



9 June 2016

Mr Jamie Halfhide  
Vice President/Secretary  
Building Services Contractors Association of Australia, New South Wales Division  
Email: [admin@bscaansw.com.au](mailto:admin@bscaansw.com.au)

Dear Mr Halfhide,

**Notification of changes made to records [AR2016/122]**

I acknowledge receipt of a Notification of Change to the office holders of the Building Services Contractors Association of Australia, New South Wales Division.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
8 June 2016	NSW Division	Committee Member

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Michael Moutevelis  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Facsimile: (03) 9655 0410  
Internet: [www.fwc.gov.au](http://www.fwc.gov.au)

## **svc-adlib5**

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**From:** Helen Thurtell <admin@bscaansw.com.au>  
**Sent:** Wednesday, 8 June 2016 2:49 PM  
**To:** Orgs  
**Subject:** Notice of Change to Records - BSCAA NSW Division  
**Attachments:** img-608144307.pdf

**Categories:** RIA

Hello,

Please find attached a Notification of Changes to the Records for the Building Service Contractors Association of Australia NSW Division.

Regards,

Helen Thurtell  
Executive Assistant

**BSCAA NSW Division**

E: [admin@bscaansw.com.au](mailto:admin@bscaansw.com.au)

P: 02 9437 4411

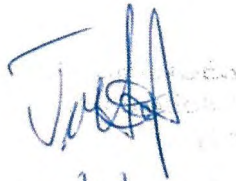
M: PO Box 554 Crows Nest NSW 1585

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Returns) in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009***

I, Jamie Halfhide, being the Vice President/Secretary of the Building Service Contractors Association of Australia New South Wales Division, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of 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 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.

Signed:



Dated:

7 / 6 / 2016

## ANNEXURE A

- Offices and Office Holders in the Organisation:

<b>Name of Office</b>	<b>Date of Change</b>	<b>Name of outgoing Office Holder</b>	<b><i>Reason for change</i></b>	<b>Name of new office holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>Committee Member</i>	<i>2 June 2016</i>	<i>Adam Atkin</i>	<i>Not eligible to stand again</i>	<i>Vacant</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Vacant</i>



4 March 2016

Ms Barbara Connolly  
Executive Director  
Building Services Contractors Association of Australia, New South Wales Division

Email: [bscaansw@bscaa.com](mailto:bscaansw@bscaa.com)

Dear Ms Connolly,

**Annual Return of Information for 2016 [AR2016/122]**

I acknowledge receipt on 29 February 2016 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of Building Services Contractors Association of Australia, New South Wales Division.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

**Notifications of Change**

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Building Services Contractors Association of Australia, New South Wales Division is encouraged to use this template if any changes occur.

Yours sincerely

Michael Moutevelis  
Regulatory Compliance Branch

**From:** Helen Thurtell <admin@bscaansw.com.au>  
**Sent:** Monday, 29 February 2016 12:55 PM  
**To:** Orgs  
**Subject:** AR2016/122 - BSCAA NSW Division -Annual Return of Information  
**Attachments:** image005.wmz; Annual Return 2016.pdf

**Categories:** RIA

Hello,

Please find attached the Annual Return of the Building Service Contractors Association of Australia New South Wales Division for 2016.

Should you have any queries please contact me.

Regards,

Helen Thurtell  
Executive Assistant



BSCAA NSW Division  
[admin@bscaansw.com.au](mailto:admin@bscaansw.com.au)  
P: 02 9437 4411  
PO Box 554, Crows Nest, NSW 1585

**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, Jamie Halfhide, being the Vice President/Secretary of the Building Service Contractors Association of Australia New South Wales Division, 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 Suite 3, 139 Alexander Street, Crows Nest NSW 2065.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 150.<sup>3</sup>
  - 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.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR

***President (1),***

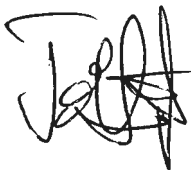
***Vice President (1)***

***Security Division Committee Representative (1)***

***Committee of Management Members (11)***

- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated:

26 / 2 / 2016

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)

<sup>4</sup> s.233(2); reg. 151

## ANNEXURE A

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>President</i>	<i>Terrence Corby</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Managing Director</i>
<i>Vice President</i>	<i>Jamie Halfhide</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>National Sales Manager</i>
<i>Security Division Committee Representative</i>	<i>Vacant</i>		
<i>Committee Member</i>	<i>Adam Atkin</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>National Business Development Manager</i>
<i>Committee Member</i>	<i>Aimee Bleasdale</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>General Manager Administration</i>
<i>Committee Member</i>	<i>Debbie Delimitros</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Contracts and Compliance Manager</i>
<i>Committee Member</i>	<i>Dejan Graoroski</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>General Manager</i>
<i>Committee Member</i>	<i>Nicholas Jenkinson</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>State Manager – NSW &amp; SA</i>
<i>Committee Member</i>	<i>Lisa Macqueen</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Director of Sales &amp; MARKeting</i>
<i>Committee Member</i>	<i>Ravindra Naidoo</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Director - HR &amp; IR</i>
<i>Committee Member</i>	<i>Martin Stack</i>	<i>C/- BSCAA NSW Division PO Box 554, Crows Nest NSW 1585</i>	<i>Managing Director</i>
<i>Committee Member</i>	<i>Vacant</i>		
<i>Committee Member</i>	<i>Vacant</i>		
<i>Committee Member</i>	<i>Vacant</i>		





10 February 2016

Ms Barbara Connolly  
Executive Director  
Building Services Contractors Association of Australia, New South Wales  
Division

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 2016 [AR2016/122]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Building Services Contractors Association of Australia, New South Wales Division by **31 March 2016**.

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. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) 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 \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis  
Assistant 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 offices, officeholders, branches (where relevant) or 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].