



2 August 2023

Kirby Roper  
Branch Secretary  
Association of Consulting Architects - Australia - Victoria/Tasmania Branch  
Sent via email: victas@aca.org.au

cc:

Dear Kirby Roper

**The Association of Consulting Architects - Australia - Victoria/Tasmania Branch's Officer and related party disclosure statement (ORP Statement)**

Thank you for providing your ORP Statement. Your ORP Statement includes information required to be provided to your members and lodged under subsection 293J of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

**Summary of your ORP Statement and Review Outcome**

Financial year ending 30 June 2023

Matter number ORP2023/220

Date lodged 1 August 2023

Review Primary Review

Result FILED

**Your primary review**

Your ORP Statement had a **primary review** which checked whether it was signed by an officer, lodged on time, included the required NIL statements and whether you met the requirements that the regulator raised with you last year.



**Your ORP Statement satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.**

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

This year your ORP Statement was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the ORP Statement of every organisation and branch will be subject to at least one advanced review. An advanced review is a more comprehensive review.

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

### **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](#).

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

Yours sincerely

**Fair Work Commission**

## OFFICER AND RELATED PARTY DISCLOSURE STATEMENT in accordance with Section 293J Fair Work (Registered Organisations) Act 2009

I, MATTHEW TENCE, being the Branch Treasurer of the Association of Consulting Architects – VIC/TAS (ACA-VIC/TAS), declare the following Officer and Related Party (ORP) Disclosure Statement.

<b>Organisation name</b>	Association of Consulting Architects – Australia	<b>Branch name</b>	VIC/TAS
<b>Financial year start date</b>	1 July 2022	<b>Financial year end date</b>	30 June 2023
<p><b>INSTRUCTIONS FOR COMPLETING THIS STATEMENT:</b></p> <ol style="list-style-type: none"> <li>1. Answer the question about how many officers receive remuneration (remember this includes remuneration from external boards)</li> <li>2. Enter information into the tables about your branch or organisation. Add extra lines if needed (e.g. if more than one officer receives the same remuneration)</li> <li>3. If there are no disclosures in any of the cells below, please insert 'NIL'</li> </ol>			

### Top five rankings of officers – relevant remuneration and non-cash benefits

<b>How many officers do you have who receive remuneration?</b>	<i>Please circle</i>	<b>NIL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>5+</b>
--	----------------------	------------	----------	----------	----------	----------	----------	-----------

Remuneration includes wages and salary (including superannuation), fees, allowances, benefits and other entitlements paid by the organisation AND payments from external board positions (even if not retained by the officer).

When all officers in the ACA-VIC/TAS are ranked by relevant remuneration for the financial year, the following officers are ranked no lower than fifth:

Full Name	Office <i>(e.g. Secretary)</i>	Actual amount of relevant remuneration	Value of relevant non-cash benefits	Form of relevant non-cash benefits <i>(e.g. car)</i>
1.NIL	NIL	NIL	NIL	NIL
2.NIL	NIL	NIL	NIL	NIL
3.NIL	NIL	NIL	NIL	NIL
4.NIL	NIL	NIL	NIL	NIL
5.NIL	NIL	NIL	NIL	NIL

## Payments to related parties and declared persons or bodies

During the financial year, the following payments were made to related parties or declared persons or bodies. The details of these payments are included below. (This list does not include payments that are exempted from disclosure under section 293G).

Date	Name	Nature of relationship <i>(e.g company owned by Secretary)</i>	Purpose of payment <i>(e.g. catering)</i>	Amount	Other relevant details
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL	NIL

I declare that:

- the officers listed in this ORP statement are those whose relevant remuneration places them in the top five rankings of officers;
- where fewer officers are listed, this is because only those listed officers received relevant remuneration;
- the only officers in the top five rankings who received non-cash benefits are those for whom an amount is listed in the non-cash benefits column;
- the persons and entities listed under 'payments to related parties' are the only related parties or declared persons or bodies that are required to be disclosed under section 293G, where none are listed this is because there were no disclosable payments;

Signed: Matthew Tence  
Branch Treasurer  
ACA-VIC/TAS

A handwritten signature in black ink, appearing to be 'MT', followed by a long horizontal line extending to the right.

Dated: 25 July 2023

**[This form must be signed by an officer]**

**PLEASE NOTE: The Officer and Related Party Disclosure Statement must be provided to all members and a copy lodged with the Fair Work Commission (the Commission) within six months of the end of the financial year.** It can be lodged with the Commission by emailing to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). ALL BRANCHES are required to lodge an Officer and Related Party Disclosure Statement. It is then published on the Commission website.