



**Australian Government**  
**Registered Organisations Commission**

24 March 2022

Anthony Simmons  
Secretary  
Traffic Management Association of Australia  
Sent via email: tmaa@tmaa.asn.au

### Notification of changes – Action required

Dear Anthony Simmons,

We acknowledge receipt of a Notification of Change to the office holders of the Traffic Management Association of Australia (AR2021/89).

A list of those changes has been summarised in Appendix A at the end of this letter.

### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

#### Late notification warning



Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2021/89.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

### Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



#### **Officer financial training audit**

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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#### **Help for new officers: Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

#### **Disclosure obligations: what officers must do**

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

#### **Time frames for notifications of change**

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

#### **Appendix A shows late notifications**

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

## Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
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### eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations Commission**

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8/03/2022	N/A	Tasmania Division Management Committee Member, Queensland Division Management Committee Member, South Australia Division Management Committee Member, Northern Territory Management Committee Member	No - notifications from 11/01/2022 are 21 days late



**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, Stephen O'Dwyer, being the President of the Traffic Management Association of Australia (TMAA), 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:
  - a. Refer Below Annexure A for new Management Committee elected positions.

Signed:

Dated: 8 March 2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*



## ANNEXURE A

### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

[Please note:

- delete the italicised information: this is instructional or provided by way of example only
- the ROC must be notified within 35 days of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Division	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Tasmania	11.1.2022	TMAA TAS Management Committee Member	N/A as position was vacant	Peter Dixon	PO Box 474 Albion DC, Q, 4010	Traffic Manager Spectran Group
Queensland	11.1.2022	TMAA QLD Management Committee Member	Andrew Clements	John Cassel	PO Box 474 Albion DC, Q, 4010	General Manager, Acquired Awareness
South Australia	9.2.2022	TMAA SA Management Committee Member	Andrew White	Dylan Barker	PO Box 474 Albion DC, Q, 4010	Operations Manager Traffic Group Australia



Northern Territory	9.2.2022	TMAA NT Management Committee Member	Damien Heaslip (resigned 2021 notice already provided)	Andrew White	Po Box 474, Albion DC, Q, 4010	Managing Director, Workzone
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17 August 2021

Anthony Simmons  
Secretary  
Traffic Management Association of Australia  
Sent via email: tmaa@tmaa.asn.au

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#### **What you need to do right now**

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

#### **Financial training must be done within 6 months**

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The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
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- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
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#### **Officer financial training audit**

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Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

### **Disclosure obligations: what officers must do**

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

### **Time frames for notifications of change**

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

### **Resources to help you make your notifications of change**

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

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### **eLearning module – notifications of change**

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Yours sincerely

**Registered Organisations Commission**

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Our records have been updated.

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3/08/2021	N/A	Secretary - Change of occupation	Yes



TRAFFIC MANAGEMENT  
ASSOCIATION OF AUSTRALIA

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I, Anthony Simmons, being the Secretary of the Traffic Management Association of Australia (TMAA), 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:
  - 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.

Signed:

A handwritten signature in black ink, appearing to read 'A Simmons', followed by a period.

Dated: 2 August 2021

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]

**Traffic Management Association of Australia**

[www.tmaa.asn.au](http://www.tmaa.asn.au) | [tmaa@tmaa.asn.au](mailto:tmaa@tmaa.asn.au) | 1300 798 772 | PO Box 474 ALBION DC QLD 4010  
ABN: 31 212 135 038



TRAFFIC MANAGEMENT  
ASSOCIATION OF AUSTRALIA

#### ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE  
WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of New Office Holder	Postal address of New Office Holder	Occupation of New Office Holder
National	2/8/2021	Secretary	N/A	Anthony Simmons (current Secretary) has moved work positions to another traffic management company	[REDACTED]	Business Development Manager, Traffic Diversions Group

**Traffic Management Association of Australia**

www.tmaa.asn.au | tmaa@tmaa.asn.au | 1300 798 772 | PO Box 474 ALBION DC QLD 4010  
ABN: 31 212 135 038



**Australian Government**  
**Registered Organisations Commission**

28 April 2021

Anthony Simmons  
Secretary  
Traffic Management Association of Australia  
Sent via email: tmaa@tmaa.asn.au

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29/03/2021	N/A	TMAA TAS Division Representative vacancy	No - 20 days



**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, Stephen O'Dwyer, being the President of the Traffic Management Association of Australia (TMAA) 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*:
  - 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.

A handwritten signature in black ink, appearing to read 'Stephen O'Dwyer'.

Signed:

Dated: Thursday 29 March 2021

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**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

[Please note:

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**TRAFFIC MANAGEMENT**  
ASSOCIATION OF AUSTRALIA

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	2/02/2021 as per resignation letter	TMAA TAS Division Representative	Camille O'Meara	To be elected		



23 March 2021

Stephen O'Dwyer  
President  
Traffic Management Association of Australia

sent via email to: [tmaa@tmaa.asn.au](mailto:tmaa@tmaa.asn.au)

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Yours sincerely

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04/02/2021	TMAA Secretary - outgoing	Yes
04/03/2021	TMAA Secretary - incoming	Yes



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A handwritten signature in black ink, appearing to read 'Stephen O'Dwyer'.

Signed:

Dated: Thursday 4 March 2021

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**TRAFFIC MANAGEMENT**  
ASSOCIATION OF AUSTRALIA

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	4 March 2021	TMAA Secretary		Anthony Simmons	Po Box 474, Albion Dc Q 4010	General Manager Road Services, Traffica



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Signed:

Dated: Thursday 4 February 2021

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**Australian Government**  
**Registered Organisations Commission**

23 March 2021

Anthony Simmons  
Secretary  
Traffic Management Association of Australia

Sent via email to: [tmaa@tmaa.asn.au](mailto:tmaa@tmaa.asn.au)

Dear Anthony Simmons

**The Traffic Management Association of Australia's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your Annual Return and Review Outcome**

Year	2020
Matter number	AR2021/89
Lodgement date	28 January 2021
Amended lodgement date	23 March 2021
Review	Advanced Review
Result	FILED

**Your advanced review**

Your Annual Return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



**Your Annual Return satisfied the requirements of the advanced review and has been uploaded to the ROC website.**

## **The ROC's risk-based approach**

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

This year your Annual Return was assessed against an advanced review.

## **Do you have questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**



**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

I, Anthony Simmons, being the Secretary of the Traffic Management Association of Australia (TMAA) declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of 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 Act:
  - The address of the organisation is [REDACTED]
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>1</sup>
  - On 31 December in the previous year the number of members was 100<sup>2</sup>
  - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2021 (it must be noted that the election of office bearers commenced in 2020 but only President and Vice President were declared in October 2020 due to COVID 19 and the AEC delaying elections in 2020). The remaining positions for the 2020 election are below and will proceed in early 2021 once the AEC determines dates:<sup>3</sup>

*Committee of Management Members (2) including Treasurer and Secretary.*

Signed: Anthony Simmons

Dated: 23 March 2021

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within **35 days** of the change<sup>4</sup>.]*

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

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

<sup>3</sup> s.230(1)(d); reg.147(e)

<sup>4</sup> s.233(2); reg. 151

**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

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