



16 January 2018

Secretary
Traffic Management Association of Australia
tmaa@tmaa.asn.au

Dear Secretary,

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 an uncontested office for Northern Territory Branch [E2017/213]. 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 Traffic Management Association of Australia 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

Christine Hibberd
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]*

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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

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



Reference: TMAA E2017/213

Louise Von Ristell
National Communications and Member Relations
Traffic Management Association of Australia
PO Box 474
ALBION DC QLD 4010

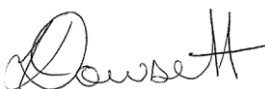
Dear Louise

Traffic Management Association of Australia (TMAA) Vacancy E2017/213

The declaration of the election for uncontested offices is attached.

The election is now complete.

Yours sincerely



Kerri Dowsett
Returning Officer

05/12/17

cc all candidates

Traffic Management Association of Australia (TMAA) Vacancy E2017/213

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.

Membership

Member of the Management Committee - NT

Candidates

HEASLIP, Damien

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



Kerri Dowsett
Returning Officer

05/12/2017

AMENDING DECISION

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

Traffic Management Association of Australia
(E2017/213)

MR ENRIGHT

MELBOURNE, 4 DECEMBER 2017

Arrangement for conduct of election.

[1] The decision issued by the Delegate of the Registered Organisations Commission on 2 October 2017 is amended as follows:

By deleting the words ‘Secretary (1) *elected by Management Committee members.*’



DELEGATE OF THE COMMISSIONER

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PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Brendan Woods, being the President of the Traffic Management Association of Australia (TMAA) make the following statement:

1. I am authorised to sign this statement containing prescribed information for TMAA and its Divisions.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. There is a casual vacancy for the TMAA Northern Territory Division (TMAA NT) as the representative who was also TMAA National Secretary has resigned. The resignation letter is an email which was forwarded with the previous Prescribed Information. Please note that following discussions with the Australian Electoral Commission, the proposed additional election for the vacancy of TMAA National Secretary will not take place following the TMAA NT Representative election, as timeframes for this election would result in a crossover with the full election for all Division representatives and Management Committee, which will commence early in 2018. The Secretary Position will remain vacant until the TMAA Annual General Meeting on Friday 27 April 2018. This election of Secretary has been removed from the Prescribed Information table below.
5. The previous statement **was** lodged at least 2 months before nominations open for the election below.

Signed:

A handwritten signature in black ink, appearing to be 'B Woods', written over a light blue circular watermark.

Dated: 16 October 2017

[PLEASE NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.]



ANNEXURE A

- Elections that are required:

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Casual vacancy;</i>	Electorate
<i>Northern Territory</i>	<i>Committee of Management Member</i>	<i>1</i>	<i>DVS</i>	<i>Casual Vacancy</i>	<i>All members of TMAA NT Division</i>

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Nominations CLOSE	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Roll of Voters cut off date	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as *'to be determined by the returning officer'*. Casual vacancies must be accompanied by proof of resignation and attached to this statement.



DECISION

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

Traffic Management Association of Australia
(E2017/213)

MR ENRIGHT

MELBOURNE, 2 OCTOBER 2017

Arrangement for conduct of election.

[1] On 22 September 2017 the Traffic Management Association of Australia lodged with the Registered Organisations Commission prescribed information for elections to fill casual vacancies in the following offices for the remainder of the terms:

Committee of Management Member (1) *elected by all members of the TMAA NT Division*

Secretary (1) *elected by Management Committee members*

[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 COMMISSIONER

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PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, Brendan Woods, being the President of the Traffic Management Association of Australia (TMAA) make the following statement:

1. I am authorised to sign this statement containing prescribed information for TMAA and its Divisions.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. There is a casual vacancy for the TMAA Northern Territory Division (TMAA NT) as the representative who was also TMAA National Secretary has resigned. The resignation letter is an email which will be forwarded with this Prescribed Information. There is also a vacancy for TMAA National Secretary which needs to take place following the TMAA NT Representative election with members of the Management Committee.
5. This statement **is** lodged at least 2 months before nominations open for the election below.

Signed:

A handwritten signature in black ink, appearing to read 'B Woods', written over a horizontal line.

Dated: 15 September 2017

[PLEASE NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.]



ANNEXURE A

- Elections that are required:

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Casual vacancy;</i>	Electorate
<i>National</i>	<i>Secretary</i>	<i>1</i>	<i>Collegiate</i>	<i>Casual Vacancy</i>	<i>National Position – Management Committee Members</i>
<i>Northern Territory</i>	<i>Committee of Management Member</i>	<i>1</i>	<i>DVS</i>	<i>Casual Vacancy</i>	<i>All members of TMAA NT Division</i>

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Nominations CLOSE	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>
Roll of Voters cut off date	<i>To be determined by the returning officer</i>	<i>To be determined by the returning officer</i>

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as *'to be determined by the returning officer'*. Casual vacancies must be accompanied by proof of resignation and attached to this statement.