



7 June 2014

Ms Michelle Eades  
Executive Officer  
Association of Consulting Architects - Australia

Email: [nat@aca.org.au](mailto:nat@aca.org.au)

Dear Ms Eades

**Annual Return of Information for 2014 for the ACAA and Branches [AR2014/128 -142]**

I acknowledge receipt on 3 March 2014 of Declarations by Mr John Kennedy, National President, and Branch Presidents for NT, QLD, WA and VIC/TAS and SA providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2014 Annual Return of Information of Association of Consulting Architects - Australia and its Branches.

The documents can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>.

As you are aware, Section 233 of the *Fair Work (Registered Organisations) Act 2009* requires an organisation to lodge a declaration and copies of information with the Fair Work Commission (the Commission) by the 31st March in each year.

Section 233 states that "An organisation must lodge with FWC .....

- (a) a declaration signed by the secretary or other prescribed officer of the organisation certifying that the register of its members has, during the immediately preceding calendar year, been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2); and
- (b) a copy of the records required to be kept under paragraph 230(1)(b), (c) and (d), certified by declaration by the secretary or other prescribed officer of the organisation to be a correct statement of the information contained in those records.

I note that each of the Declarations made by the National and Branch Secretary state "to the best of my knowledge the register has been kept". In future, please include in the Declarations that the register has been kept and maintained, as required by the Act.

Regulation 147 requires....

- (d) a record of the address of
  - (i) the office of the organisation....

This should be the street address of the organisation instead of the postal address (ie post office box). In future please ensure that the street address is lodged for the National Office and all Branches.

I note that the branches of Northern Territory, New South Wales, Queensland and South Australia have advised us of past elections instead of any anticipated elections for the year in which the annual return is lodged.

From 2015 the Commission intends to create one matter number for the Association of Consulting Architects - Australia, instead of a matter number for each branch of Association of Consulting Architects - Australia. The national body of the Association of Consulting Architects - Australia will receive a reminder letter at the start of 2015. The branches will not receive a reminder letter.

As has been the practice for the Association of Consulting Architects - Australia for some years, the organisation is requested to continue to collate and lodge the information regarding the national body of the Association of Consulting Architects - Australia and all of its branches. To assist with this task, I have attached a template annual return.

Should you have any questions concerning this letter, please do not hesitate to contact me.

Yours sincerely



Margaret Williams  
Regulatory Compliance Branch

## DECLARATION

I, **ROSS TONKIN** of [REDACTED] in the Northern Territory,

Architect, do solemnly and sincerely declare THAT:

1. I am the Branch President of the Association of Consulting Architects - Northern Territory Branch, an organisation of employers registered under the Fair Work Act 2009.
2. I am empowered by the Association of Consulting Architects – Northern Territory to make this declaration.
3. To the best of my knowledge the register of members has during the immediately preceding calendar year been kept and maintained as required by section 233(1) (a) and 2 of the Fair Work Act 2009.
4. There were 6 members as at 31 December 2013.
5. Elections were completed in August 2013 by the Australian Electoral Commission in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009 and the Rules of the Association of Consulting Architects for the positions of President, Vice President, Secretary, Treasurer and general Committee for a term of two years
6. The names of the office bearers and occupations of persons holding such offices are contained in Attachment A.
7. This Declaration is a true and correct statement of the information contained in the ACA-NT records.

DECLARED at DARWIN )  
in the Northern Territory )  
this 18 day of FEBRUARY )  
two thousand and fourteen )



.....  
ROSS TONKIN

## ATTACHMENT A

1. The registered office of the Association of Consulting Architects Northern Territory branch is GPO Box 4006 Darwin. Email [nt@aca.org.au](mailto:nt@aca.org.au)
2. The postal address of the Branch Committee and Branch Office Holders is c/- G P O Box 4006, Darwin.
3. The Branch Committee and Office Holders as at 31 December 2013 were:

	<b>Title of Office</b>	<b>Occupation</b>
Ross Tonkin	Branch President	Architect
Steve Huntingford	Branch Vice President	Architect
David Bridgman	Branch Secretary	Architect
Adam Walker	Branch Treasurer	Architect
Ross Connolly	Branch Committee Member	Architect