



15 August 2023

Kukame McPierzie  
National Secretary  
Association of Consulting Architects – Australia  
Sent via email: [nat@aca.org.au](mailto:nat@aca.org.au)

cc: QLD/NT Branch, [qld@aca.org.au](mailto:qld@aca.org.au)

Dear Kukame McPierzie

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Association of Consulting Architects - Australia (AR2023/60).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do financial training or obtain an exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete financial training (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### **Officer financial training audit**

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

#### **Help for new officers: Officer Induction Kit**

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

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

#### **Disclosure obligations: what officers must do**

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

#### **Time frames for notifications of change**

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

#### **eLearning module – notifications of change**



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission**

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
4 August 2023	QLD/NT Branch	Committee of Management	Yes

## **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, KUKAME McPIERZIE, being the NATIONAL SECRETARY of the ASSOCIATION OF CONSULTING ARCHITECTS - AUSTRALIA, 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*.
3. On the 30 June 2023 David Brian, Committee of Management member, of the ACA-QLD/NT resigned.
4. The change to office and the name of the person holding the office is attached to this declaration at Annexure A and forms part of this declaration.



Signed: National Secretary

Dated: 3 August 2023

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.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 Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
QLD/NT	30/06/2023	Committee of Management	David Brian	vacant	Vacant	Vacant



Fair Work  
Commission

13 April 2023

Kukame McPierzie  
National Secretary  
Association of Consulting Architects - Australia  
Sent via email: [national@aca.org.au](mailto:national@aca.org.au)

Dear Kukame McPierzie

**The Association of Consulting Architects - Australia's annual return of information (annual return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

**Summary of your annual return and its assessment**

Year	2023
Matter number	AR2023/60
Lodgement date	27 March 2023
Review	Advanced Review
Result	FILED

**Your advanced review**

Your annual return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



**Your annual return satisfied the requirements of the advanced review and has been uploaded to the Fair Work Commission (the Commission) website.**

## **The Commission's risk-based approach**

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review.

The Commission's [advanced review checklist](#) is published on our website.

This year your annual return was assessed against an advanced review.

## **Do you have any questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**

## **ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

I, KUKAME McPIERZIE, being the National Secretary of the Association of Consulting Architects – Australia, 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is c/- 101 Frederick Street, Unley.<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>

ACA-SA	c/- Level 4/211 Victoria Square Adelaide SA 5000
ACA-NSW/ACT	c/- Level 2 / 36 Carrington Street Sydney NSW 2000
ACA-VIC/TAS	c/- 76 Hoddle Street Abbotsford VIC 3067
ACA-WA	c/- The Palace, Level 1/108 St Georges Terrace Perth WA 6000
ACA-QLD/NT	c/- 9 / 145 Ann Street Brisbane QLD 4000

---

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

<sup>2</sup> section.230(1)(d); reg.147(a) & (d)

- On 31 December in the previous year the number of members was 774.<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:<sup>4</sup>
  1. There are no elections scheduled THIS YEAR (this does not include casual vacancy elections)
  2. Branch elections
    - No elections are required.
- During the previous 12 months:<sup>5</sup>
  - NO branches COMMENCED or CEASED operation.
- The organisation:
  - Has not entered into an agreement under section 151(1) of the Act with a state union.



Signed: Kukame McPierzie  
National Secretary

Dated: 27 March 2023

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change.<sup>6</sup>]*

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

<sup>4</sup> section.230(1)(d); reg.147(e)

<sup>5</sup> section.230(1)(d); reg.147(b) & (c)

<sup>6</sup> section.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 and its Branches:

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>National</b>	President	John Held	c/- ACA-Australia Box 17 Flinders Lane Post Office Melbourne Vic 8009	Architect
	Vice President	Paul Viney	As above	Architect
	Secretary	Kukame McPierzie	As above	Architect
	Treasurer	Vacant	As above	
	Committee of Management (CoM)	Gilda Donegan	As above	Architect
	CoM	Ivana Simkovic	As above	Architect
<b>NSW/ACT</b>	President	Ivana Simkovic	c/- ACA-NSW/ACT Level 2, 36 Carrington Street Sydney NSW 2000	Architect
	Vice President	Fahard Edibam	As above	Architect
	Secretary	Greg Isaac	As above	Architect
	Treasurer	Harry Hamor	As above	Architect
	CoM	Stephen Pearse	As above	Architect

		Agi Sterling	As above	Architect
		Fabricio Siqueira	As above	Architect
		Edward David Brett Springett	As above	Architect
		Jennifer Crawford	As above	Architect
		Justine Money	As above	Architect
<b>VIC/TAS</b>	President	Paul Viney	c/- ACA-VIC/TAS 76 Hoddle Street Abbotsford Vic 3067	Architect
	Vice President	Daniel Haskell	As above	Architect
	Secretary	Kirby Roper	As above	Architect
	Treasurer	Matthew Tence	As above	Practice Manager
	CoM	Richard Bryant	As above	Architect
		Kelvin Greenway	As above	Architect
		George Theodoridis	As above	Business Manager
		Sarah Bennett	As above	General Manager
		Brad Hooper	As above	Architect
<b>SA</b>	President	John Held	c/- ACA-SA Level 4 / 211 Victoria Square Adelaide SA 5000	Architect
	Vice President	Mario Dreosti	As above	Architect
	Secretary	Catherine Startari	As above	Architect

	Treasurer	Matthew Thomas	As above	Director
	CoM	Kirsty Hewitt	As above	Architect
		David Kilpatrick	As above	Architect
		Susan Phillips	As above	Architect
		Justine Cucchiarelli	As above	Architect
		Simon Frost	As above	Architect
		Michael Hegarty	As above	Architect
		Mark Berlangieri	As above	Architect
		Katherine Dujmovic	As above	Architect
<b>WA</b>	President	Kukame McPierzie	c/- ACA-WA P O Box 1714 Subiaco WA 6904	Architect
	Vice President	Kate Fitzgerald	As above	Architect
	Secretary	Kali Passmore	As above	Architect
	Treasurer	Janine Marsh	As above	Architect
	CoM	Andrew Rogerson	As above	Architect
		Emily van Eyk	As above	Architect
		David Gulland	As above	Architect
		Michel Greenhalgh	As above	Architect
		Malcolm Jones	As above	Architect
		Felice Burrows	As above	Architect

<b>QLD/NT</b>	President	Gilda Donegan	c/- ACA-QLD/NT GPO Box 737 Brisbane QLD 4001	Architect
	Vice President	Brett Hudson	As above	Architect
	Secretary	Denis Waring	As above	Architect
	Treasurer	Charmaine Kai	As above	Architect
	CoM	Mark Williams	As above	Architect
		Steve Huntington	As above	Architect
		David Brian	As above	Architect
		Mark Kennedy	As above	Architect
		Adam Perrier	As above	Architect
		Justine Ebzery	As above	Director
		Ben Madden	As above	Architect