



8 April 2024

Tynan Diaz
Secretary
Traffic Management Association of Australia
Sent via email: tmaa@tmaa.asn.au

Dear Tynan Diaz

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Traffic Management Association of Australia (AR2023/86).

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 Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

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 (section 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 Commission 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.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission 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 Commission'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 Commission'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 (regulation 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.

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?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

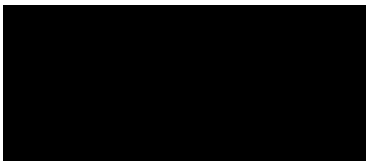
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21 March 2024	National	Secretary President Vice-President Treasurer Member of Management Committee, NSW representative Member of Management Committee, QLD representative Member of Management Committee, VIC representative Member of Management Committee, TAS representative Member of Management Committee, SA representative Member of Management Committee, WA representative Member of Management Committee, TAS representative	Yes

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, Tynan Diaz, 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:



Tynan Diaz
Secretary, Traffic Management Association of Australia
Dated: 20 March 2024

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 <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	15.03.2024 (elected)	Secretary	Anthony Simmons	Tynan Diaz (elected 15.03.24)	PO Box 1645 Carindale QLD 4152	General Manager, Retro Traffic
National	15.03.2024 (elected)	President	Andrew White	John Cassel (elected 15.03.24)	As above	General Manager, Acquired Awareness Traffic Management
National	15.03.2024 (elected)	Vice President	John Cassel	Anthony Simmons (elected 15.03.24)	As above	Business Development Manager, Traffic Diversions Group
National	15.03.2024 (elected)	Treasurer	Dylan Barker	Dylan Barker (elected 15.03.24)	As above	Regional Manager (WA & SA), Traffic Group Australia
National	15.03.2024	Member of Management	Tynan Diaz (casual vacancy filled by Tynan Diaz until 15 March	Tynan Diaz (elected 12.01.24)	As above	General Manager, Retro Traffic

		Committee, NSW representative.	2024, when all Members of the Management Committee retired from office at the beginning of the biennial Annual General Meeting).			
National	15.03.2024	Member of Management Committee, QLD representative.	John Cassel	John Cassel (elected 01.03.24)	As above	General Manager, Acquired Awareness Traffic Management
National	15.03.2024	Member of Management Committee, VIC representative.	Anthony Simmons	Anthony Simmons (elected 12.01.24)	As above	Business Development Manager, Traffic Diversions Group
National	15.03.2024	Member of Management Committee, TAS representative.	Peter Dixon	Peter Dixon (elected 12.01.24)	As above	Traffic and Labour Manager, Spectran Group
National	15.03.2024	Member of Management	Dylan Barker	Dylan Barker (elected 12.01.24)	As above	Regional Manager (WA & SA), Traffic Group Australia

		Committee, SA representative.				
National	15.03.2024	Member of Management Committee, WA representative.	Stephen O'Dwyer	Britt O'Dwyer (elected 12.01.24)	As above	Chief Operating Officer, WARP Traffic Management
National	15.03.2024	Member of Management Committee, NT representative.	Andrew White	Christopher Boyer (elected 12.01.24)	As above	Executive Director, Trafficwerx NT



10 January 2024

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

Dear Anthony Simmons

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What you need to do right now

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- Inform all officers of their [disclosure obligations](#)
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These next steps are explained below in more detail.

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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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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 (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

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Yours sincerely

Fair Work Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20 December 2023	National Branch	Member of Management Committee – NSW Representative	Yes

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, 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*:
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Signed:

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Anthony Simmons
Secretary, Traffic Management Association of Australia
Dated: 20 December 2023

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National	12.12.2023 (appointed)	Member of Management Committee, NSW representative.	This notification is regarding the renewal of a casual vacancy fulfillment by a member of the organisation, as decided by the Management Committee of TMAA on December 12, 2023. This casual vacancy will be filled until March 15, 2023, when Members of the Management Committee will retire from office at the beginning of the biennial Annual General Meeting as per TMAA rule 6.1 (d).	Tynan Diaz	PO Box 1645, Carindale QLD 4152	mechanic



21 June 2023

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

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Yours sincerely

Fair Work Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13 June 2023	National	Address change	Yes
16 June 2023	National	Member of Management Committee, NSW representative	Yes

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Signed:

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Anthony Simmons
Secretary, Traffic Management Association of Australia
Dated: 25 May 2023

ANNEXURE A

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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 <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	22.05.2023 (appointed)	Member of Management Committee, NSW representative.	Vacant position. This notification is about a casual vacancy being filled by a member of the organisation, as decided by the Management Committee of TMAA.	Tynan Diaz	PO Box 1645, Carindale QLD 4152	mechanic

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, 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*:
 - On May 31, 2023 the address of the organisation changed to PO Box 1645 CARINDALE QLD 4152 from previous addresses [REDACTED] and PO Box 3420, BURLEIGH TOWN QLD 4220

Signed:



Anthony Simmons
Secretary, Traffic Management Association of Australia
Dated: 12 June 2023

ANNEXURE A

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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 <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	31.5.2023	National Office Postal Address	N/A	N/A	PO Box 1645, CARINDALE QLD 4152	CEO



Fair Work
Commission

3 April 2023

Anthony Simmons
Secretary
Traffic Management Association of Australia
Sent via email: 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 annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year	2023
Matter number	AR2023/86
Lodgement date	30 March 2023
Review	Primary Review
Result	FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

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

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work 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 section 230(1)(a) and section 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 section 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.
 - On 31 December in the previous year the number of members was 119
 - 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 2023

Chair & Vice Chair Elections scheduled for June 2023

Signed :

Anthony Simmons
Secretary, Traffic Management Association of Australia
Dated: 24 March 2023



Annexure A

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

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President Board Member NT	Andrew White	PO Box 3420 Burleigh Town Q 4220	Managing Director Workzone Territory
Vice President Board Member QLD	John Cassel	As above	General Manager Acquired Awareness
Treasurer Board Member SA	Dylan Barker	As above	Operations Manager Traffic Group Aust
Secretary Board Member VIC	Anthony Simmons	As above	General Manager Traffic Diversions Grp
Board Member TAS	Peter Dixon	As above	Manager Spectran Group
Board Member WA	Stephen O'Dwyer	As above	Managing Director WARP Pty. Limited
Board Member NSW	Vacant		