



FAIR WORK
AUSTRALIA

28 February 2012

Bryan de Caires
Chief Executive Officer / Secretary
Australian Security Industry Association Ltd
PO BOX 1338
Crows Nest NSW 1585

Dear Mr Caires

Annual Return of Information Contained In Records Kept By Organisation – Australian Security Industry Association Ltd - AR2012/391

Fair Work Australia has received your declaration dated 24 February 2012 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 27 February 2012.

The documents lodged cover the following information:

- Number of members as at 31 December 2011.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office of the organisation.
- A statement that elections were not held during 2011.

Although the document included a statement regarding elections last year, could you please ensure that next year's declaration makes mention of whether elections are due in that year.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

Michael Moutevelis
for Fair Work Australia



**Australian Security Industry
Association Limited**

*The peak body for
security professionals*

Annual Return 2012

I, Bryan de Caires, being the Chief Executive Officer / Secretary of the Australian Security Industry Association Limited, declare that:

1. The copy of records lodged is a correct statement of information of our records in accordance with s233 (1) (b).
2. A register of members has been kept and maintained during the preceding calendar year (2011) as required by ss230 (1) (a) and (2).
3. A list of office holders of the Association as at 31 December 2011 is attached herewith in Schedule A as required by s230 (1) (c).
4. The Association is located at 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
Contact: Bryan de Caires, Chief Executive Officer/Secretary

The Association does not have any branches.

5. No elections were held during the year ending 31 December 2011.
6. The number of members of the Association at 31 December 2011 was 3,183 (2,824 Corporate, 232 Associate, 119 individual, 3 Affiliate and 5 Life Members).
7. No branches were created or ceased operation during 2011.

Bryan de Caires
Chief Executive Officer / Secretary

24 February 2012



Australian Security Industry
Association Limited

*The peak body for
security professionals*

Schedule A:

List of Office holders as at 31 December 2011

President: Ged Byrnes
Director
Protection Pacific Security
C/O 41 Hume Street
Crows Nest
NSW 2065

Vice President: Kevin McDonald
Business Improvement Manager
Tyco International Security Group
C/O 41 Hume Street
Crows Nest
NSW 2065

Director: Rod Anderson
Business Manager (Australia and New Zealand)
National Security Training Academy
C/O 41 Hume Street
Crows Nest
NSW 2065

Director: Bob Bruce
General Manager, Security
Armaguard
C/O 41 Hume Street
Crows Nest
NSW 2065

Director: Antony Elliott
Managing Director,
E & C Security Systems Pty Ltd
C/O 41 Hume Street
Crows Nest
NSW 2065



**Australian Security Industry
Association Limited**

*The peak body for
security professionals*

Director: Mike McKinnon
Managing Director
MSS Security
C/O 41 Hume Street
Crows Nest
NSW 2065

Director: Tom Roche
Managing Director
SNP Security
C/O 41 Hume Street
Crows Nest
NSW 2065

Director: Leo Silver
Director
Security Communication Solutions International Pty Ltd
C/O 41 Hume Street
Crows Nest
NSW 2065



FAIR WORK
AUSTRALIA

30 January 2012

Mr Chris Delaney
Australian Security Industry Association Ltd
PO BOX 1338
Crows Nest NSW 1585

Dear Mr Delaney

**Australian Security Industry Association Ltd
Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders,
etc). for 2012 [AR2012/391]**

This is a courtesy letter to remind you of the obligation to lodge the Statutory Return of Information required each year by section 233 of the Fair Work (*Registered Organisations*) Act 2009 [the "**RO Act**"] by **31 March 2012**.

The Statutory Return must include a signed and dated declaration certifying the facts referred to in sub-section 233(1)(a) and must include a certified copy of the records and information prescribed by sub-section 230(1). For your convenient reference, the facts and details to be covered by the declaration are set out in the attached Checklist.

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 (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify FWA within 35 days of any subsequent changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RO Act.

Once the Statutory Return or a notification of any subsequent change of records has been lodged, a copy will be posted on the FWA website at www.fwa.gov.au - under Registered organisations - List of registered organisations. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@fwa.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990 .

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Level 8, Terrace Tower
80 William Street
East Sydney NSW 2011

Telephone: (02) 8374 6666
Email : RIASydney@fwa.gov.au
Internet : www.fwa.gov.au

Although it is not strictly a requirement under the RO Act, I would like to ask, where possible, if you could include a primary email point of contact for each branch office.

Please do not hesitate to contact me on (02) 8374 6620 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read "Steve Teece". The signature is written in a cursive style with a large initial 'S'.

Steve Teece
Organisations, Research & Advice
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged with Fair Work Australia [FWA] 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 (the “other prescribed officer” see RO Regulation 150).

For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the “RO Act”], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the “RO Regulations”].

Failure to comply with these obligations is subject to a civil penalty provision – see s305 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 ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
List of Offices	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>
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 ss6 and 9) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	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>
Old Branches	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>
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 <i>[s230(1)(d) and reg. 147(d)]</i>
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 . <i>[s230(1)(d) and reg. 147(e)]</i> 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 s189 of the RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • 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 s151(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 s150 of the RO Act. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with FWA, 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 s233(2) and RO reg. 151* refer].