



8 June 2017

Executive Director
The Timber Merchants' Association (Victoria)
info@timber.asn.au

Dear Executive Director,

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 stages 1 and 2 uncontested offices for [E2016/282]. 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 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 Timber Merchants' Association (Victoria), The 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

Sarah Wilkin

Sarah Wilkin
Registered Organisations Commission

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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. *[include OLD name and address and NEW name and address of every branch that has changed]*
 2. ...
- 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.
- On [DATE] the following branch[es]:³
 - COMMENCED operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

Dated: [DATE]

[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 .]

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

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	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

30 May 2017

Post-election Report

**The Timber Merchants' Association (Victoria)
E2016/282**

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Election(s) Covered in this Report

Election Decision No/s: E2016/282

Rules

Rules used for the election: [148V: Incorporates alterations of 14/08/2015] [R2015/155]
(replaces 01/01/14 version)

Rules difficult to apply/interpret: None

Module Rule reference (if any) N/A

Roll of Voters

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

Irregularities

Details of written allegations of irregularities, Nil
and action taken by AEC:

Other irregularities identified, and action taken: Nil

Other Matters

The organisation's membership database contains limited information about the financial eligibility of members which made it difficult to interpret.

Attachments

Declaration of Results for Uncontested Offices – VIC

Stage 1 Committee Members (10)

Stage 2 President & Vice President (2)



Rosemary Darwinkel
Returning Officer

30 May 2017

The Timber Merchants' Association (Victoria) E2016/282 Stage 2

Declaration of Results for Uncontested Offices

Below are 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.

Committee

President

Candidates

ALEXANDER, Peter Graham

Vice-President (2)

Candidates

CADDY, Ronald Charles
HILL, Richard

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



Rosemary Darwinkel
Returning Officer

18 May 2017

The Timber Merchants' Association (Victoria) E2016/282 Stage 1

Declaration of Results for Uncontested Offices

Below are 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.

Victoria

Committee Member (10)

Candidates

ALEXANDER, Peter G
BENNETT, Peter
CADDY, Ronald Charles
DOSSETOR, Clive Randal
HILL, Richard N
TRENGROVE, Anita
TURNER, Hugh
WEBSTER, Myriam

No further nominations were accepted

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



Rosemary Darwinkel
Returning Officer

20 April 2017



DECISION

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

The Timber Merchants' Association (Victoria) (E2016/282)

MR ENRIGHT

MELBOURNE, 15 MARCH 2017

Arrangement for conduct of election.

[1] On 8 February 2017 The Timber Merchants' Association (Victoria) lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

President
Vice President (2)
Committee Members (10)

[2] I am satisfied that an election for the abovenamed offices 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 GENERAL MANAGER

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7 February 2017

General Manager
Regulatory Compliance Branch
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Dear Madam,

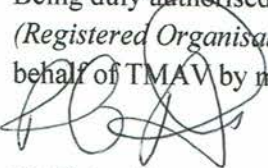
Re: Election – Timber Merchants Association (Victoria) (TMAV)

Under section 189 of the *Fair Work (Registered Organisations) Act 2009* (Cth), please accept the following prescribed information, which we submit in relation to forthcoming elections within the Timber Merchants Association (Victoria).

1. In compliance with Regulation 138 of the *Fair Work (Registered Organisations) Regulations 2009*, please find the following information:
 - a. President
Vice President (2)
Committee Members (10)
 - b. The reason for the election is that the term of office for the above positions has expired in the normal course of events.
 - c. There is more than one position vacant in the offices of Committee Member (8) and Vice Presidents (2).
 - d. The primary electorate comprises members of the TMAV, who elect all Committee Members. Subsequently, those Committee Members elect the office bearers.
 - e. A period of not less than 60 days notice prior to the AGM is required.
 - f. The day provided for in the rules of the organisation as the day on which the roll of voters is to be closed is 7 days prior to opening nominations.
 - g. The kind of voting system to be used in the conduct of the election is:
 - i. Direct voting system (for Committee Member elections); and
 - ii. Collegial system (for office bearers).

In accordance with section 189(2) of the *Fair Work (Registered Organisations) Act 2009* (Cth), the prescribed day occurs 2 months before the first day when a person may, under, under the rules of the TMAV, become a candidate in an election. The AGM is currently scheduled for May 2017.

Being duly authorised to attest that the information is lodged under section 189 of the *Fair Work (Registered Organisations) Act 2009* (Cth), this prescribed information is hereby lodged for and on behalf of TMAV by me.



Mr Peter Alexander
President