



20 July 2018

Mr Shayne Bennett
Secretary/Treasurer
National Fire Industry Association
info@nfia.com.au

cc: Wayne Smith

By email: wsmith@nfia.com.au

Dear Mr Bennett,

Notification of changes made to records [AR2018/67]

I acknowledge receipt of a Notification of Change to the office holders of the National Fire Industry 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	Organisation	Change	Within prescribed period (Yes/No). If No, how many days late
19 July 2018	Councillor NSW – Steve Trevor	Outgoing	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer’s understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

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. Details 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 to 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,

Andrea O'Halloran
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, Shayne Bennett, being the Secretary/Treasurer of the National Fire Industry Association, 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*:

[delete all that do not apply]

- 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:

Shayne Bennett



Secretary/Treasurer

Dated:

19th July 2018

[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.]

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- 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.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	17 th March 2018	Councillor NSW	Steve Trevor	N/A	N/A	N/A
...						



20 July 2018

Mr Shayne Bennett
Secretary/Treasurer
National Fire Industry Association
info@nfia.com.au

Cc: Wayne Smith

By email: wsmith@nfia.com.au

Dear Mr Bennett,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/67]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 27 March 2018 of your organisation's Annual Return and on 19 July 2018 of the amended Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. National Fire Industry Association is encouraged to use this template if any changes occur.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au

Yours faithfully

A handwritten signature in black ink that reads "Andrea O'Halloran".

Andrea O'Halloran
Registered Organisations Commission

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, Shayne Bennett, being the Secretary/Treasurer of the NATIONAL FIRE INDUSTRY ASSOCIATION, 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 19 Byrnes Road South, JOYNER QLD 4500
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months
 - On 31 December in the previous year the number of members was 199
 - 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:¹

No elections are scheduled THIS YEAR.]

¹ s.230(1)(d); reg.147(e)

- The organisation: [*Delete the dot point that does not apply*]
 - Has not entered into an agreement under s.151(1) of the Act with a state union

Signed:

Shayne Bennett



Secretary/Treasurer

Dated: 19th July, 2018

[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to regorgs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change².]

*Please note that the original Annual Return was signed off by the President, Andrew Hickman, on 27th March 2018 and submitted by email sent 27th March 2018. Subsequent minor amendments have been actioned in accordance with the advice received from ROC and resubmitted on 16th May 2018. Further subsequent amendment has been actioned in accordance with advice received from ROC and resubmitted on 19th July 2018.

² s.233(2); reg. 151

ANNEXURE A**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

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

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President (Councillor Qld/NT)	Andrew Hickman	FireVac Services, PO Box 1204, Springwood QLD 4127	General Manager
Vice President (Councillor Vic/Tas)	Haysam Mohtadi	Fire Industry Supplies, [REDACTED] [REDACTED]	Managing Director
Treasurer/Secretary (Councillor SA)	Shayne Bennett	Australian Fire Services, 64 Beulah Rd, Norwood SA 5067	Director-Contract Manager
(Councillor Vic/Tas)	Jeff Wood	Rocarm, PO Box 46, Brunswick South, VIC 3055	Technical Director
(Councillor Qld/NT)	Brian Davies	ARA Fire, 45 Chetwynd St, Loganholme QLD 4129	Managing Director
(Councillor SA)	Graham Dunn	Jag Hire & Maintenance, Unit 15/30 Aldershot Rd, Lonsdale SA 5160	General Manager
(Councillor WA)	Andy Thomas	ARA Fire, 10 Halley Rd, Balcatta WA 6021	Sales & Business Development Manager
(Councillor NSW)	Gordon Stalley	Premier Fire, Unit 2,3 Gibbes St, Chatswood NSW 2067	Managing Director
(Councillor NSW)	Vacant		