



22 January 2019

President  
Association of Consulting Architects - Australia-Western Australia Branch  
wa@aca.org.au

Dear President,

cc: Michelle Eades, nat@aca.org.au

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

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices for WA Branch [E2018/206]. 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, as soon as practicable after receiving the post-election report, 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 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires 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 are provided for in the RO Act.

#### **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 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. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not 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

**Matthew Indrigo**  
**Registered Organisations Commission**

11 January 2019

# Post-election report

Association of Consulting Architects  
Australia Western Australia Branch  
Casual Vacancy Election  
E2018/206

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## Instructions to Returning Officer

1. Please Update the Contents table above after you have completed the Report
2. Update and complete the report as required
3. Remove all the blue instruction text prior to sending to the Organisation

# Election(s) Covered in this Report

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Organisation: Association of Consulting Architects Australia - Western Australia Branch  
Election: Casual Vacancy  
Election Decision No/s: E2018/206

## Rules

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Rules used for the election:	131N: Incorporates alterations of 5 March 2018 [R2017/292] (Replaces 29 February 2016 [R2015/282] version)
Rules difficult to apply/interpret:	None
Model Rule reference (if any):	N/A

## Roll of Voters

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As there were no contested offices, no Roll of Voters was required.

## Irregularities

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

## Other Matters

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Returning Officer actions required (Section 193): No  
Details: None

## Signed

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Amber Cooper  
Returning Officer  
Australian Electoral Commission  
E: waelections@aec.gov.au  
P: 08 6363 8011  
11 January 2019

## Attachments

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### A. Declaration of Results for Uncontested Offices – WA

**Association of Consulting Architects Australia**  
**Association of Consulting Architects Australia**  
**DECLARATION OF RESULTS - E2018/206**  
**Uncontested Offices**

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**Casual Vacancy Election**

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 are:

**Western Australian Branch**

**Branch President (1)**

Candidates

JONES Malcolm

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

*A Cooper*

Amber Cooper  
Returning Officer  
Telephone: 08 6363 8011  
Email: waelections@aec.gov.au  
20/12/2018





## DECISION

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

**Association of Consulting Architects - Australia**  
(E2018/206)

MR ENRIGHT

MELBOURNE, 19 OCTOBER 2018

*Arrangement for conduct of election.*

[1] On 11 September 2018 the Association of Consulting Architects - Australia lodged with the Registered Organisations Commission prescribed information for an election to fill a casual vacancy in the following office for the remainder of the term:

Western Australia Branch President

[2] I am satisfied that an election for the abovenamed office 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 COMMISSIONER

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**PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009**

I, PAUL VINEY, being the National Secretary of the Association of Consulting Architects - Australia make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Association of Consulting Architects – Australia and its Branches.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The election required is set out in the table in Annexure A.
4. The President of the ACA-Western Australia has resigned. The resignation letter is attached and marked Annexure B.

Signed:

A handwritten signature in black ink, appearing to be 'Paul Viney', written over a light blue horizontal line.

Dated: 11 September 2018

**ANNEXURE A**

- Elections that are required [*insert as many pages as required*]:

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
WA	President	1	Collegiate electoral system	Vacancy	ACA-WA Committee of Management

- Important dates:

	Direct Voting System	Collegiate Electoral System
<b>Nominations OPEN</b>		<i>To be determined by the Returning Officer</i>
<b>Nominations CLOSE</b>		<i>To be determined by the Returning Officer</i>
<b>Roll of Voters cut-off date</b>		<i>7 days prior to nominations opening (rule 19(3)(f).)</i>

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as 'to be determined by the returning officer'. Casual vacancies must be accompanied by proof of resignation and attached to this statement.