



14 January 2022

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

### Notification of changes – Action required

Dear Bryan de Caires,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Security Industry Association Ltd (AR2021/85).

A list of those changes has been summarised in Appendix A at the end of this letter. I note that the lateness of this notification was caused through a misunderstanding of the organisation's reporting responsibilities.

#### 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 AR2021/85.

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.

#### 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).

## 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](mailto:regorgs@roc.gov.au) 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
16/12/2021	N/A	President, Vice President, Directors (3)	No - 138 days late

**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:

Following the scheduled ASIAL Election E2020/50, the 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.

A handwritten signature in black ink, appearing to read 'John Gellel', written in a cursive style.

Signed: John Gellel, President

Dated: 16 December 2021

## ANNEXURE A

Changes to Offices and Office Holders in the Organisation and its Branches:

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>26 June 2021</i>	<i>President</i>	<i>Kevin McDonald</i>	<i>John Gellel</i>	<i>C/O 41 Hume Street, Crows Nest, NSW2065</i>	<i>General Manager</i>
<i>National</i>	<i>26 June 2021</i>	<i>Vice President</i>	<i>John Gellel</i>	<i>Rachael Saunders</i>	<i>C/O 41 Hume Street, Crows Nest, NSW2065</i>	<i>Chief Executive Officer</i>
<i>National</i>	<i>26 June 2021</i>	<i>Director</i>	<i>Rachael Saunders</i>	<i>Tamara Bayly</i>	<i>C/O 41 Hume Street, Crows Nest, NSW2065</i>	<i>Head of Compliance and QMS</i>
<i>National</i>	<i>26 June 2021</i>	<i>Director</i>	<i>Suzette Po-Williams</i>	<i>Mark Guiney</i>	<i>C/O 41 Hume Street, Crows Nest, NSW2065</i>	<i>Managing Director</i>
<i>National</i>	<i>26 June 2021</i>	<i>Director</i>		<i>Kevin McDonald</i>	<i>C/O 41 Hume Street, Crows Nest, NSW2065</i>	<i>General Manager</i>



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

10 March 2021

Bryan de Caires  
Chief Executive Officer / Secretary  
Australian Security Industry Association Ltd  
Sent via email: ceo@asial.com.au

Dear Bryan de Caires

**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 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 2020  
Matter number AR2021/85  
Lodgement date 2 February 2021  
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](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 2020

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

I, Kevin McDonald, 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 2020 the Association had 2,683 members (Corporate 2,352; Associate 108; Individual 219; Affiliate 4).
- 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 elections were scheduled to be held in 2020. However, due to the COVID-19 pandemic the Australian Electoral Commission advised that elections would be deferred until a later date.
- The organisation has not entered into an agreement under s.151 (1) of the Act with a state union.

Kevin McDonald  
President

9 March 2021

Security Industry House PO Box 1338 Crows Nest NSW 1585

P: 1300 127 425 E: [security@asial.com.au](mailto:security@asial.com.au)

ABN 91 000 813 365

[www.asial.com.au](http://www.asial.com.au)

## Annexure A: List of Office Holders

(as at 31 December 2020)

President: Kevin McDonald  
General Manager, Business Improvement  
MSS Security  
C/O 41 Hume Street, Crows Nest, NSW 2065

Vice President: John Gellel  
General Manager  
Kastle Systems  
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: Fred Khoury  
Managing Director  
Access Group Solutions  
C/O 41 Hume Street, Crows Nest, NSW 2065

Director: Michael Smith  
Smith Biz Consulting  
C/O 41 Hume Street, Crows Nest, NSW 2065

Director: Rachael Saunders  
Chief Executive Officer  
National Protective Services  
C/O 41 Hume Street, Crows Nest, NSW 2065

Director: Suzette Po-Williams  
Customer Service Manager  
Central Monitoring Services Pty Ltd  
C/O 41 Hume Street, Crows Nest, NSW 2065