



7 June 2014

Ms Michelle Eades
Executive Officer
Association of Consulting Architects - Australia

Email: 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, **GEOFFREY STREET** of Level 3, 140 Ann Street, Brisbane in the State of Queensland, Architect, do solemnly and sincerely declare THAT:

1. I am the President of the Association of Consulting Architects - Queensland, an organisation of employers registered under the Fair Work Act 2009.
2. I am empowered by the Association of Consulting Architects – Queensland 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. That there were 40 members as at 31 December 2013.
5. Elections are due June 2014 for the positions of President, Vice President, Secretary, Treasurer and Committee members 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-QLD records.

DECLARED at Brisbane
in the State of Queensland
this 19 day of ~~FEBRUARY~~ Two
thousand and fourteen

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GEOFFREY STREET

ATTACHMENT A

1. The registered office of the Association of Consulting Architects Queensland branch is GPO Box 737, Brisbane. Email qld@aca.org.au
2. The postal address of the Branch Committee and Branch Office Holders is c/- GPO Box 737, Brisbane.
3. The Branch Committee and Office Holders as at 31 December 2013 are:

	Title of Office	Occupation
Geoffrey Street	President	Architect
Mark Williams	Vice President	Architect
David Porgand	Treasurer	Architect
Denis Waring	Secretary	Architect
Carl Brooks	Committee Member	Architect
Ray Giarola	Committee Member	Architect
Mark Trotter	Committee Member	Architect
Rob Wesener	Committee Member	Architect
Bruce Forrester	Committee Member	Architect
Rhonan O'Brien	Committee Member	Architect