



2 April 2025

Sian Jepson
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: national@aca.org.au

cc: Vic/Tas Branch victas@aca.org.au

Dear Sian Jepson

Notification of changes – Acknowledgment

We acknowledge receipt of a Notification of Change to the Association of Consulting Architects - Australia (AR2024/60).

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

Time frames for notifications of changes

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

Late notification warning



Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/60.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Appendix A shows late notifications

A notification from your organisation 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.

Late notifications have the potential to attract a civil penalty.

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.

But we understand they can be a difficult requirement to get right. We have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [FWC 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 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 Fair Work Commission website through the [list of Registered Organisations](#).

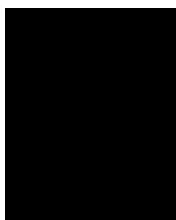
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19 March 2025	Vic/Tas Branch	Change of Address	No, 79 days

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, BRETT HUDSON, being the SECRETARY of the ASSOCIATION OF CONSULTING ARCHITECTS, 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*:

- On 25 NOVEMBER 2024 the address of the organisation changed to:¹
C/- 76 HODDLE STREET, ABBOTSFORD, VIC 3067



Signed: BRETT HUDSON (SECRETARY)
Dated: 19 MARCH 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

¹ s.230(1)(d); reg.147(d)



12 February 2025

Sian Jepson
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: national@aca.org.au

cc: QLD/NT Branch qld@aca.org.au
NSW/ACT Branch nsw@aca.org.au

Dear Sian Jepson

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Association of Consulting Architects - Australia (AR2024/60).

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.

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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*).

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

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Please contact 1300 341 665 or 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
5 February 2025	QLD/NT Branch	Treasurer Committee Member	Yes
5 February 2025	NSW/ACT Branch	Affiliate/Committee Member	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, BRETT HUDSON, being the SECRETARY of the ASSOCIATION OF CONSULTING ARCHITECTS 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: SECRETARY

Dated: 5 February 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to 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:

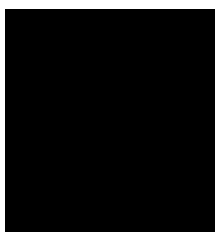
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- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving 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
NSW/ACT	31.1.2025	Affiliate/Committee Member	Michael Lewarne	N/A	N/A	N/A

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Signed: SECRETARY

Dated: 4 February 2025

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QLD/NT	21.01.2025	TREASURER	MARK WILLIAMS	N/A	N/A	N/A
QLD/NT	21.01.2025	COMMITTEE MEMBER	MARK WILLIAMS	N/A	N/A	N/A



20 January 2025

Sian Jepson
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: national@aca.org.au

cc: NSW/ACT- nsw@aca.org.au

Dear Sian Jepson

Notification of changes – Action required

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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

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Officer financial training audit

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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

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Yours sincerely

Fair Work Commission

Appendix A

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

Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/12/2024	NSW/ACT	Committee Member	Yes

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Signed: SECRETARY

Dated: 30 December 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

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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
NSW/ACT	13.12.2024	Committee Member	Michael Kitmiridis	N/A	N/A	N/A



16 December 2024

Sian Jepson
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: national@aca.org.au

Dear Sian Jepson

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Association of Consulting Architects - Australia (AR2024/60).

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

What you need to do right now

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Time frames for notifications of change

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eLearning module – notifications of change

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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 if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

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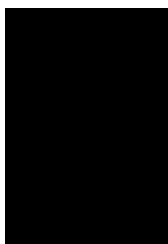
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
27 November 2024	National	President Vice President Secretary Treasurer	Yes

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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. The ACA and its Branches have completed the 2024 elections conducted by the Australian Electoral Commission E2024/51.
4. The results of Stage 3, Office Holder positions for the ACA-Australia were declared by the Australian Electoral Commission, on 18 July 2024.
5. In accordance with Rule 19(9) of the ACA Constitution, office holders of the ACA-Australia shall assume office at the conclusion of the Annual General Meeting in each election year. The Annual General Meeting was held on Monday 25 November 2024.
6. 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:



Dated: 26 November 2024

*[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

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Changes to Offices and Office Holders in the Organisation:

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
National	25/11/2024	President	John Held	Paul Viney	c/- ACA-VIC/TAS 76 Hoddle Street Abbotsford Vic 3067	Architect
		Vice President	Paul Viney	Kukame McPierzie	c/- ACA-WA P O Box 365 West Perth WA 6872	Architect
		Secretary	Kukame McPierzie	Brett Hudson	c/- ACA-QLD/NT GPO Box 737 Brisbane QLD 4001	Architect
		Treasurer	Vacant	Mario Dreosti	c/- ACA-SA Level 4 / 211 Victoria Square Adelaide SA 5000	Architect



29 July 2024

Michelle Eades
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: michelle.eades@aca.org.au

cc: QLD/NT Branch qld@aca.org.au
SA Branch sa@aca.org.au

Dear Michelle Eades

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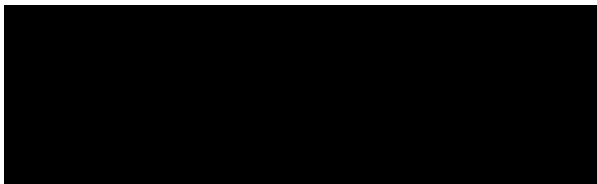
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8 July 2024	QLD/NT Branch	Branch President Branch Vice President Branch Treasurer	Yes
	SA Branch	Branch President Branch Vice President Branch Secretary Branch Treasurer	
29 July 2024	SA Branch	Committee of Management Committee of Management	Yes No, 45 days

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 26 June 2024 Matthew Thomas, Committee of Management member, of the ACA-SA resigned effective 25 July 2024.
4. There was an omission to the Notice of Change dated 4 June 2024.
5. These changes to office and the names of the persons holding the offices are attached to this declaration at Annexure A and forms part of this declaration.



Signed: National Secretary

Dated: 29 July 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to 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:

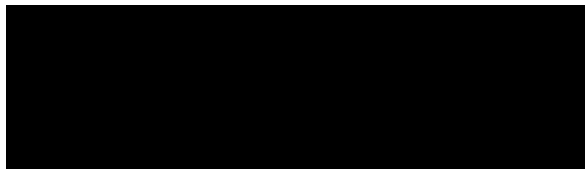
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant 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
SA	25/07/2024	Committee of Management	Matthew Thomas	Vacant	Vacant	Vacant
SA	09/05/2024	Committee of Management	David Kilpatrick			

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 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:
 - The ACA and its Branches are currently in the process of 2024 elections being conducted by the Australian Electoral Commission.
 - The results of Stage 2, Office Holder positions for the Branches, ACA-NSW/ACT, ACA-VIC/TAS, ACA-QLD/NT, ACA-SA and ACA-WA of those elections were declared by the Australian Electoral Commission, on 17 June 2024.
 - 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: Kukame McPierzie
National Secretary

Dated: 8 July 2024

*[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 – ACA-QLD/NT and ACA-SA:

•

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	17/06/2024	Branch President	Gilda Donegan	Brett Hudson	c/- GPO Box 737 Brisbane Qld 4001	Architect
		Branch Vice President	Brett Hudson	Adam Perrier	As above	Architect
		Branch Treasurer	Charmaine Kai	Mark Williams	As above	Architect
SA	17/06/2024	Branch President	John Held	Mario Dreosti	c/- Level 4 / 211 Victoria Square Adelaide SA 5000	Architect
		Branch Vice President	Mario Dreosti	Catherine Startari	As above	Architect
		Branch Secretary	Catherine Startari	Katherine Dujmovic	Architect	Architect
		Branch Treasurer	Matthew Thomas	Justin Cucchiarelli	As above	Architec



19 June 2024

Michelle Eades
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: michelle.eades@aca.org.au

cc: NSW/ACT- nsw@aca.org.au
QLD/NT-qlld@aca.org.au
SA-sa@aca.org.au
VIC/TAS-victas@aca.org.au
WA- wa@aca.org.au

Dear Michelle Eades

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Association of Consulting Architects - Australia (AR2024/60).

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 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.

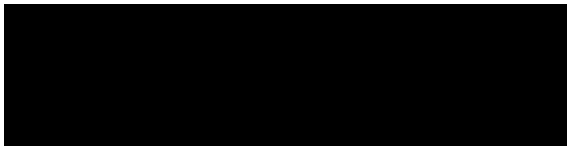
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
04/06/2024 (Amended NOC received on 17/06/2024)	NSW/ACT	Committee of Management (3)	Yes
	VIC/TAS	Committee of Management (3)	
	QLD/NT	Committee of Management (3), Treasurer	
	SA	Committee of Management (3), President	
	WA	Committee of Management (6)	

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 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:
 - The ACA and its Branches are currently in the process of 2024 elections being conducted by the Australian Electoral Commission.
 - The results of Stage 1, Committee of Management for the Branches, ACA-NSW/ACT, ACA-VIC/TAS, ACA-QLD/NT, ACA-SA and ACA-WA of those elections were declared by the Australian Electoral Commission, on 9 May 2024.
 - 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: Kukame McPierzie
National Secretary

Dated: 17 June 2024

*[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 – ACA-NSW/ACT, ACA-VIC/TAS, ACA-QLD/NT and ACA-SA:

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
NSW/ACT	09/05/2024	Committee of Management		Brett Dunn	c/- Level 2 / 36 Carrington Street Sydney NSW 2000	Architect
				Michael Kitmiridis	As above	Architect
				Christopher Lal	As above	Architect
VIC/TAS	09/05/2024	Committee of Management		Emily Gilfillan	c/- 76 Hoddle Street Abbotsford VIC 3067	Architect
				Brendan Shannon	As above	Architect
				Kel Greenway		
QLD/NT	09/05/2024	Committee of Management				
				Rebecca Caldwell	c/- GPO Box 737 Brisbane Qld 4001	Architect
				Cara Phillips	As above	Architect
				Jo Rees	As above	Architect
				Treasurer	Charmaine Kai	
SA	09/05/2024	Committee of Management		Stewart Caldwell	c/- Level 4 / 211 Victoria Square Adelaide SA 5000	Architect
				Richard Stafford	As above	Architect
				Kirsty Hewitt		Architect
				President	John Held	

WA	09/05/2024	Committee of Management		Frederick Chaney	c/- The Palace, Level 1 /08 St Georges Terrace Perth WA 6000	Architect
				Fernando Faugno	As above	Architect
				Kahla Murphy	As above	Architect
			Malcolm Jones			
			David Gulland			
			Andrew Rogerson			



16 April 2024

Michelle Eades
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: michelle.eades@aca.org.au

Dear Michelle Eades

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	2024
Matter number	AR2024/60
Lodgement date	19 March 2024
Review	Primary Review
Result	FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return 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 annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are 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 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.

Yours sincerely

Fair Work Commission

AMENDED 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.¹
 - The name and address of each branch of the organisation is:²

Branch	Address
ACA-SA	c/- Level 4 / 211 Victoria Square Adelaide SA 5000
ACA-NSW/ACT	c/- Level 2 / 36 Carrington Street Sydney NSW 2000
ACA-WA	c/- The Palace, Level 1 / 108 St Georges Terrace Perth WA 6000
ACA-QLD/NT	c/- GPO Box 737 Brisbane QLD 4000
ACA-VIC/TAS	c/- 76 Hoddle Street Abbotsford VIC 3067

4. On 31 December in the previous year the number of members was 796.³

¹ Section 230(1)(d); reg.147(d)

² Section 230(1)(d); reg.147(a) & (d)

³ Section 230(1)(d); reg.147(f)

5. 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.

6. Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:⁴

1. National Executive Committee elections

As per Rule 19(1) the National Executive Committee shall consist of one representative from each Branch, being the President of each Branch - National President (1) National Vice President (1) National Secretary (1) National Treasurer (1) ,
Committee of Management Members (2).

2. Branch elections

ACA-SA

President (1) Vice President (1) Secretary (1) Treasurer (1)
Committee of Management Members (15)

ACA-WA

President (1) Vice President (1) Secretary (1) Treasurer (1)
Committee of Management Members (11)

ACA-NSW/ACT

President (1) Vice President (1) Secretary (1) Treasurer (1)
Committee of Management Members (13)

ACA-QLD/NT

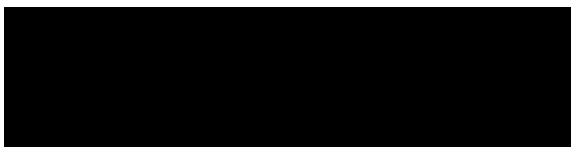
President (1) Vice President (1) Secretary (1) Treasurer (1)
Committee of Management Members (15)

ACA-VIC/TAS

President (1) Vice President (1) Secretary (1) Treasurer (1)
Committee of Management Members (15)

7. During the previous 12 months: NO branches COMMENCED or CEASED operation.⁵

8. The organisation has not entered into an agreement under section 151(1) of the Act with a state union.⁶



Signed: Kukame McPierzie

Dated: 8 April 2024

⁴ Section 230(1)(d); reg.147(e)

⁵ Section 230(1)(d); reg.147(b) & (c)

⁶ Section 230(1)(d); reg.147(g)

ANNEXURE A

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

9. 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
National	President	John Held	c/- ACA-Australia 101 Frederick Street, Unley SA 5000	Architect
	Vice President	Paul Viney	As above	Architect
	Secretary	Kukame McPierzie	As above	Architect
	Treasurer	Position Vacant		
	CoM	Ivana Simkovic	As above	Architect
			Gilda Donegan	As above
NSW/ACT	President	Ivana Simkovic	c/- ACA-NSW/ACT Level 2 / 36 Carrington Street, Sydney NSW 2000	Architect
	Vice President	Farhad 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
	Vacancy	Vacant		
VIC/TAS	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
	Vacancy	Vacant		
	Vacancy	Vacant		

	Vacancy	Vacant		
	Vacancy	Vacant		
	Vacancy	Vacant		
	Vacancy	Vacant		
SA	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
	Vacancy	Vacant		
	Vacancy	Vacant		

	Vacancy	Vacant		
WA	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
	Vacancy	Vacant		
QLD/NT	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

		Mark Kennedy	As above	Architect
		Adam Perrier	As above	Architect
		Justine Ebzery	As above	Director
		Ben Madden	As above	Architect
	Vacant	Vacant		
	Vacant	Vacant		
	Vacant	Vacant		
	Vacant	Vacant		
	Vacant	Vacant		