



1 November 2023

James Robertson
Secretary
Motor Trades Association of Queensland Industrial Organisation of Employers
Sent via email: info@mtaq.com.au

Dear James Robertson



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2023/23

An election has recently been completed by the Australian Electoral Commission (AEC) for the Motor Trades Association of Queensland Industrial Organisation of Employers and a post-election report has been issued by the AEC.

This letter explains the next steps you must take, including what information you need to give to members and what information you need to lodge with the Fair Work Commission (the Commission).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to the Commission at regorgs@fwc.gov.au

This letter explains these steps and the tools available to help you.

STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (regulation 141). The notice must be on your website for at least three months.



Can we put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete approved financial training (section 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face-to-face and online [financial training packages on the Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR receive an [exemption by the Commission](#) **within six months** of beginning to hold office.



Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast](#), such as [episode 17 - conflicts of interest](#).

STEP 3: Notifications of change



A notification of change must be lodged with the Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to regorgs@fwc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

Real-life example of penalties in Court An organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).



Why do I need to tell you the results of the election when you’ve already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn’t required.

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



The Commission has an interim [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

31 October 2023

Post-election report

Motor Trades Association of Queensland
Industrial Organisation of Employers
Scheduled election
E2023/23

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Election(s) Covered in this Report

Organisation: Motor Trades Association of Queensland Industrial Organisation of Employers

Election Decision No/s: E2023/23

Election: Scheduled

Date the nominations closed: 16/10/2023 (for the final stage of three stages)

Date results declared: 24/10/2023 (for Stage 3)

Date PER due: 23/11/2023

Relevant legal provisions

Fair Work (Registered Organisations) Act 2009 ('the Act')

197 Post-election report by AEC

Requirement for AEC to make report

- (1) After the completion of an election conducted under this Part by the AEC, the AEC must give a written report on the conduct of the election to:
 - (a) the General Manager; and
 - (b) the organisation or branch for whom the election was conducted.

Note: The AEC may be able, in the same report, to report on more than one election it has conducted for an organisation. However, regulations made under paragraph 359(2)(c) may impose requirements about the manner and timing of reports.

- (2) The report must include details of the prescribed matters.

Contents of report—register of members

- (3) If the AEC is of the opinion that the register of members, or the part of the register, made available to the AEC for the purposes of the election contained, at the time of the election:
 - (a) an unusually large proportion of members' addresses that were not current; or
 - (b) in the case of a register kept by an organisation of employees—an unusually large proportion of members' addresses that were workplace addresses;this fact must be included in the report, together with a reference to any relevant model rules which, in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: Model rules are relevant only to the conduct of elections for office, not for elections for other positions (see section 147).

Contents of report—difficult rules

- (4) If the report identifies a rule of the organisation or branch that, in the AEC's opinion, was difficult to interpret or apply in relation to the conduct of the election, the report must also refer to any relevant model rules, which in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: For model rules, see section 147.

Subsection (3) relevant only for postal ballots

- (5) Subsection (3) applies only in relation to elections conducted by postal ballot.

Note: An organisation can obtain an exemption from the requirement to hold elections for office by postal ballot (see section 144).

190 Organisation or branch must not assist one candidate over another

An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.

Penalty: 100 penalty units.

193 Provisions applicable to elections conducted by AEC

- (1) If an electoral official is conducting an election, or taking a step in relation to an election, for an office or other position in an organisation, or branch of an organisation, the electoral official:
 - (a) subject to paragraph (b), must comply with the rules of the organisation or branch; and
 - (b) may, in spite of anything in the rules of the organisation or branch, take such action, and give such directions, as the electoral official considers necessary:
 - (i) to ensure that no irregularities occur in or in relation to the election; or
 - (ii) to remedy any procedural defects that appear to the electoral official to exist in the rules; or
 - (iii) to ensure the security of ballot papers and envelopes that are for use, or used, in the election.
- (2) A person commits an offence if the person does not comply with a direction under subsection (1).

Penalty: 30 penalty units.
- (3) Subsection (2) does not apply so far as the person is not capable of complying.

Note: A defendant bears an evidential burden in relation to the matter in subsection (3) (see subsection 13.3(3) of the *Criminal Code*).
- (4) Subsection (2) does not apply if the person has a reasonable excuse.

Note: A defendant bears an evidential burden in relation to the matter mentioned in subsection (4), see subsection 13.3(3) of the *Criminal Code*.
- (5) An offence against subsection (2) is an offence of strict liability.

Note: For *strict liability*, see section 6.1 of the *Criminal Code*.
- (6) An election for an office or other position conducted by an electoral official, or step taken in relation to such an election, is not invalid merely because of a breach of the rules of the organisation or branch because of:
 - (a) action taken under subsection (1); or
 - (b) an act done in compliance with a direction under subsection (1).
- (7) If an electoral official conducting, or taking a step in connection with, an election for an office or other position:
 - (a) dies or becomes unable to complete the conduct of the election or the taking of the step; or
 - (b) ceases to be qualified to conduct the election or to take the step;the Electoral Commissioner must arrange for the completion of the conduct of the election, or the taking of the step, by another electoral official.

6 Definitions

irregularity, in relation to an election or ballot, includes:

- (a) a breach of the rules of an organisation or branch of an organisation; and
- (b) an act or omission by means of which:
 - (i) the full and free recording of votes by all persons entitled to record votes and by no other persons; or
 - (ii) a correct ascertainment or declaration of the results of the voting;is, or is attempted to be, prevented or hindered; and
- (c) a contravention of section 190.

140 Declaration of result of election (s 193)

- (1) Within 14 days after the closing day of an election, the AEC must issue a declaration stating the following:
 - (a) the total number of persons on the roll of voters;
 - (b) the total number of ballot papers issued (if applicable);
 - (c) the total number of envelopes that were returned undelivered by the closing day of the ballot to the AEC (if applicable);
 - (d) the total number of ballot papers received by the electoral official by the closing day of the ballot (if applicable);
 - (e) the result of the election;
 - (f) the total number of informal ballot papers (if applicable).
- (2) In subregulation (1), ***closing day***, for an election, means:
 - (a) if a ballot is not required—the day on which nominations for the election close; or
 - (b) if a ballot is required—the closing day of the ballot.
- (3) Immediately after issuing a declaration under subregulation (1), the AEC must give a copy of the declaration to:
 - (a) the General Manager; and
 - (b) the organisation or branch for whom the election was conducted.

141 Post-election report by AEC (s 197(2))

- (1) For subsection 197(2) of the Act, the following matters are prescribed for inclusion in the report (the ***post-election report***) given under subsection 197(1) of the Act:
 - (a) the declaration mentioned in regulation 140;
 - (b) any rules of the organisation or branch which because of ambiguity or other reason, were difficult to interpret or apply;
 - (c) any matters in relation to the roll of voters including those matters contained in subsection 197(3) of the Act;
 - (d) the number of written allegations (if any) of irregularities made to the AEC during the election;
 - (e) action taken by the AEC in relation to those allegations;
 - (f) any other irregularities identified by the AEC and action taken by the AEC in relation to those other irregularities.
- (2) The AEC must:
 - (a) give the post-election report within 30 days after the closing day of the election; and
 - (b) publish a notice on its web site advising that a copy of the post-election report can be obtained from the AEC on the request of a member who was eligible to vote in the election.
- (3) The AEC must supply a copy of the post-election report to the member as soon as practicable, but no later than 7 days, after receiving a request under paragraph (2)(b).

145 Elections conducted by AEC—no unauthorised action

- (1) For any election conducted by the AEC under Part 2 of Chapter 7 of the Act, a person other than the person conducting the election must not do, or purport to do, any act in the conduct of the election other than as directed or authorised by the person conducting the election.

Note: This subregulation is a civil penalty provision (see regulation 168).
- (2) The AEC must advise the General Manager of a possible contravention of subregulation (1) not later than 21 days after the AEC has become aware of the possible contravention.

Declaration of Result of Election

In accordance with Reg 140 of the Regulations, the AEC issued a declaration of the result of election E2023/23 on 24/10/2023.

- 13/06/2023 – Stage 1 – Uncontested – Attachment A
- 15/08/2023 – Stage 2 – Uncontested – Attachment B
- 18/10/2023 – Stage 3 – Uncontested – Attachment C

Rules

Rules used for the election: 015Q: Rules certified on 6 October 2022 in matter R2022/71

Roll of Voters

There were no matters in relation to the roll of voters including those matters contained in subsection 197(3) of the Act.

Other Irregularities

The Returning Offices made the following decisions under S193 of the Act:

Rules requiring an in-person ballot were set aside as the AEC held concerns that the coronavirus pandemic would impact on the ability for all stakeholders to attend. Instead, the ballot, if required, will be conducted via post.

The Returning Officer will apply subparagraph 193(1) (b)(ii) of the Fair Work (Registered Organisation) Act 2009 to extend the ballot period and will allow 28 days instead of 14 days.

Signed

Benjamin Murray
Returning Officer
Australian Electoral Commission
E: IEEvents@aec.gov.au
P: 03 9285 7111
31 October 2023

Attachments

- A. Declaration of Results for Uncontested Offices – Stage 1
- B. Declaration of Results for Uncontested Offices – Stage 2
- C. Declaration of Results for Uncontested Offices – Stage 3

**Motor Trades Association of Queensland Industrial
Organisation of Employers**
DECLARATION OF RESULTS – E2023/23 – Stage 2
Uncontested Offices

Scheduled Election

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 are:

Automotive Remarketing Division (ARD) Committee

Division Chair, ARD (1)

Candidates

DEVER Peter

Division Vice Chair, ARD (1)

Candidates

PETHER RODNEY

Engine Reconditioners Association of Queensland (ERAQ) Committee

Division Chair, ERAQ (1)

Candidates

BRYERS Mark

Division Vice Chair, ERAQ (1)

Candidates

HUTCHINSON Hatice

Service Station and Convenience Store Association (SSCSAQ) Committee

Division Chair, SSCSAQ (1)

Candidates

KANE TIMOTHY

Division Vice Chair, SSCSAQ (1)

Candidates

LYNCH Glen

Rental Vehicle Industry Division (RVID) Committee

Division Chair, RVID (1)

Candidates

HARRISON Grant

Division Vice Chair, RVID (1)

Candidates

FITZPATRICK Peter

Auto Parts Recyclers Division (APRD) Committee

Division Chair, APRD (1)

Candidates

FLANAGAN Jasmine

Division Vice Chair, APRD (1)

Candidates

RANDALL Tracy

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

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
15/08/2023



**Motor Trades Association of Queensland Industrial
Organisation of Employers**
DECLARATION OF RESULTS - E2023/23 - Stage 3
Uncontested Offices

Scheduled Election

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 are:

Secretary (1)

Candidates

HARRISON Grant

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

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
18/10/2023





16 June 2023

James Robertson
Secretary
Motor Trades Association of Queensland Industrial Organisation of Employers
Sent via email: info@mtaq.com.au

cc:

Dear James Robertson



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2023/23

An election has recently been completed by the Australian Electoral Commission (AEC) for the Motor Trades Association of Queensland Industrial Organisation of Employers.

This letter explains the next steps you must take and what information you need to lodge with the Fair Work Commission (the Commission).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to regorgs@fwc.gov.au

This letter explains these steps and the tools available to help you.

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You may have to arrange financial training for people elected to new roles.

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Good governance tip:

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STEP 3: Notifications of change



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We have a [template](#) to help you with this, which you can send to regorgs@fwc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

ROC v CEPU

The organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).



Why do I need to tell you the results of the election when you’ve already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

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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



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Motor Trades Association of Queensland Industrial Organisation of Employers

DECLARATION OF RESULTS - E2023/23 - Stage 1 Uncontested Offices

Scheduled Election

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 are:

Automotive Remarketing Division (ARD)

Division Committee Member, ARD (5)

Candidates

ATKINS Darren
DEVER Peter
HYNDMAN Ray
PETHER RODNEY

Engine Reconditioners Association of Queensland (ERAQ)

Division Committee Member, ERAQ (5)

Candidates

BRYERS Mark
HUTCHINSON Hatice
MEYERS Mick
SHEPPARD George

Service Station and Convenience Store Association (SSCSAQ)

Division Committee Member, SSCSAQ (5)

Candidates

KANE TIMOTHY
KAVCIC Richard
LYNCH Glen

Rental Vehicle Industry Division (RVID)

Committee Member, RVID (5)

Candidates

DOWLING Terry
FITZPATRICK Peter
HARRISON Grant
SOMES Cameron

Auto Parts Recyclers Division (APRD)

Division Committee Member, APRD (5)

Candidates

FLANAGAN Jasmine
MALAPONTE Phillip

RANDALL Tracy

Far North Queensland District

District Representative, Far North Queensland (1)

Candidates

No Nominations Received

Central Queensland District

District Representative, Central Queensland (1)

Candidates

ROBERTSON James

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

Ben Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
13/06/2023





DECISION

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

Motor Trades Association of Queensland Industrial Organisation of Employers (E2023/23)

MR STEENSON

SYDNEY, 1 MARCH 2023

Arrangement for conduct of election.

[1] On 17 February 2023 the Motor Trades Association of Queensland Industrial Organisation of Employers lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Secretary, MTA Queensland Secretary	(1)
Automotive Remarketing Division (ARD)	
Division Committee Member, ARD	(5)
Division Chair, ARD	(1)
Division Vice-Chair, ARD	(1)
Engine Reconditioners Association of Queensland (ERAQ)	
Division Committee Member, ERAQ	(5)
Division Chair, ERAQ	(1)
Division Vice-Chair, ERAQ	(1)
Service Station and Convenience Store Association (SSCSAQ)	
Division Committee Member, SSCSAQ	(5)
Division Chair, SSCSAQ	(1)
Division Vice-Chair, SSCSAQ	(1)
Rental Vehicle Industry Division (RVID)	
Division Committee Member, RVID	(5)
Division Chair, RVID	(1)
Division Vice-Chair, RVID	(1)
Auto Parts Recyclers Division (APRD)	
Division Committee Member, APRD	(5)
Division Chair, APRD	(1)
Division Vice-Chair, APRD	(1)
District Representative, Far North Queensland	(1)
District Representative, Central Queensland	(1)

[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

Printed by authority of the Commonwealth Government Printer

PR352434


Notice and Statement of Prescribed Information for an Election

I, James William George Robertson, being the Secretary of Motor Trades Association of Queensland, Industrial Organisation of Employers (MTA Queensland), make the following statement:

I am the Secretary of the Motor Trades Association of Queensland, Industrial Organisation of Employers (MTA Queensland),

I am authorised to lodge the following prescribed information concerning forthcoming elections in the Queensland Branch of the Motor Trades Association of Queensland, Industrial Organisation of Employers, and

I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

Signed: 

Dated: 16/02/2023

Offices/Positions

A	Automotive Remarketing Division ARD Committee (5) Automotive Remarketing Division Chairman (1) Automotive Remarketing Division Vice-Chairman (1)
	Engine Reconditioners Association of Queensland ERAQ Committee (5) Engine Reconditioners Association of Queensland Chairman (1) Engine Reconditioners Association of Queensland Vice Chairman (1)
	Service Station and Convenience Store Association SSCSAQ Committee (5) Service Station and Convenience Store Association Chairman (1) Service Station and Convenience Store Association Vice Chairman (1)
	Rental Vehicle Industry Division RVID Committee (5) Rental Vehicle Industry Division Chairman (1) Rental Vehicle Industry Division Vice Chairman (1)
	Auto Parts Recyclers Division APRD Committee (5) Auto Parts Recyclers Division Chairman (1) Auto Parts Recyclers Division Vice Chairman (1)

B	District Representative Far North Queensland (1)
	District Representative Central Queensland (1)
C	MTA Queensland Secretary (1)

Reasons for election:

- Election for offices and positions marked A, B and C respectively is required as the terms of office are due to expire in the normal course of events under the rules of the organisation.

Elected by Direct Vote:

- Division Committee Member;
- District Representatives; and

Elected by Collegiate Vote:

- Division Chairman, Vice Chairman and Secretary
- MTA Queensland Board Secretary

Elected by:

- The electorate for the direct voting system for A:
 - Committee is the whole of each Division
 - Chairman, Vice Chairman and Secretary of each Division the collegiate electoral system is by and from the Elected Committee Representatives
- The electorate for the direct voting system for B is by and from the Members in each District
- The electorate for collegiate electoral system for C is by and from the Elected Industry Chairman and District Representatives

Nominations open:

- For offices to be elected by direct voting system for A Committee Members and B District Representatives – 1 May (Rule 13.1(a))
- For offices to be elected by collegiate voting system for A Chairman and Vice Chairman– 26 July (Rule 18(e) (i) (A))
 - The Manager will conduct an election by secret ballot at the first meeting of the relevant college following the close of nominations (AGM) (Rule 18(f) (i))
- For offices to be elected by collegiate election for C – 01 October (Rule 18(e) (ii) (A))

Nominations close:

- For offices to be elected by direct voting system for A Committee Members and B District Representatives - 12 noon AEST, 01 June (Rule 13.1(b))
 - Candidate may withdraw nomination 10 June
 - Defective nominations to be rectified 7 days of the said nominee being notified
 - Opening date for secret ballot (if required) 25 June
 - Closing date for secret ballot (if required) 16 July
- For offices to be elected by collegiate voting system for A Chairman, Vice Chairman and Secretary – 12 noon AEST, 9 August (Rule 18(e) (i) (B))
- For offices to be elected by collegiate election for C - 15 October (Rule 18(e) (ii) (b))

Cut off date for roll:

- In all cases – Both the eligible member and the Member they are nominating for office must have been a financial Member for a period of thirty (30) days prior to the opening date for nominations (Rule 13.5(b))

Note:**Rule 12.3 Dates**

Should any of the dates specified in these Rules for the appointment of Elected Office Holders fall on a non-business day, the revised date will be taken to be the first business day following the original date. If a date is revised all other dates are to remain as specified in these Rules for the appointment of Elected Office Holders.