corrected Postal Address	Date of Change
Vice-President (Councillor – Victoria/Tasmania Region – General Members)	Haysam Mohtadi	Managing Director Fire Industry Supplies	Fire Industry Supplies, [REDACTED] [REDACTED] [REDACTED]	Fire Industry Supplies, 149 Newlands Road, Coburg North VIC 3058	1 November 2017

4. I declare that the 'corrected' postal address above for the annual returns of information named at paragraph 3 of this declaration is the correct postal address as at 31 December in each of those years.

Signed: 

Dated: 31 August 2022

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, Andrew Hickman, being the President of the National Fire Industry Association, declare the following:

1. I am the President of the National Fire Industry Association, an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (Cth) and 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: 31 August 2022

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:

Branch	Date of Change	Name of Office that has Changed	Name of Outgoing Office Holder	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
National	30 August 2022 (Elected 22 November 2021)	Councillor (South Australia Region – General Members)	Graham John Dunn	N/A	N/A	N/A

Branch	Date of Change	Name of Office Holder	Old Postal Address of Office Holder	New Postal Address of Office Holder	Old Occupation of Office Holder	New Occupation of Office Holder
National	2 July 2022	Andrew Hickman	N/A	N/A	Chief Executive Officer	Consultant
National	1 November 2017	Haysam Mohtadi	Fire Industry Supplies, [REDACTED] [REDACTED]	Fire Industry Supplies 149 Newlands Road Coburg North VIC 3058	N/A	N/A

REGISTER OF MEMBERS & OFFICES

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President (Councillor – Queensland/Northern Territory Region – General Members)	Andrew Hickman	FVS Services Group 69 Commercial Drive Shailer Park QLD 4128	Consultant FVS Services Group
Vice-President (Councillor – Victoria/Tasmania Region – General Members)	Haysam Mohtadi	Fire Industry Supplies 149 Newlands Road Coburg North VIC 3058	Managing Director Fire Industry Supplies

Secretary/ Treasurer (Councillor – South Australia Region – Industrial Members)	Shayne Bennett	Australian Fire Services Pty Ltd 64 Beulah Road Norwood SA 5067	Director/ Contracts Manager Australian Fire Services
Councillor – New South Wales/Australian Capital Territory Region – Industrial Members	Gordon Stalley	Premier Fire, 2/3 Gibbes Street, Chatswood NSW 2067	Managing Director Premier Fire
Councillor – Queensland/Northern Territory Region – Industrial Members	Brian Davies	5/134 Racecourse Road, Ascot QLD 4007	Director Horace Qld Pty Ltd
Councillor – Western Australia Region – Industrial Members	Andy Thomas	ARA Fire 14 Kenhelm St, Balcatta, WA 6021	Sales & Business Development Manager ARA Fire



4 April 2022

Andrew Hickman
President
National Fire Industry Association
Sent via email: info@nfia.com.au

Dear Andrew Hickman

The National Fire Industry Association'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 2022
Matter number AR2022/57
Lodgement date 25 March 2022
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, Andrew Hickman, being the President of the National Fire Industry Association, 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 5/134 Racecourse Road, Ascot QLD 4007.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members was 7.
 - 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.
 - No elections are scheduled THIS YEAR.
 - The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:

Dated: 25 March 2022

Premium Partners





ANNEXURE A

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President (Councillor QLD)	Andrew Hickman	FVS Services Group, 69 Commercial Drive Shailer Park QLD 4128	Chief Executive Officer, FVS Services Group
Vice-President (Councillor VIC/ TAS)	Haysam Mohtadi	Fire Industry Supplies, [REDACTED], [REDACTED]	Managing Director, Fire Industry Supplies
Secretary/ Treasurer (Councillor SA)	Shayne Bennett	Australian Fire Services Pty Ltd, 64 Beulah Road, Norwood SA 5067	Director/ Contracts Manager, Australian Fire Services
Councillor NSW	Gordon Stalley	Premier Fire, 2/3 Gibbes Street, Chatswood NSW 2067	Managing Director, Premier Fire
Councillor QLD	Brian Davies	5/134 Racecourse Road, Ascot QLD 4007	Director, Horace Qld Pty Ltd
Councillor SA	Graham Dunn	Jag Hire & Maintenance, Unit 15/30 Aldershot Road, Lonsdale SA 5160	General Manager, Jag Hire & Maintenance
Councillor WA	Andy Thomas	ARA Fire, 14 Kenhelm St, Balcatta, WA 6021	Sales & Business Development Manager, ARA Fire

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