

6 July 2016



Secretary  
Association of Consulting Architects - Australia-Western Australia Branch  
[wa@aca.org.au](mailto:wa@aca.org.au)

Dear Secretary,

cc: Association of Consulting Architects – Australia: [nat@aca.org.au](mailto:nat@aca.org.au)

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/94] for the WA Branch, Part 2. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the *Fair Work (Registered organisations) Regulations 2009*).

#### **Holders of office required to undertake approved training**

Section 154D(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Association of Consulting Architects - Australia-Western Australia Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.
  
2. Person(s) who have commenced to hold office:
  - the name of the office now held;
  - the date of the change of office holder;
  - the name of the person now holding the office;
  - the postal address of the person (generally the postal address of the organisation); and
  - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards,

Rebecca Lee  
Regulatory Compliance Branch

**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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. [include OLD name and address and NEW name and address of every branch that has changed]
  2. ...
- 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.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED/CEASED operation:
    1. [include name of each new branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

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

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

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

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

- 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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

Fair Work (Registered Organisations) Act 2009

**POST ELECTION REPORT**

**Client:** Association of Consulting Architects – Australia, Western Australian Branch

**Contact details:** Greg Howlett

**Email:** [wa@aca.org.au](mailto:wa@aca.org.au)  
**Tel:** (08) 9322 3644

**FWA contact officer:** Anastasia Kyriakidis

**Email:** [annastasia.kyriakidis@fwc.gov.au](mailto:annastasia.kyriakidis@fwc.gov.au)  
**Tel:** Not provided

**ELECTION/S COVERED IN THIS REPORT**

Election Decision No/s: E2016/94

**RULES**

Rules used for the election: [131N: Incorporates alterations of 29/2/2016  
[R2015/282]] (Replaces 31/12/2014 R2014/296  
version)

Model Rule reference (if any): N/A  
Rules difficult to apply/interpret: None

**ROLL OF VOTERS**

The roll of voters was supplied by the ACAA Western Australian Branch. The roll was used to obtain the address of the members to post out the election notice and nomination form to each member.

**IRREGULARITIES**

Details of written allegations of irregularities, and action taken by AEC:

Other irregularities identified, and action taken:

**ATTACHMENTS**

Declaration of Results for Uncontested Offices for Parts 1 and 2.



Simon Bulloch  
Returning Officer  
4 July 2016

# Association of Consulting Architects- Australia Branch Office Holders

## Declaration of Results for Uncontested Offices

### E2016/94 – Part 2

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

#### WA Branch

##### Branch President

###### Candidates

WONG, Kieran James

##### Branch Vice President

###### Candidates

HOWLETT, Gregory Francis

##### Branch Secretary

###### Candidates

MACCORMAC, Nicholas Christian

##### Branch Treasurer

###### Candidates

MARSH, Janine Sue

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Simon Bulloch  
Returning Officer

4 July 2016

# Association of Consulting Architects- Australia Western Australian Branch Branch Committee Members

## Declaration of Results for Uncontested Offices

E2016/94 – Part 1

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

### WA Branch

Branch Committee Member (8)

#### Candidates

HODGE, Peter A  
HOWLETT, Gregory Francis Hamilton  
JONES, Malcolm  
MACCORMAC, Nicholas  
MARSH, Janine S.  
ROBINSON, Charles Leigh  
WONG, Kieran  
WOOD, Ian Jeremy Dean

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Simon Bulloch  
Returning Officer

7 June 2016



14 June 2016

Mr Kieran Wong  
Secretary  
Association of Consulting Architects - Australia-Western Australia Branch  
wa@aca.org.au

Dear Mr Wong,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/94]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Association of Consulting Architects - Australia-Western Australia Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.
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  - the name of the office now held;
  - the date of the change of office holder;
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Regards

Debbie Ball  
Regulatory Compliance Branch



**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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

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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*:

[delete all that do not apply]

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  1. [include OLD name and address and NEW name and address of every branch that has changed]
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- 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.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED/CEASED operation:
    1. [include name of each new branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

**[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]**

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

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

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## 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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

# Association of Consulting Architects- Australia Western Australian Branch Branch Committee Members

## Declaration of Results for Uncontested Offices

E2016/94 – Part 1

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

### WA Branch

Branch Committee Member (8)

#### Candidates

HODGE, Peter A  
HOWLETT, Gregory Francis Hamilton  
JONES, Malcolm  
MACCORMAC, Nicholas  
MARSH, Janine S.  
ROBINSON, Charles Leigh  
WONG, Kieran  
WOOD, Ian Jeremy Dean

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Simon Bulloch  
Returning Officer

7 June 2016



## DECISION

*Fair Work (Registered Organisations) Act 2009*  
s.189—Arrangement for conduct of an election

**Association of Consulting Architects - Australia**  
(E2016/93, E2016/94, E2016/95)

MR ENRIGHT

MELBOURNE, 20 APRIL 2016

*Arrangement for conduct of election.*

**[1]** On 1 March 2016 the New South Wales/Australian Capital Territory Branch, the Western Australia Branch and the Queensland/Northern Territory Branch of the Association of Consulting Architects - Australia lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

New South Wales/Australian Capital Territory Branch

Branch Committee Members (7)

Branch President  
Branch Vice President  
Branch Secretary  
Branch Treasurer

Western Australia Branch

Branch Committee Members (8)

Branch President  
Branch Vice President  
Branch Secretary  
Branch Treasurer

Queensland/Northern Territory Branch

Branch Committee Members (Maximum of 9)

Branch President  
Branch Vice President  
Branch Secretary  
Branch Treasurer

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

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<Price code A, PR578783 >

**PRESCRIBED INFORMATION IN RESPECT OF ELECTION  
SECTION 189(1) OF THE FAIR WORK ACT 2009**

I am an officer of the Association of Consulting Architects – Association of Consulting Architects – WA and am authorized to sign this statement which is lodged in accordance with subsection 189(1) of the Fair Work Act 2009:

**1. The offices in respect of which the elections are required are:**

Branch President  
Branch Vice President  
Branch Secretary  
Branch Treasurer

Branch Committee Members **8**

- ***On the 22 February 2016 the ACA-WA agreed that the branch committee member numbers be not less than 5 nominations and no more than 15 nominations.***

**2. The reason for which the elections are required are:**

Term of office due to expire.

**3. The electorate for the election is:**

Direct Voting System all members.  
Collegiate Election Branch Committee Members.

**4. The dates and times that nominations open and close are:**

This will be in consultation with the Australian Electoral Commission.

**5. The voting systems to be used in the conduct of the election are:**

Direct Voting System and Collegiate Election for President, Vice President, Secretary and Treasurer.

**6. In accordance with the ACA Constitution Rules 19(3)(f) and 31(2) the roll of voters is to be closed 7 days before the day on which nominations for election open.**



Kiernan Wong  
Secretary  
22 February 2016