



12 September 2016

Mr Denis Waring
Secretary

Association of Consulting Architects - Australia-Queensland/Northern Territory Branch

By email: qld@aca.org.au

CC:

Ms Michelle Eades

Executive Officer

Association of Consulting Architects – Australia

By email: nat@aca.org.au

Dear Mr Waring,

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 [E2016/95] for Queensland/Northern Territory Branch.

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-Queensland/Northern Territory Branch must notify the Commission of these changes. In particular, please advise:

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8656 4737
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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

Jennifer Raeburn
Regulatory Compliance Branch

Association of Consulting Architects - Australia

Queensland/Northern Territory Branch

Declaration of Results for Uncontested Offices

E2016/93/94/95

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.

Branch Committee Member (15)

Candidates

BROOKS, Carl
DONEGAN, Gilda
FORRESTER, Bruce
FROST, David
HUNTINGFORD, Steven
KAI, Charmaine
MARSHALL, Don
PORGAND, David
WARING, Denis
WESENER, Robert
WILLIAMS, Mark John

No further nominations were received.

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



Lee Jones
Returning Officer

18 August 2016



CORRECTION TO DECISION

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

Association of Consulting Architects
(E2016/95)

MR ENRIGHT

MELBOURNE, 15 JUNE 2016

Arrangement for conduct of election.

[1] The decision issued by the Fair Work Commission on 20 April 2016 [[2016] FWC 2173] is corrected as follows:

By deleting “Branch Committee Members (Maximum of 9)” under the heading “Queensland/Northern Territory Branch” in paragraph [1] and inserting in lieu:

Branch Committee Members (Maximum of 15)

[2] The prescribed information lodged on 1 March 2016 was internally inconsistent so far as it dealt with the number of Branch Committee Members to be elected by the members of the organisation’s Queensland/Northern Territory Branch. After the Regulatory Compliance Branch consulted the organisation about the issue, the organisation advised that a maximum of nine Branch Committee Members were sought.

[3] On 14 June 2016 the organisation requested that I correct 20 April decision to instead allow for a maximum of 15 Branch Committee Members to be elected by the members of the Queensland/Northern Territory Branch. Minutes of a 16 February 2016 Branch Committee of Management were supplied in support. Those minutes contain a resolution calling for the election of a maximum of 15. My attention was also drawn to Rule 31(1) which provides that the Branch Committee consists of, amongst others, “such other number of other office-holders and members as determined by the Branch Committee (hereinafter called ‘Branch Committee Members’).”



DELEGATE OF THE GENERAL MANAGER

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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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**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 – QLD/NT 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 – *max 9*

- ***On the 16 February 2016 the ACA-QLD/NT 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.

 RATA 1992

Secretary
Date 22/02/2016