



FAIR WORK  
COMMISSION

23 May 2013

Ms Barbara Connolly  
Executive Director  
Building Service Contractors Association of Australia, NSW  
PO Box 554  
CROWS NEST NSW 1585

Dear Ms Connolly,

**Re: Notification of Changes to Records of Organisation - s233 Fair Work (Registered Organisations) Act 2009 - Building Service Contractors Association of Australia, NSW (AR2013/308)**

I refer to the notification of a change to the records of officeholders of the organisation dated 17 April 2013.

The notification has been filed.

Yours sincerely

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

# bscAA

building service contractors  
association of australia inc.

sYdney, melbourne, brisbane, adelaide, perth, canberra, hobart

www.bscAA.com.au

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PO Box 1994, Crown Point NSW 1585

Classified: Security:

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E-mail: [bsc@bscAA.com](mailto:bsc@bscAA.com) [www.bscAA.com](http://www.bscAA.com)

17 April 2013

Mr Robert Pfeiffer  
Senior Advisor  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

E: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Mr Pfeiffer

### Notification of change to the list of officeholders, BSCAA NSW Division

I declare at the meeting of the Executive Committee of the Building Service Contractors Association of Australia, NSW Division on 5 April 2013, Mr Tony Carmona who was elected to the office of Executive Committee Member as stated on the Declaration of Results for Uncontested Offices Executive Committee dated 11 May 2012, tendered his resignation which was accepted by the Committee. On the same day the Executive Committee appointed Mr Kevin Wybron, Regional Manager [REDACTED] to fill this Casual Vacancy.

BSCAA NSW Division received a letter dated 9 April 2013 from the Fair Work Commission advising that arrangements are currently underway for the conduct of an election by the Australian Electoral Commission as required under the Rules of the organization and of the Fair Work (Registered Organisations) Act.

Yours sincerely,

Jamie Halfhide  
Secretary/Treasurer  
BSCAA NSW Division



Representing  
contractors for:

- Cleaning
- Electrical Maintenance
- General Maintenance
- Security
- Specialist Maintenance





FAIR WORK  
COMMISSION

23 May 2013

Ms Barbara Connolly  
Executive Director  
Building Service Contractors Association of Australia, NSW  
PO Box 554  
CROWS NEST NSW 1585

Dear Ms Connolly,

**Re: Annual Return of Information Contained in Records of Organisation - s233 Fair Work (Registered Organisations) Act 2009 - Building Service Contractors Association of Australia, NSW (AR2013/308)**

I refer to the declaration and copy of records providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* ('the Act') which were lodged with the Fair Work Commission on 21 March 2013.

The documents lodged cover the following information:

- A declaration that the register of members was kept and maintained as required by section 230(1)(a) and 230(2);
- List of offices in the organisation as required by paragraph 230(1)(b);
- List of names, addresses and occupations of the persons holding those offices as required by paragraph 230(1)(c);
- Information prescribed by regulation 147 as required by paragraph 230(1)(d);
- A declaration certifying that the particulars of the document lodged are a correct statement of the information contained in the records of the organisation and that the documents are true copies.

The documents have been filed.

Yours sincerely

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

## MERCOVICH, Elizabeth

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**From:** Barbara Connolly [barbara@bscaansw.com.au]  
**Sent:** Wednesday, 27 March 2013 5:17 PM  
**To:** Orgs  
**Subject:** Annual Return for Information 2013 - BSCAA NSW

Good Afternoon Mr Pfiesser

As an addendum to the documents lodged this afternoon  
I confirm that the registered address of BSCAA NSW Division  
is 3/139 Alexander Street, Crows Nest 2065

The primary email point of contact is [bscaansw@bscaa.com](mailto:bscaansw@bscaa.com)

Kind regards

Barbara Connolly

*Barbara Connolly*

Executive Director  
BSCAA NSW Division  
Ph: 02 9437 4411  
Fax: 02 9906 8146  
[bscaansw@bscaa.com](mailto:bscaansw@bscaa.com)

27 March 2013

Mr Robert Pfeiffer  
Senior Advisor  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

E: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Mr Pfeiffer

### Annual Return of Information for 2013 (AR2013/308)

Attached is the required Statutory Declaration certifying that the Annual Return of Information for 2013 provided by the Building Service Contractors Association of Australia NSW Division is a true and correct record.

The following documents are now provided:

- Attachment A: List of Offices and Office holders of the BSCAA NSW Division for the year January 2012 – December 2012
- Declaration of the results of the election conducted by the Australian Electoral Commission dated 11 January 2012. This election was held to fill the position of President which had not been filled at the election held on 21 June 2011 and the position of Vice President which had become vacant with the resignation of the incumbent in September 2011.
- Declaration of the results of the election conducted by the Australian Electoral Commission dated 11 May 2012.

Representing  
contractors for:

- Cleaning
- Facilities Management
- Grounds Maintenance
- Security
- Building Maintenance

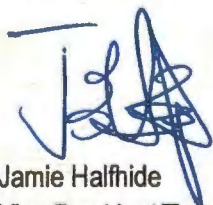
- In accord with Section 230(1)(d) and r.147 (e), BSCAA NSW is lodging a request today with the Fair Work Commission for the conduct of an election for officers whose terms of office are due to expire under the normal course of events under the Rules of the Organisation at the AGM to be held in June 2013. We undertake to advise you of the timetable of events as soon as it is available.

We advise that the Building Service Contractors Association of Australia NSW Division has no Branches, new or old.

We further advise that at the 31 December 2012 the BSCAA NSW Division had 417 members.

The Association has no agreement relating to the membership of State Unions.

Yours sincerely



Jamie Halfhide  
Vice President/Treasurer



Barbara Connolly  
Executive Director

STATUTORY DECLARATION BY THE SECRETARY OF A STATE ORGANISATION CERTIFYING CERTAIN PARTICULARS RELATING TO OFFICE HOLDER OF THE ORGANISATION AND THE PROPER KEEPING OF THE REGISTER OF MEMBERS OF THE ORGANISATION

[Fair Work (Registered Organisations) Act 2009]

I, JAMIE NELSON HALFIDGE  
(insert full name of secretary of organisation)

Of [redacted] [redacted] [redacted] [redacted] NSW [redacted]  
(insert address)

Do hereby solemnly declare and affirm that:

1. I am the secretary of BSCAA - NSW DIVISION  
26 / 3 / 2013  
(insert name of organisation)

And, **lodged herewith** as attachment marked "A" is a copy of the list of offices of the said organisation showing the full names, postal addresses and occupations of the persons holding those offices as at 26 / 3 / 2013; and  
[insert date – should be no more than 28 days prior to date of declaration – 278(4)]

- 2. the register of members of the organisation required to be kept by it pursuant to subsections s230(1)(a) and (2) of the Fair Work(Registered Organisation) Act 2009 has, during the calendar year immediately preceding this notification, been kept and maintained in accordance with the said subsections; and
- 3. the particulars contained in the document lodged herewith are a correct statement of the information contained in the records of the organisation, and the documents lodged herewith purporting to be copies of documents are true copies of the documents; and

I make this solemn declaration as to the matters aforesaid, according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

declared at North Ryde  
this 26 day of March 2013  
Before me [signature]  
(signature of Justice of the Peace)

[signature]  
[signature of declarant]

Anjalee Walker  
JP 195940

**BUILDING SERVICE CONTRACTORS ASSOCIATION OF AUSTRALIA - NSW DIVISION**

**ATTACHMENT A**

**Note:** An election of Officers was conducted by the Australian Electoral Office and the results declared on 11 May 2012 as under. The AGM was held on 6 June 2012 at which time the elected officers took office.

List of Offices and Officers NSW Executive Committee 1 Jan 2012 - 6 June 2012		List of Offices and Officers NSW Executive Committee 6 June - 31 December 2102	
Name	Roderick Gesterkamp	Name	Roderick Gesterkamp
Address	[REDACTED]	Address	[REDACTED]
Occupation	Consultant to Cleaning Industry	Occupation	Consultant to Cleaning Industry
Title of Office	President (Casual Vacancy Election 16 January 2012)	Title of Office	President
Name	Jamie Halfhide	Name	Jamie Halfhide
Address	[REDACTED]	Address	[REDACTED]
Occupation	Director Operations	Occupation	Director Operations
Title of Office	Vice President/Secretary (Casual Vacancy Election 16 January 2012)	Title of Office	Vice President/Secretary
Name	Julian Claxton	Name	Alex Pavlakis
Address	PO Box N260 GROSVENOR PLACE 1220	Address	PO Box 290 BOTANY 2019
Occupation	Managing Director	Occupation	Managing Director
Title of Office	Chairman Security Committee	Title of Office	Chairman Security Committee
Name	Adam Atkin	Name	Adam Atkin
Address	Private Bag 9 GLEBE 2037	Address	Private Bag 9 GLEBE 2037
Occupation	Operations Manager	Occupation	Operations Manager
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	Aimee Bleasdale	Name	Aimee Bleasdale
Address	[REDACTED]	Address	[REDACTED]
Title of Office	Executive Committee Member	Title of Office	General Administration Manager Executive Committee Member
Name	Tony Carmona	Name	Tony Carmona
Address	[REDACTED]	Address	[REDACTED]
Occupation	General Manager	Occupation	General Manager
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	Ravindra Naidoo	Name	Ravindra Naidoo
Address	PO Box 537 ARTARMON 1570	Address	PO Box 537 ARTARMON 1570
Occupation	Financial Controller	Occupation	Financial Controller
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	Martin Stack	Name	Martin Stack
Address	PO Box 1853 SPRINGWOOD QLD 4127	Address	PO Box 1853 SPRINGWOOD QLD 4127
Occupation	Managing Director	Occupation	Managing Director
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	Lemi Stipcevic	Name	Lemi Stipcevic
Address	[REDACTED]	Address	[REDACTED]
Occupation	State Manager ACT NSW	Occupation	State Manager ACT NSW
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	George Tsivis	Name	George Tsivis
Address	PO Box 848 ARTARMON 1570	Address	PO Box 848 ARTARMON 1570
Occupation	Joint Managing Director	Occupation	Joint Managing Director
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member
Name	Raelene Verran	Name	Raelene Verran
Address	PO Box 2275 ROCKDALE DC 2216	Address	PO Box 2275 ROCKDALE DC 2216
Occupation	Human Resources Manager	Occupation	Human Resources Manager
Title of Office	Executive Committee Member	Title of Office	Executive Committee Member





## Building Services Contractors Association of Australia, New South Wales

### DECLARATION OF RESULTS FOR UNCONTESTED OFFICES EXECUTIVE COMMITTEE

Results of the election for the following offices conducted in accordance with the provisions of the Workplace Relations Act 1996 and the rules of the organisation.

**E2012/240**

#### **New South Wales Division**

##### **President**

Candidate

GESTERKAMP, Roderick

##### **Vice President/Secretary**

Candidate

HALFHIDE, Jamie

##### **Security Division Committee Representative**

Candidate

PAVLAKIS, Alex

##### **Executive Committee Members (11)**

Candidates

ATKIN, Adam

BLEASDALE, Aimee

CARMONA, Tony

NAIDOO, Ravindra

STACK, Martin

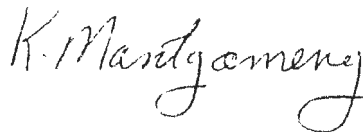
STIPCEVIC, Lemi

TSIVIS, George

VERRAN, Raelene

No further nominations were accepted

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



Kathryn Montgomery  
Returning Officer

11 May 2012

**Building Services Contractors Association of  
Australia, New South Wales**  
**Casual Vacancy Election- President and Vice President/Secretary  
2011**

**DECLARATION OF RESULTS FOR UNCONTESTED OFFICES**

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.

E2011/E2673

**New South Wales Division**

**President**

Candidate

GESTERKAMP, Roderick

**Vice President/Secretary**

Candidate

HALFHIDE, Jamie

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

11 January 2012



FAIR WORK  
COMMISSION

22 March 2013

Ms Barbara Connolly  
Executive Director  
Building Services Contractors Association of Australia, New South Wales  
Division  
Sent by email: [bscaansw@bscaa.com](mailto:bscaansw@bscaa.com)

Dear Ms Connolly

**Building Services Contractors Association of Australia, New South Wales Division  
Annual Return of Information for 2013 [AR2013/308]**

I refer to our letter of mid February 2013 reminding you of the obligation to lodge an Annual Return of Information for 2013 in respect of the above by **31 March 2013**. As it is noted that you have not as yet lodged your Annual Return, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return for 2013 in the last few days.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the Commission') by that date. The matters to be included in 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. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at [www.fwc.gov.au](http://www.fwc.gov.au) – under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf files at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) - see s.305 of the RO Act. Further, 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.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

### 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) <i>[s.233(1)(a)]</i>  <b>Note:</b> 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 <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(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 <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.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>[s.230(1)(d) and r.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>[s.230(1)(d) and r.147(e)]</i>  <b>Note:</b> 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. <i>[s.230(1)(d) and rr.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 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*].



FAIR WORK  
COMMISSION

19 February 2013

Ms Barbara Connolly  
Executive Director  
Building Services Contractors Association of Australia, New South Wales  
Division  
Sent by email: [bscaansw@bscaa.com](mailto:bscaansw@bscaa.com)

Dear Ms Connolly

**Building Services Contractors Association of Australia, New South Wales Division  
Annual Return of Information for 2013 [AR2013/308]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2013 in respect of the above by **31 March 2013**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the Commission') by that date. The matters to be included in 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 (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 the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at [www.fwc.gov.au](http://www.fwc.gov.au)— under [Registered organisations - List of registered organisations](#). In order to protect the privacy of the relevant office holders listed in the declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf or tif files at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, 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.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

### 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)] <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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)] <b>Note:</b> 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 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 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].