



23 November 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association  
necanat@neca.asn.au

CC: Queensland Chapter, necaq@neca.asn.au

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/11/2017	Queensland	New Secretary & CEO	Yes

**Mandatory disclosures**

Please 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 are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

**Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management must undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

**Christine Hibberd**  
Registered Organisations Commission

## HIBBERD,Christine

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**From:** Kelly Everett <Kelly.Everett@neca.asn.au>  
**Sent:** Tuesday, 21 November 2017 1:30 PM  
**To:** ROC - Registered Org Commission  
**Cc:** Peter Lamont  
**Subject:** AR2017/81 NECA QLD - Notification of change of records  
**Attachments:** Notification of change of records - NECA.pdf

Good afternoon,

Please find a copy of a notification of change of records form for NECA Queensland Chapter.

Kind regards,

**Kelly Everett**  
Office Manager



**Queensland Chapter**  
Suite 1.5 Ian Barclay Bldg  
460 – 492 Beaudesert Rd  
Salisbury QLD 4107  
PO Box 778  
Archerfield BC QLD 4108

T: 07 3276 7950  
F 07 3276 8108

E: [kelly.everett@neca.asn.au](mailto:kelly.everett@neca.asn.au)  
W: [www.neca.asn.au](http://www.neca.asn.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, David James, being the President of the NECA Queensland, 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*:
  - 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.

Signed: 

David James

President

NECA Queensland

Dated:

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>
QLD	01.11.17	Secretary & CEO	Mick Logan	Peter Lamont	P.O Box 778, ARCHERFIELD QLD 4108	Secretary & Executive Director
...						

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**From:** ROC - Registered Org Commission  
**Sent:** Thursday, 12 October 2017 3:40 PM  
**Subject:** Education and advice campaign - notification of changes to records within prescribed timeframe [SEC=UNCLASSIFIED]  
**Attachments:** Letter to orgs\_Notifications of Change.pdf; Fact Sheet\_Notification of changes.pdf; Guidance Note\_notifications of change.pdf; Legislative Summary\_Notifications of Change.pdf

Good afternoon,

Please find attached correspondence for the Secretary or other prescribed office holder, providing education and advice regarding the obligation to notify the Registered Organisations Commission (the ROC) of changes to the records of a registered organisation.

Kind regards,

**Office of the Registered Organisations Commission**

Tel: 1300 341 665  
[regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000



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

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12 October 2017

Dear Secretary (or prescribed office holder),

**Education and advice campaign - the obligation to notify the ROC of changes to records within the prescribed statutory time frame**

I write on behalf of the Registered Organisations Commissioner to advise you about an education and advice campaign being conducted by the Registered Organisations Commission (ROC) which is designed to encourage all registered organisations and their office holders to comply with the statutory obligation to lodge timely notifications of changes to records, contained in section 233(2) of the *Fair work (Registered Organisations) Act 2009* (the RO Act).

The ROC has become increasingly concerned about systemic contraventions of s.233(2) in which the lodgement of notifications are repeatedly weeks, months or even years late, or have not been lodged at all. Contraventions of this provision can give rise to risks for registered organisations and their members as a result of reduced transparency and accountability, and can expose the organisation to potential civil penalty proceedings.

As an independent regulator, the ROC's approach seeks to be fair, proportionate, objective and evidence-based. The ROC considers that compliance with statutory obligations is essential to ensure that registered organisations function efficiently, effectively and transparently.

**The importance of timely notifications**

The statutory obligation on registered organisations to notify the ROC of particular changes to records under s.233(2) of the RO Act has been part of the regulatory scheme in various forms for over 100 years and is currently a civil penalty provision, which means that registered organisations or their prescribed office holders may be potentially liable for any breaches.

The obligation is essential for a number of reasons including that:

- It assists members to participate in the democratic functioning and control of their organisations;
- Enables the regulator to publish information about who current office holders are; and
- It promotes accountability of office holders who are managing the funds and assets of registered organisations.

Registered organisations represent the interests of approximately 2 million members nationally. It is essential that timely information about the identity of relevant office holders is lodged in compliance with the RO Act so that the regulator and each organisation's members can be aware of which office holders are exercising management and financial responsibilities in their organisations.

The ROC and its predecessors have published the lists of office holders of registered organisations on the relevant agency's public website since at least 2003. The ROC also publishes all notifications about changes to the branches, office addresses and office holders of registered organisations lodged under s.233(2) of the RO Act. The publication of this information provides transparency to members and the general public and facilitates accountability.

## Educational reference documents

The ROC is committed to providing education, assistance and advice to registered organisations as part of the functions set out in s.329AB of the RO Act. Our primary educational goal is to maximise voluntary compliance with statutory obligations under the RO Act, to promote the effective governance, accountability and transparency of registered organisations and to thereby reduce the need for enforcement action.

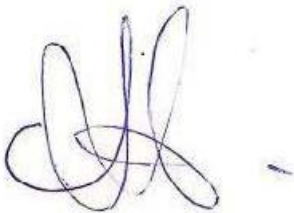
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- Guidance Note – a quick reference guide in the form of a table, using scenarios where organisation staff and office holders may be unsure if they are obliged to notify changes. The table contains references to all relevant legislative provisions;
- Fact Sheet – a separate fact sheet outlining the types of changes that need to be notified and what needs to be included with the notification;
- Legislative Summary – a brief summary of the history of the legislative provision to notify changes, included for the purpose of understanding the historical context of the obligation.

In addition, the ROC will continue its ongoing practice of providing courtesy reminder correspondence about the requirement to notify changes to office holders, whenever we are provided with election results from the Australian Electoral Commission (**AEC**). Further, the ROC proposes to audit and continue to review compliance with this important statutory obligation.

Should you have any questions or feedback in relation to this correspondence, I can be contacted on 1300 341 665 or via [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,



Chris Enright  
Executive Director  
Registered Organisations Commission



# Fact sheet

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## Notification of changes

The *Fair Work (Registered Organisations) Act 2009* requires organisations of employers and employees to annually lodge certain information to the Registered Organisations Commission (the ROC). In addition, whenever any changes occur in relation to certain records, registered organisations are required to lodge a notification of change to the ROC. The change must be lodged within 35 days after the change occurs.

## Records requiring notifications of any changes

If any of the following records change, the organisation must notify the ROC of the change within 35 days after the change occurs:

- the list of offices in the organisation or in a branch of the organisation
- the name, postal address or occupation of a person holding office
- the name of a branch of the organisation
- the commencement or cessation of a branch of the organisation
- the address of the office of the organisation, or the address of the office of a branch of the organisation

## What does the ROC do with the information?

Records including the above information are required to be lodged by each organisation by 31 March in each year in the Annual Return of Information. Annual Returns are published under the corresponding organisation on the ROC website. This information can be found by clicking on the 'Find a Registered Organisation' tab. Notifications of changes are published in descending date order within the corresponding year's annual return document. This enables members to view the changes with reference to the complete list of office holders.

## When changes must be notified

Details of any changes must be notified within 35 days after the change occurs, as prescribed by regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009*.

## What needs to be included?

**NOTE:** *The ROC recommends use of the sample Notification of Changes template, as provided below, to help ensure that all of the required details are included in a notification of change*

- The notification must be lodged with a declaration signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to



the statutory body. The declaration must contain a statement that the information lodged is a correct statement of the changes made.

- The notification must include details of each relevant office/office holder/branch to which the changes have occurred.
- The notification must include the date the change occurred and clearly specify what the change was.
- The notification must indicate the date on which the changes occurred, as this pertains to the obligation to lodge the notification within 35 days of the change.
- For changes to office holders the following details are also required:
  - The title of the relevant office
  - The name of each new or former office holder
  - the postal address of each new office holder. For privacy reasons, the ROC recommends using the postal address of the relevant organisation/branch, rather than the residential address of the person.
  - The occupation of each new office holder
- For new branches the street address (not just a postal address) must be included.

## Who can sign the declaration?

The declaration must be signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to the statutory body. A sample declaration template is provided below under 'sample notification of change template'.

If an organisation is divided into branches or divisions, the notification of change may be made by a national office holder or the relevant branch or division office holder, depending on who has authority under the rules of the organisation to do so.

## Sample Notification of Changes Template

The sample notification of change template provided below includes a sample declaration template and a sample notification table. The ROC recommends use of these documents to help ensure that all of the required information is provided.

- [Sample notification of change template](#)

## Find out more

- Guidance Note – ROC Quiz Answers - Notifications of Change
- Legislative Summary – Notifications of Change
- [ROC Internal Checklist – Notifications of change](#)
- [Fact Sheet – Records to be kept by registered organisations](#)
- [Fact Sheet – Records to be lodged annually by registered organisations](#)

For instructions on how to lodge a notification of changes with the ROC, please refer the [Lodging Documents](#) section of our website.



# Guidance Note

## Notifications of Change ROC Quiz

<u>Question</u>	<u>Answer</u>	<u>Reference</u> * <b>RO Act</b> = Fair Work (Registered Organisations) Act 2009; * <b>RO Regs</b> = Fair Work (Registered Organisations) Regulations 2009).
<b>1. Do organisations need to lodge a notification of changes <i>IF</i>:</b>		
a) An elected office holder resigned but the term of office was almost over	<b>YES</b> – any change to the list of office holders of the organisation or a branch of the organisation must be notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(b) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
b) A person leaves an office but the person replacing them will not commence for a few weeks	<b>YES</b> – this requires <u>two</u> notifications – one for the office holder leaving, and one for the person replacing them. If both changes can be notified within 35 days of the earliest change, they can be included together in just one notification, however, we recommend notifying each change as soon as possible after it occurs in order to ensure compliance.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
c) An elected national office holder relocated to a different state	<b>YES</b> – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
d) A branch relocated to different premises	<b>YES</b> – any change to the office name or address of the organisation, or of a branch of the organisation, must be notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(d) of the RO Act;</li> <li>• Reg.147(d)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
e) The Secretary’s telephone number or email address changed	Not required under the legislation – however, it is beneficial to update us with any changes to contact details so we can provide alerts for upcoming lodgement dates and other important information. You can email <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	<b>N/A</b>
f) A Branch office changed its’ telephone number or	Not required under the legislation – however, it is beneficial to keep	<b>N/A</b>

	preferred email address	us updated with relevant contact details to facilitate ROC alerts for upcoming lodgement dates and other important information updates. You can email <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	
	<b>g)</b> The AEC has recently provided a declaration of results for an election to the organisation and the email shows that it was also sent to the ROC by the AEC	<b>YES</b> – the organisation is still required to formally notify the ROC of any <u>changes</u> to the list of office holders in the organisation or any of its’ branches. If an election results in any changes to the people holding offices, those changes must be formally notified within 35 days of the change.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>h)</b> An entire branch is abolished	<b>YES</b> - the organisation is required to notify the ROC of any changes to its’ list of branches; any changes to the list of offices in a branch of the organisation; and any changes to the list of names, postal addresses and occupations of people holding those offices	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Sections 230(1)(b), (c) and (d) of the RO Act;</li> <li>• Regs.147(a), (c) and (e)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>i)</b> A person is re-elected to the same office they already held, and they are listed in the most recent annual return list of office holders	<b>NO</b> – only changes need to be notified to the ROC	N/A
	<b>j)</b> A person is re-elected, but to a different office	<b>YES</b> – any <u>changes</u> to the list of office holders in the organisation or any of its’ branches needs to be notified to the ROC within 35 days.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>k)</b> A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	<b>YES</b> – members of the Committee of Management are officers as defined in the Act. Any changes in relation to such offices must be lodged within 35 days of the date the change took place.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 9 of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>l)</b> A person resigned but it won’t take effect for three months	<b>NOT YET</b> – a notification of change needs to be lodged within 35 days after the change takes effect. This means it must be lodged between the day it takes effect and 35 days later.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>m)</b> A person has been elected but they won’t take office until a set date in the future	<b>NOT YET</b> – a notification of change needs to be lodged after the change takes effect. It must be lodged between the date it takes effect and 35 days later.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>2. What needs to be included in the notification?</b>	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.147 of the RO Regs</li> </ul>

	office holder, this will include the date the change occurred, the title of the relevant office, the name of the relevant person/people, whether they have ceased or commenced office, the postal address of the person / people (we recommend using the relevant organisation/branch address for privacy reasons), and the title of the occupation of the person / people. We recommend using the <a href="#">Notification of Changes template</a> , which is available on the <a href="#">Notification of Changes page</a> of the ROC website.	
Do organisations need to lodge:		
An amended list of all of the officers	NO – only details of the changes need to be lodged. If you lodge the entire list again and do not identify the changes staff of the ROC will ask you to specify what the changes are and when they occurred	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act</li> </ul>
Officers' names	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
Officers' occupation titles	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
Officers' home addresses	NO – please do not lodge their home addresses. The ROC publishes all of the returns on the website – please list their professional addresses	N/A
Officers' professional addresses	YES – this can be the address of the Union or Employer Association, or the relevant branch	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
<u>ONLY</u> the changes to the President, Treasurer, Vice President and Secretary	NO – notifications of change are required in relation to <u>all offices</u> in which a change has occurred. Offices include Committee of Management Members (however named - including, for example, Directors of the Board)	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act;</li> <li>Section 9 of the RO Act;</li> </ul>
A soft copy by email and a hard copy by post	NO – the ROC only requires one lodgement and email is the preferred method. The email address to lodge the notifications is <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> .	N/A
Copies of resignations	NO – proof of leaving office is only required for evidence in relation to casual vacancy election matters. Evidence is not required in relation to notifications of changes.	N/A
Does it need to be signed?	YES – the notification must accompany a declaration stating that the copy of records lodged is a	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Reg.150 of the RO Regs</li> </ul>

	correct statement of the changes made. The declaration must be signed by the Secretary or another current officer whose duties under the rules include lodging required information to the statutory body.	
<b>3. Elections and Notifications of change</b>		
a) If an officer resigns do organisations need to lodge the Prescribed Information for a casual vacancy election separately to the notification of changes?	YES – the notification process is completely separate to the election process. Notification of a vacant office does not cause an election process to automatically start. For information about lodging Prescribed Information for elections, see the <a href="#">Elections page</a> of the ROC website.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> </ul>
b) Do organisations need to advise the ROC about changes even when the ROC has been provided with the declaration of results for an election by the AEC?	YES – it is one of the statutory obligations of organisations to notify the ROC, in writing, of any changes to the records the organisation has lodged. The AEC declaration of results provides the names of office holders elected, but does not indicate whether this constitutes a change to the list of office holders that the organisation lodged with the annual return.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act</li> </ul>
c) If evidence of a vacancy has already been provided to the organisation for an election matter, is it still necessary to lodge a notification of the change?	YES – the notification of changes process and requirements are completely separate to those of the election process.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> </ul>



# Guidance Note

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## **Summary and Historical Context of the Legislative Provisions**

A brief explanation of the historical context surrounding the reporting obligation to notify changes is provided below. This information is intended to promote a better understanding of the reporting obligation, as well as an understanding of some of the purposes of the obligation.

As an overview, the statutory requirement for federally registered organisations to notify the relevant regulator of changes to records:

- appears to have been part of the relevant legislative scheme for over a century,
- has varied in terms of the time periods allowed for the changes to be notified to the relevant regulator,
- is an essential, fundamental and appropriate statutory obligation which provides transparency to members and the regulator.

## **Summary of the current provisions relevant to notifications of changes**

'RO Act' means *Fair Work (Registered Organisations) Act 2009*.

'RO Regs' means *Fair Work (Registered Organisations) Regulations 2009*.

Subsection 233(2) of the RO Act provides that:

An organisation must, within the prescribed period, lodge with the Commissioner notification of any change made to the records required to be kept under paragraphs 230(1)(b), (c) and (d), certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made.

Civil penalty: 60 penalty units.

Subsections 230(1)(b), (c) and (d) of the RO Act provide that:

(1) An organisation must keep the following records:

- (b) a list of the offices in the organisation and each branch of the organisation;
- (c) a list of the names, postal addresses and occupations of the persons holding the offices;
- (d) such other records as are prescribed.

Regulation 147 of the RO Regs provides that:

For paragraph 230(1)(d) of the Act, the following records are prescribed in relation to an organisation:

- (a) a record of the name of each branch of the organisation;
- (b) a record of the name of each branch that commenced operation in the previous 12 months;
- (c) a record of the name of each branch that ceased operation in the previous 12 months;

- (d) a record of the address of:
  - (i) the office of the organisation; and
  - (ii) the office of each branch of the organisation;
- (e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:
  - (i) for an office in the organisation; and
  - (ii) for an office in a branch of the organisation;
- (f) a record of the number of members on 31 December in the previous year;
- (g) if the organisation has entered into an agreement mentioned in subsection 151(1) of the 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 section 150 of the Act.

Regulation 151 of the RO Regs provides that:

For subsection 233(2) of the Act, for the lodgment of notification of any change to the records, the period of 35 days, beginning on the day after the day when the change is made, is prescribed.

Section 5 of the RO Act provides that:

The standards set out in this Act:

- (a) ensure that employer and employee organisations registered under this Act are representative of and accountable to their members, and are able to operate effectively; and
- (b) encourage members to participate in the affairs of the organisations to which they belong; and
- (c) encourage the efficient management of organisations and high standards of accountability of organisations to their members; and
- (d) provide for the democratic functioning and control of organisations; and
- (e) facilitate the registration of a diverse range of employer and employee organisations.

### **Brief chronological history of the legislative provision**

1913 - The history of the provision for registered organisations to notify changes to relevant statutory body can be traced back to 1913. The *Conciliation and Arbitration Regulations 1913*, contained the 'Returns of Officers' provision at regulation 19, which required updates of lists of office holders to be provided within 14 days of any change.

1928 - The *Conciliation and Arbitration Regulations 1928* contained requirements relating to records at regulation 20 and this requirement bears similarity to the obligation set out in s 233(2) of the current RO Act. From 1928, the statutory requirement in accordance with regulation 23 was that changes to the records of registered organisations were to be filed with the relevant regulator within 14 days.

1989 - In 1989, the obligation on a registered organisation to notify the relevant regulator of changes to office holders was found in regulation 131, and notifications of changes were required to be lodged within 35 days. The requirement transitioned into the *Industrial Relations Act 1988* by virtue of section 268(4) taking effect in March 1989.

1988 - The *Industrial Relations Act 1988* was replaced by the *Workplace Relations Act 1996*.

2002 - The *Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002* placed the reporting obligations of registered organisations into a separate schedule. This amendment introduced Schedule 1B to the *Workplace Relations Act 1996*, which was the original RAO (*Registration and Accountability of Organisations*) Schedule. The RAO schedule included section 233 which is very similar to the provision in s.233(2) of the current RO Act.

2009 - The RAO schedule later became the *Fair Work (Registered Organisations) Act 2009*.



20 September 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association, [necanat@neca.asn.au](mailto:necanat@neca.asn.au)

CC: Secretary - Queensland chapter, [necaq@neca.asn.au](mailto:necaq@neca.asn.au)  
Secretary - Australian Capital Territory Chapter, [act@neca.asn.au](mailto:act@neca.asn.au)

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association, The.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
14/09/2017	Queensland	Outgoing Chapter Councillors (2) New Chapter Councillor (1)
15/09/2017	Queensland	New Chapter Secretary
19/09/2017	National	New Chapter Rep on the National Council (1), new National Executive Member (1)

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

Section 293K of the RO Act requires 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 are contained in the RO Act.



Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

**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, Oliver Rupert JUDD, being the Secretary of the Electrical Contractors Association ACT Chapter,  
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*:

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.



Signed:

Oliver Judd - Secretary

Dated: 18.9.2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b> (for privacy reasons, we recommend NOT a private address)	<b>Occupation of <u>New</u> Office Holder</b>
National	23.6.2017	Chapter Rep on National Council	Robert Donnelly	Retiring	Grant Bawden	C/- PO Box 1106. Burwood North NSW 2134	Director
National	23.6.2017	National Executive Member	Robert Donnelly	Retiring	Barry Skinner	As above	Director



national  
electrical and  
communications  
association

**QUEENSLAND CHAPTER**

Suite 1.5,  
Ian Barclay Building,  
460 - 492 Beaudesert Rd,  
Salisbury QLD 4107  
PO Box 778,  
Archerfield QLD 4108

**T** +61 7 3276 7950  
**F** +61 7 3276 8108  
**E** [necaq@neca.asn.au](mailto:necaq@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)  
ABN: 96 409 004 653

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

Registered Organisations Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

Dear Commissioner,

Re: Notification of change of records – NECA Queensland

Attached please find my declaration in respect of a change of records of the Queensland Chapter of the Association.

Should you have any questions in relation to this matter, please contact Peter Lamont of this office on 07 3276 7950.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'D James', with a long, sweeping underline.

David James  
NECA Queensland Chapter President

12 September 2017

Attach.



**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, David James, being the President of the National Electrical Contractors Association, Queensland Chapter, 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 section 230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*.

A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is as follows -

Date of change	office	name of outgoing officer	name of new officer	new officer postal address	new officer occupation
30 June 2017	Queensland Chapter Secretary	Michael Logan	<b>Peter Lamont</b>	c/- PO Box 778 Archerfield Qld 4108	Executive Director

  
.....  
David James  
NECA Queensland Chapter President

Date: 12/9/17



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**QUEENSLAND CHAPTER**

Suite 1.5,  
Ian Barclay Building,  
460 - 492 Beaudesert Rd,  
Salisbury QLD 4107  
PO Box 778,  
Archerfield QLD 4108

**T** +61 7 3276 7950  
**F** +61 7 3276 8108  
**E** [necaq@neca.asn.au](mailto:necaq@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)  
ABN: 96 409 004 653

Registered Organisations Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

cc. NECA National Secretary

By email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
[necanat@neca.asn.au](mailto:necanat@neca.asn.au)

Dear Commissioner,

Re: Notification of change of records – NECA Qld Chapter

Attached please find my declaration in respect of a change of records of the Queensland Chapter of the Association.

Should you have any questions in relation to this matter, please contact Kelly Everett on 07 3276 7950.

Yours sincerely,

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

Peter Lamont  
NECA Queensland Chapter Secretary

12 September 2017



**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, Peter Lamont, being the Chapter Secretary of the National Electrical Contractors Association, Queensland Chapter, 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 section 230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*.

A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is as follows -

Date of change	office	name of outgoing officer	name of new officer	new officer postal address	new officer occupation
25 May 2017	Chapter Councillor	Keith Sallaway	<b>Alex Stormon</b>	c/- PO Box 778, Archerfield, Qld, 4108.	Director
23 July 2017	Chapter Councillor	Philip Lawless-Pyne	<b>vacant</b>	n/a	n/a



.....  
Peter Lamont  
Qld Chapter Secretary

[date] 12/9/17



13 September 2017

Mr Suresh Manickam  
National Secretary/CEO  
The National Electrical Contractors Association  
Email: necanat@neca.asn.au

CC: Garry Victor Itzstein, Western Australia Chapter Secretary, necawa@necawa.asn.au

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of The National Electrical Contractors Association.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
6 September 2017	Tasmanian Chapter	Vice President
6 September 2017	Tasmanian Chapter	Treasurer
7 September 2017	WA	Vice President
7 September 2017	WA	Treasurer

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification 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.

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Michael Moutevelis**  
Registered Organisations Commission



**From:** Natalie Smith <NSmith@necawa.asn.au>  
**Sent:** Thursday, 7 September 2017 5:40 PM  
**To:** ROC - Registered Org Commission  
**Cc:** Wendy Ramjee (wendy.ramjee@neca.asn.au); Suresh  
**Subject:** AR2017/81 NECA WA Notification of Changes to Records  
**Attachments:** Notification of Change of Records\_Positions held 070917.pdf

Please find attached the Notification of Changes to Records for the NECA WA Chapter.

If you require any further information, please contact the undersigned.

Kind regards,

**Natalie Smith**  
Executive Assistant



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association

**WA Chapter**  
U18,199 Balcatta Road,  
Balcatta WA 6021  
PO Box 782,  
Balcatta WA 6914

**T** +61 8 6241 6100  
**F** +61 8 9240 4866  
**M**  
**E** [Natalie.Smith@necawa.asn.au](mailto:Natalie.Smith@necawa.asn.au)  
**W** [www.neca.asn.au/wa](http://www.neca.asn.au/wa)



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**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.

Signed: Garry Victor Itzstein

Chapter Secretary



Dated: 7 September, 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</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>
WA	23/07/17	Vice President	Paul Tobin	████████	Peter Beveridge	C/- 18/199 Balcatta Road, Balcatta WA 6021	Director
WA	23/07/17	Treasurer	Paul Tobin	████████	Kaela Bonomi	C/- 18/199 Balcatta Road, Balcatta WA 6021	Director

**svc-adlib5**

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**From:** Wendy Ramjee <wendy.ramjee@neca.asn.au>  
**Sent:** Wednesday, 6 September 2017 12:37 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2017/81 NECA TAS Declaration of changes  
**Attachments:** ROC\_Declaration of changes NECA Tasmania.pdf

Please see attached declaration of changes relating to NECA Tasmania chapter.

regards

**Wendy Ramjee**

Executive Assistant to CEO



national  
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association

**National Office**  
L4,30 Atchison Street,  
St Leonards NSW 2065  
Locked Bag 1818  
St Leonards NSW 1590

**T** +61 2 9439 8523  
**F** +61 2 9439 8525  
**E** [wendy.ramjee@neca.asn.au](mailto:wendy.ramjee@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)





national  
electrical and  
communications  
association

**NATIONAL OFFICE**

Level 4,  
30 Atchison Street,  
St Leonards NSW 2065  
Locked Bag 1818,  
St Leonards NSW 1590

**T** +61 2 9439 8523  
**F** +61 2 9439 8525  
**E** [necanat@neca.asn.au](mailto:necanat@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)  
ABN 78 319 016 742

5 September 2017

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

Registered Organisations Commissioner  
Registered Organisations Commission  
GPO Box 2983,  
Melbourne VIC 3001

Dear Commissioner,

Notification of change of records – NECA Tas

Attached please find my declaration in respect of a change of records of the Tasmanian Chapter of the Association.

Should you have any questions in relation to this matter, please contact Ms Wendy Ramjee on 02 9439 8523

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Suresh Manickam', is written over a horizontal blue line.

Suresh Manickam  
Tasmanian Chapter Secretary

Attach.

**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, Suresh Manickam, being the Chapter Secretary of the National Electrical Contractors Association, Tasmanian Chapter, 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 section 230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*.

A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is as follows -

Date of change	office	name of outgoing officer	name of new officer	new officer postal address	new officer occupation
14 June 2017	Vice President	Dion Frame	<b>Anthony Damen</b>	c/- PO Box 620, North Hobart, Tas 7002	Electrical contractor
14 June 2017	Treasurer	Andrew Farr	<b>James Heerey</b>	as above	Electrical contractor



Suresh Manickam  
Tasmanian Chapter Secretary

5 September 2017



1 September 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association,  
necanat@neca.asn.au

CC: Mr Garry Itzstein, Western Australia Chapter, necawa@necawa.asn.au

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
28/08/2017	WA	A Committee Member has resigned and a new Committee Member appointed..

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
Registered Organisations Commission

**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.

Signed: Garry Victor Itzstein

Chapter Secretary



Dated: 22 August, 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*



**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</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>
WA	22/08/17	Committee Member	Paul Tobin	Resigned	Geoffrey Baudains	C/- 18/199 Balcatta Road, Balcatta WA 6021	Committee Member



23 August 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association, The  
necanat@neca.asn.au

CC: Western Australia Chapter, necawa@necawa.asn.au

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association, The.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
10/08/2017	WA Chapter	Change of Business Address for President of WA Chapter

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.



Signed: Garry Victor Itzstein

Chapter Secretary

Dated:

10/8/17

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
WA	10/08/17	Jack Grego	N/A	Change of Business Address	N/A	New Business Address: 4/17 Aspiration Circuit, Bibra Lake WA 6163. Postal Address still C/- 18/199 Balcatta Road, Balcatta WA 6021	



26 July 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association  
[necanat@neca.asn.au](mailto:necanat@neca.asn.au)

CC: Mr Garry Itzstein, National Electrical Contractors Association-Western Australia Chapter

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
25/07/2017	WA Chapter	Committee Member (1)

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.



Signed: Garry Victor Itzstein  
Chapter Secretary

Dated: 25 July, 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</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>
WA	25/07/17	Committee Member	Jason Williams	Replaced Committee Member at annual election.	Allan O'Grady	C/- 18/199 Balcatta Road, Balcatta WA 6021	Director of NECA WA Board



6 July 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association, The  
necanat@neca.asn.au

CC: Chapter Secretary, National Electrical Contractors Association, The-Western Australia Chapte  
Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association, The.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
22/5/2017	WA	Paul Tobin change of address
20/6/2017	WA	Diane Wellington replaced Allan O'Grady as Committee Member

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**



**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.



Signed: Garry Victor Itzstein

Chapter Secretary

Dated: 6 July, 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</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>
WA	19/05/17	Paul Tobin	N/A	Change of Residential Address	N/A	C/- 18/199 Balcatta Road, Balcatta WA 6021	Director of NECA WA Board

**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, Garry Victor Itzstein, being the Chapter Secretary of the National Electrical Contractors Association Western Australia Chapter, 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*:
  - 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.



Signed: Garry Victor Itzstein

Chapter Secretary

Dated: 5 July, 2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

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

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</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>
WA	14/06/2017	Committee Member	Allan O'Grady	Replaced Committee Member at annual election.	Diane Wellington	C/- 18/199 Balcatta Road, Balcatta WA 6021	Director of NECA WA Board



5 July 2017

Mr Suresh Manickam  
National Secretary/CEO  
The National Electrical Contractors Association  
necanat@neca.asn.au

CC: Mr Oliver Judd, The National Electrical Contractors Association-New South Wales Chapter

Dear Mr Manickam,

**Notification of changes made to records [AR2017/81]**

I acknowledge receipt of a Notification of Change to the office holders of the National Electrical Contractors Association, The.

This information was lodged with the Registered Organisations Commission (the ROC) 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change
7/06/2017	New South Wales	Outgoing Committee Member (1) Incoming Committee Member (1)

Section 293K of the RO Act requires 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 are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

**Christine Hibberd**  
Registered Organisations Commission

**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, Oliver Judd, being the Secretary of the [Electrical Contractors Association NSW Chapter, 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*:

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.



Signed:

Oliver Judd - **Secretary**

Dated: 7.6.2017

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

**ANNEXURE A**

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<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>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b> (for privacy reasons, we recommend NOT a private address)	<b>Occupation of <u>New</u> Office Holder</b>
NSW	12.5.23017	Committee Member	Domenic MACCHIA	Did not stand for re-election	James PAHIS	c/- NECA NSW PO Box 1106 BURWOOD NORTH NSW 2134	Director



22 February 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association

sent via email: [necanat@neca.asn.au](mailto:necanat@neca.asn.au)

Dear Mr Manickam,

**Annual Return of Information for 2017 [AR2017/81]**

Thank you for your quick response to our inquiries.

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/registered-organisations/find-registered-organisations>.

**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. The National Electrical Contractors Association is encouraged to use this template if any changes occur.

Yours sincerely



Sam Gallichio  
Adviser  
Regulatory Compliance Branch



**ATTACHMENT**

**AMENDED**

I, David Suresh Manickam, Secretary of The National Electrical Contractors Association (“the Association”) declare as follows:

1. That I am the Secretary of the Association authorised to make this declaration on behalf of the Association.
2. In accordance with section 233 of the *Fair Work (Registered Organisations) Act 2009* (“the Act”) I now provide the following information for the calendar year ending 31 December 2016:
  - a) that the Register of Members of the Association was, during 2016, kept and maintained as required by section 230 of the Act;
  - b) that the number of members of the Association on 31 December 2016 was 4,805
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:
  - a) that the address of the office of the Association is:
    - Level 4, 30 Atchison Street, St Leonards, NSW, 2065.
    - Locked Bag 1818, St Leonards, NSW, 1590.
  - b) that the name and address of the Chapters of the Association is as follows –

New South Wales Chapter	Level 3, 28 Burwood Road Burwood NSW 2134  PO Box 1106 Burwood North NSW 2134
Victorian Chapter	Level 12, 222 Kings Way South Melbourne Vic 3205
Australian Capital Territory Chapter	Level 3, 28 Burwood Road Burwood NSW 2134  PO Box 1106 Burwood North NSW 2134
Western Australia Chapter	Unit 18, 199 Balcatta Road Balcatta WA 6021  PO Box 782 Balcatta WA 6914

South Australia/Northern Territory Chapter	213 Greenhill Road Eastwood SA 5063  PO Box 47 Fullarton SA 5063
Queensland Chapter	Suite 1.5 Ian Barclay Building 460 – 492 Beaudesert Rd Salisbury QLD 4107  PO Box 778 Archerfield QLD 4108
Tasmania Chapter	Level 4, 30 Atchison Street St. Leonards NSW 2065  PO Box 620 North Hobart TAS 7002

- c) that no new Chapters commenced operations in the previous 12 months or ceased operations in the previous 12 months, however the South Australia Chapter changed its name to the South Australia/Northern Territory Chapter on 16 December 2016;
- d) that the list of offices and the name and postal address and occupation of the respective office holders of the Association and each Chapter are as follows:

**NATIONAL PRESIDENT**

(NSW) Mr Alan Brown, Director,  
c/- PO Box 1106, Burwood North NSW 2134

**NATIONAL VICE-PRESIDENT**

(SA) Mr Greg Hodby, Chief Executive Officer  
c/- PO Box 47, Fullarton SA 5063

**NATIONAL TREASURER**

Mr James Heerey, Electrical Contractor  
c/- PO Box 620 North Hobart TAS 7002

**NATIONAL SECRETARY**

Mr David Suresh Manickam, Director  
c/- Locked Bag 1818, St Leonards, NSW 1590

**NATIONAL COUNCILLORS**

(NSW) Mr Bruce Duff, Managing Director  
c/- PO Box 1106, Burwood North NSW 2134

(SA) Mr Andrew Thorpe, Director  
c/- PO Box 47, Fullarton SA 5063

(Tas) Mr Wayne Hobson, Director  
c/- PO Box 620 North Hobart TAS 7002

(Qld) Mr David McInnes, Managing Director  
c/- PO Box 778 Archerfield QLD 4108.

(Qld) Mr David James, General Manager  
c/- PO Box 778 Archerfield QLD 4108.

(WA) Mr Alan Charlton, Electrical Contractor  
c/- PO Box 782 Balcatta WA 6914.

(WA) Mr Jack Grego, Director  
c/- PO Box 782 Balcatta WA 6914.

(Vic) Mr Michael Purnell, Director  
c/- Level 12, 222 Kings Way South Melbourne Vic 3205

(Vic) Mr Russell Chatfield, Director  
c/- Level 12, 222 Kings Way South Melbourne Vic 3205

(ACT) Robert Donnelly, Director  
c/- PO Box 1106, Burwood North NSW 2134

(ACT) Mr Barry Skinner, Director  
c/- PO Box 1106, Burwood North NSW 2134

## **NEW SOUTH WALES CHAPTER**

President - Mr Bruce Duff, Managing Director c/- PO Box 1106, Burwood North NSW 2134

Vice-President - Mr Alan Brown, Director c/- postal address as above

Treasurer - Mr Chris Madson, Chief Executive Officer, as above

Secretary - Mr Oliver Judd, Executive Director, as above

### *Other Chapter Executive*

Mr Garrie Chapelow, Company Director, as above

Mr Stephen Kerfoot, Company Director, as above

Mr David Orr, Company Director, as above

Mr, Jeffrey Brown, Company Director, as above

Mr Domenic Macchia, Company Director, as above

## **VICTORIAN CHAPTER**

President – Mr Dean Spicer, Director, c/- Level 12, 222 Kings Way South Melbourne Vic 3205

Vice-President – Mr Stewart Joyce, Director, postal address as above

Treasurer - Mr Mark Falloon, Electrical Contractor, as above

Secretary - Mr James Keegan, as above

*Other Chapter Council*

Mr Russell Chatfield, Director, as above

Mr Michael Purnell, Director, as above

Mr Chris Hargreaves, Director, as above

Mr John Cutler, Director, as above

Mr Chris Van Der Kooi, Director, as above

Mr David Peirce, Electrical Contractor, as above

**ACT CHAPTER**

President - Mr Barry Skinner, Director, c/- PO Box 1106, Burwood North NSW 2134

Vice-President – Mr Peter Hart, Director, postal address as above

Treasurer – Stephen Buckley, Director, as above

Secretary - Mr Oliver Judd, Executive Director, as above

*Other Chapter Council*

Mr Robert Donnelly, Director, as above

Mr Grant Bawden, Director, as above

Mr Jade Coleman, Manager, as above

**WESTERN AUSTRALIA CHAPTER**

President - Mr Jack Grego, Electrical Contractor, c/- PO Box 782 Balcatta WA 6914.

Vice-President – Mr Paul Tobin, General Manager, postal address as above

Treasurer - Mr Paul Tobin, General Manager, as above

Secretary - Mr Garry Itzstein, Executive Director, as above

*Other Chapter Council*

Mr Alan Charlton, Electrical Contractor, as above

Mr Christopher Sweeting, Director, as above

Mr Gregory Warren, Director, as above

Mr Peter Beveridge, Director, as above

Mr Allan O'Grady, Director, as above

Ms Kaela Bonomi, Director, as above

Mr Jason Williams, Director, as above

Vacant position

#### **SOUTH AUSTRALIA/NORTHERN TERRITORY CHAPTER**

President - Mr Andrew Philip Thorpe, Director, c/- P O Box 47, Fullarton SA 5063

Vice-President - Mr Greg Hodby, Chief Executive Officer, postal address as above

Treasurer – Andrew Cross, General Manager, as above

Secretary - Mr Larry Moore, Executive Director, as above

#### *Other Management Committee Members*

Mr Allan Aitchison, Chief Executive Officer, as above

Mr Michael Boyce, Nominee, as above

Ms Lynette Tapp, Manager, as above

Mr Jarrod Poulton, Director, as above

#### **QUEENSLAND CHAPTER**

President – Mr David James, General Manager, c/- PO Box 778, Archerfield QLD 4108

Vice-President – Mr David Paul McInnes, Managing Director, postal address as above

Treasurer - Mr Russel Thompson, Director, as above

Secretary - Mr Mick Logan, Executive Director, as above

#### *Other Chapter Council*

Mr Philip Lawless-Pyne, Director, as above

Mr Keith Sallaway, Manager, as above

Mr Ian Forbes, Director, as above

Mr Gavin Petersen, Director, as above

Mr Greg Hutley, Managing Director, as above

Mr Gerald Phelan, Director, as above

Vacant Position

**TASMANIA CHAPTER**

President – Mr Wayne Hobson, Director, c/- PO Box 620 North Hobart TAS 7002

Vice-President – Mr Dion Frame, Manager, postal address as above

Treasurer – Mr Andrew Farr, Electrical Contractor, as above

Secretary - Mr Suresh Manickam, CEO, as above

*Other Chapter Council*

Mr James Heerey, Electrical Contractor, as above

Mr Martin Jackson, Manager, as above

Mr Anthony Damen, Electrical Contractor, as above

Mr Shane Hill, Electrical Contractor, as above

- e) that annual elections for National and Chapter officer holders are required to be held under the rules of the Association during the year commencing 1 January 2017, the details of which are set out in the Notice of Prescribed Information dated 17 February 2017.

  
.....  
Suresh Manickam  
National Secretary

22 February 2017



22 February 2017

Mr Suresh Manickam  
National Secretary/CEO  
National Electrical Contractors Association

Sent via email: [necanat@neca.asn.au](mailto:necanat@neca.asn.au)

Dear Mr Manickam,

**Annual Return of Information for 2017 [AR2017/81]**

I acknowledge receipt on 20 February 2017 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 most of the required information for the 2017 Annual Return of Information of the National Electrical Contractors Association. However, the documents have not been filed as there have been omissions in the documents that prevent filing.

The address that has been provided for the Tasmanian Chapter lists the postal address rather than the street address of the Chapter. Regulation 147(d)(ii) of the *Fair Work (Registered Organisations) Regulations 2009* states that a record of the address of the office of each branch of the organisation must be lodged with the Fair Work Commission (the Commission) under section 233(2) of the RO Act. I also note that only the postal address was initially lodged with the Commission in last years' Annual Return. Can you please provide the street address of the Chapter at your earliest convenience.

Furthermore, I note that the Attachment to the declaration remains unsigned by a prescribed officer of the organisation. This should also be remedied in order for the Annual Return to be filed.

If you have any queries regarding this letter please feel free to contact me any time.

I look forward to receiving the outstanding information soon.

Yours sincerely

Sam Gallichio  
Adviser  
Regulatory Compliance Branch



national  
electrical and  
communications  
association

**NATIONAL OFFICE**

Level 4,  
30 Atchison Street,  
St Leonards NSW 2065  
Locked Bag 1818,  
St Leonards NSW 1590

**T** +61 2 9439 8523  
**F** +61 2 9439 8525  
**E** [necanat@neca.asn.au](mailto:necanat@neca.asn.au)  
**W** [www.neca.asn.au](http://www.neca.asn.au)  
ABN 78 319 016 742

by email to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

17 February 2017

Ms B. O'Neill  
General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Ms O'Neill

**The National Electrical Contractors Association  
Annual Return of Information for Year 2016**

In accordance with section 233 of the Fair Work (Registered Organisations) Act 2009, I enclose my declaration of the Association's Annual Return for 2016.

For any questions you have in relation to this matter please contact either myself or Ms Wendy Ramjee on 02 9439 8523 or email [necanat@neca.asn.au](mailto:necanat@neca.asn.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suresh Manickam', written over a horizontal line.

Suresh Manickam  
National Secretary/CEO

Attach: Declaration

cc. NECA Chapter Secretaries/NECA Executive Directors



**ATTACHMENT**

I, David Suresh Manickam, Secretary of The National Electrical Contractors Association (“the Association”) declare as follows:

1. That I am the Secretary of the Association authorised to make this declaration on behalf of the Association.
2. In accordance with section 233 of the *Fair Work (Registered Organisations) Act 2009* (“the Act”) I now provide the following information for the calendar year ending 31 December 2016:
  - a) that the Register of Members of the Association was, during 2016, kept and maintained as required by section 230 of the Act;
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Vacant position

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Mr Martin Jackson, Manager, as above

Mr Anthony Damen, Electrical Contractor, as above

Mr Shane Hill, Electrical Contractor, as above

- e) that annual elections for National and Chapter officer holders are required to be held under the rules of the Association during the year commencing 1 January 2017, the details of which are set out in the Notice of Prescribed Information dated 17 February 2017.

.....  
Suresh Manickam  
National Secretary

17 February 2017