



16 January 2020

Michelle Eades
Executive Officer
Association of Consulting Architects - Australia
Sent via email: nat@aca.org.au
cc: South Australia Branch - sa@aca.org.au

Dear Michelle Eades

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/68)

I acknowledge receipt of a Notification of Change to the office holders of the Association of Consulting Architects - Australia.

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
17-12-2019	SA	Branch Committee Member	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.

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

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

Thank you for your correspondence.

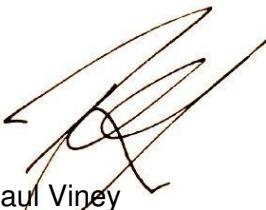
Yours sincerely

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, **PAUL VINEY**, being the National Secretary of the Association of Consulting Architects –Australia branch, 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 27 November 2019 Thomas Masullo resigned as a committee member from the Committee of Management of the Association of Consulting Architects – South Australia (ACA-SA).
 - In accordance with Rule 31(4) of the ACA Constitution, at the ACA-SA committee meeting on the 27 November 2019 Justin Cucchiarelli was appointed committee member from its membership effective immediately until elections in 2020.



Paul Viney
National Secretary
17 December 2019

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	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
SA	27/11/2019	Branch Committee Member	Thomas Masullo	John Cucchiarelli	c/- ACA-SA PO Box 3054 Unley SA 5061	Architect



3 December 2019

Paul Viney
National Secretary
Association of Consulting Architects - Australia
Via email: nat@aca.org.au

Dear Paul Viney

Notification of changes made to records under AR2019/68

I acknowledge receipt of Notifications of Change to the office holders of the Association of Consulting Architects.

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
30/07/2019	WA Branch	Branch Committee member	Yes
17/09/2019	QLD/NT Branch	Branch Treasurer	Yes
18/09/2019	QLD/NT Branch	Branch Committee member	Yes
09/10/2019	SA Branch	Branch Committee member	Yes
09/10/2019	NSW/ACT Branch	Branch Committee member	Yes

Time frames

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Thank you for your correspondence.

Yours faithfully,

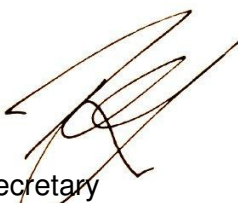
Andrea O'Halloran
Registered Organisations Commission

**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, **PAUL VINEY** 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*:
 - On 17 September 2019 Don Marshall resigned as Branch Treasurer from the Committee of Management of the Association of Consulting Architects – QLD/NT (ACA-QLD/NT).
 - In accordance with Rule 31(5) of the ACA Constitution, at the ACA-QLD/NT committee meeting on the 18 September 2019 Charmaine Kai was appointed as the Branch Treasurer, from the Committee of Management effective immediately until elections in 2020.
 - In accordance with Rule 31(4) of the ACA Constitution the ACA-QLD/NT Committee of Management has appointed Gilda Donegan to fill the member vacancy position on the Committee of Management effective immediately until elections in 2020.
 - On 9 October 2019 Michael Hegarty resigned as a Committee of Management member of the Association of Consulting Architects – SA (ACA-SA).
 - On 10 October 2019 in accordance with Rule 31(4) of the ACA Constitution the ACA-SA Committee of Management appointed Catherine Startari as a committee of member to the ACA-SA effectively immediately until elections in 2020.
 - On 9 October 2019 Kathy Trelease resigned as a Committee of Management member of the Association of Consulting Architects – NSW/ACT (ACA-NSW/ACT). The position of committee member will remain vacant.

Paul Viney
National Secretary
18 October 2019



ANNEXURE A

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

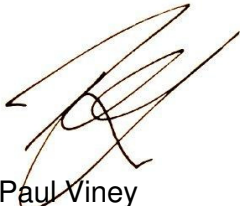
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
QLD/NT	17/09/2019	Branch Treasurer	Don Marshall	Charmaine Kai	c/- ACA-QLD/NT GPO Box 737 Brisbane QLD 4001	Architect
QLD/NT	18/09/2019	Branch Committee Member	Charmaine Kai	Gilda Donegan	As above	Architect
SA	09/10/2019	Branch Committee Member	Michael Hegarty	Catherine Startari	c/- ACA-SA PO Box 3054 Unley SA 5061	Architect
NSW/ACT	09/10/2019	Branch Committee Member	Kathy Trelease	Position Vacant		

**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, PAUL VINEY 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*:
 - On 30 July 2019 Michael Gay resigned from the Committee of Management of the
Association of Consulting Architects – WA.



Paul Viney
National Secretary
19 August 2019

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.

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
WA	30/07/2019	Committee Member	Michael Gay	Position Vacant		



3 December 2019

Paul Viney
National Secretary
Association of Consulting Architects - Australia

via email: nat@aca.org.au

Dear Paul Viney,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/68)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 26 March 2019 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing the Annual Return.

The documents lodged provide the required information for the 2019 Annual Return of the Association of Consulting Architects - Australia.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

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. The Association of Consulting Architects - Australia is encouraged to use this template if any changes occur.

The ROC will accept notifications of change from the relevant branches or from the national office. If the national office of Association of Consulting Architects - Australia does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation to notify changes and the requisite time frames within which that must happen.

If a branch lodges a notification of change with the ROC, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233 of the RO Act.

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,

Andrea O'Halloran
Registered Organisations 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, **PAUL VINEY**, 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 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:

Association of Consulting Architects - Australia	c/- 101 Frederick Street Unley SA 5061
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- The name and address of each branch of the organisation is:¹

Association of Consulting Architects – New South Wales / Australian Capital Territory (ACA-NSW/ACT)	c/- 25 Wiley Street Waverley NSW 2024
Association of Consulting Architects – Queensland / Northern Territory (ACA-QLD/ACT)	c/- 18 Portman Lane Spring Hill QLD 4004
Association of Consulting Architects – Victoria / Tasmania (ACA-VIC/TAS)	c/-76 Hoddle Street Abbotsford VIC 3067
Association of Consulting Architects – Western Australia (ACA-WA)	c/- Suite 2 Ground Floor 437 Roberts Road Subiaco WA 6008
Association of Consulting Architects – South Australia (ACA-SA)	c/- 101 Frederick Street Unley SA 5061

¹ s.230(1)(d); reg.147(a) & (d)

- On 31 December in the previous year the number of members was 495.²
- 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, there are no elections scheduled this year.
- During the previous 12 months:³
 - NO branches COMMENCED or CEASED operation.
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Paul Viney
National Secretary
26 March 2019

*[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 change.⁴]*

² s.230(1)(d); reg.147(f)

³ s.230(1)(d); reg.147(b) & (c)

⁴ 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 and its Branches [*insert as many pages as required*]:

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 Box 17 Flinders Lane Post Office Melbourne Vic 8009	Architect
	Vice President	Agi Sterling	As above	Architect
...	Secretary	Paul Viney	As above	Architect
	Treasurer	Robert Wesener	As above	Architect
	Committee of Management Member	Malcolm Jones	As above	Architect
NSW/ACT	President	Agi Sterling	c/- ACA-NSW/ACT P O Box 343 Camperdown NSW 1450	Architect
	Vice President	Michael Lewarne	As above	Architect
	Secretary	Greg Isaac	As above	Architect
	Treasurer	Harry Hamor	As above	Architect
	Committee of Management Member	David Springett	As above	Architect
		Justin Loe	As above	Architect
...		Kathy Trelease	As above	Architect
		Steve Pearse	As above	Architect
QLD/NT	President	Robert Wesener	c/- ACA-QLD/NT GPO Box 737 Brisbane QLD 4001	Architect
	Vice President	David Porgand	As above	Architect
	Secretary	Denis Waring	As above	Architect
	Treasurer	Don Marshall	As above	Architect

	Committee of Management Member	Steve Huntingford	As above	Architect
		Carl Brooks	As above	Architect
		Mark Williams	As above	Architect
		Kevin Gerrard	As above	Architect
		David Frost	As above	Architect
		Charmaine Kai	As above	Architect
		David Brian	As above	Architect
SA	President	John Held	c/- ACA-SA P O Box 3054 Unley SA 5061	Architect
	Vice President	Mario Dreosti	As above	Architect
	Secretary	Graham Hardy	As above	Architect
	Treasurer	Ian Hore	As above	Architect
	Committee of Management Member	Adrian Evans	As above	Architect
		Kirsty Hewitt	As above	Architect
		Michael Hegarty	As above	Architect
		David Kilpatrick	As above	Architect
		Simon Thomson	As above	Architect
		Susan Phillips	As above	Architect
		Thomas Masullo	As above	Architect
VIC/TAS	President	Paul Viney	c/- ACA-VIC/TAS Box 17 Flinders Lane Post Office Melbourne Vic 8009	Architect
	Vice President	Stephen Cheney	As above	Architect
	Secretary	David Wagner	As above	Architect
	Treasurer	Matthew Tence	As above	Architect
	Committee of Management Member	Kel Greenway	As above	Architect
		Gary Edwards	As above	Architect
		Richard Bryant	As above	Architect
		Daniel Haskell	As above	Architect

ACA-WA	President	Malcolm Jones	c/- ACA-WA P O Box 365 West Perth WA 6872	Architect
	Vice President	Position vacant		Architect
	Secretary	Kate Fitzgerald	As above	Architect
	Treasurer	Janine Marsh	As above	Architect
	Committee of Management Member	Leigh Robinson	As above	Architect
		Kieran Wong	As above	Architect