



27 November 2023

Bryan de Caires  
Chief Executive Officer  
Australian Security Industry Association Ltd  
Sent via email: [ceo@asial.com.au](mailto:ceo@asial.com.au)

Dear Bryan de Caires

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Security Industry Association Ltd (AR2023/83).

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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au](mailto:regorgs@fwc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
10 November 2023	N/A	Board Member	Yes

13 November 2023

Fair Work Commission  
GPO Box 1994  
Melbourne  
VIC 3001

Sent by email: [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

**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, John Gellel, being the President of the Australian Security Industry Association Limited, 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:
3. On 3 November 2023 following declaration by the Australian Electoral Commission of scheduled election E2023/16 (see attached), Suzette Po-Williams replaced Mark Guiney as a Board Member of the Association.

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.

Yours sincerely



John Gellel  
President  
Australian Security Industry Association Limited

## Annexure A

### 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	3 November 2023	Board member	Mark Guiney	Suzette Po – Williams	<i>PO Box 1338, Crows Nest, NSW1585</i>	Customer Service Manager



**Australian Government**  
**Registered Organisations Commission**

2 February 2023

John Gellel  
President  
Australian Security Industry Association Ltd  
Sent via email: [ceo@asial.com.au](mailto:ceo@asial.com.au)

Dear John Gellel

**The Australian Security Industry Association Ltd's annual return of information (annual return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your annual return and its assessment**

Year	2023
Matter number	AR2023/83
Lodgement date	27 January 2023
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 has been uploaded to the ROC website. You do not need to do anything further this year, however the following comments are made to assist you when you prepare next year's annual return.

One of the prescribed records required to be lodged in an annual return is listed in regulation 147(e) of the *Fair Work (Registered Organisations) Regulations 2009*. That requirement is a record of each election that must be held each year commencing 1 January. Please ensure next year's annual return refers to elections to be held in that year, and not for the previous year.

## **The ROC's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the ROC's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The ROC's [advanced review checklists](#) are published on our website.

## **Do you have any 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 to find out when we release new materials](#). If you would like to discuss your specific annual return, or other compliance obligations, consider booking an appointment with our ROC to You program.

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**



Sent by email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

## Annual Return of Information 2022

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

I, John Gellel, being the President of the Australian Security Industry Association Limited, declare that:

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 Security Industry House, 41 Hume Street, Crows Nest NSW 2065. Other contact information for the Association is:
    - Postal: PO Box 1338, Crows Nest, NSW 1585
    - Telephone: (02) 8425 4300
    - Facsimile: (02) 8425 4343
    - Email: [ceo@asial.com.au](mailto:ceo@asial.com.au)
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
  - On 31 December 2022 the Association had 2,627 members (Corporate 2,338; Associate 108; Individual 178; Affiliate 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.
  - In accordance with the rules of the organisation no elections were scheduled for 2022.
  - The organisation has not entered into an agreement under s.151 (1) of the Act with a state union.



John Gellel  
President

27 January 2023

## Annexure A: List of Office Holders

(as at 31 December 2022)

President:	John Gellel General Manager Kastle Systems C/O 41 Hume Street, Crows Nest, NSW 2065
Vice President:	Rachaell Saunders Chief Executive Officer National Protective Services C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Tamara Bayly Head of Compliance & QMS Certis Security Australia C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Brian Foster Principal Perspective IQ Pty Ltd C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Mark Guiney Managing Director Royal Eagle Security Services C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Fred Khoury Managing Director Access Group Solutions C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Kevin McDonald C/O 41 Hume Street, Crows Nest, NSW 2065
Director:	Michael Smith Director Smith Biz Consulting C/O 41 Hume Street, Crows Nest, NSW 2065