



6 March 2024

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

Dear Grant Harrison

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Motor Trades Association of Queensland Industrial Organisation of Employers (AR2023/90).

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](#).

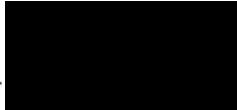
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24/11/2023	National	Board Member, Secretary	Yes

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, Grant Harrison, being the Secretary of the Motor Trades Association of Queensland Industrial Organisation of Employers, 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: _____



Dated: _____

24 Nov 23

*[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

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.]*

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
10.11.2023	<i>Board Member MTAQ</i> <i>Chair Auto Parts Recycling Division</i>	<i>Lawrie Beacham</i>	<i>Jasmine Flanagan</i>	<i>PO BOX 4530 EIGHT MILE PLAINS QLD 4113</i>	<i>DIRECTOR</i>
10.11.2023	<i>Secretary MTAQ</i>	<i>James Robertson</i>	<i>Grant Harrison</i>	<i>PO BOX 4530 EIGHT MILE PLAINS QLD 4113</i>	<i>DIRECTOR</i>



Fair Work
Commission

13 April 2023

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

Dear James Robertson

The Motor Trades Association of Queensland Industrial Organisation of Employers'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 AR2023/90
Lodgement date 24 March and 13 April 2023
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 has been uploaded to the Fair Work Commission (the Commission) website. You do not need to do anything further this year, however the following comments are made to assist you when you prepare next year's annual return.

The annual return lodged on 24 March 2023 did not contain information whether an election is required to be held in 2023. I understand a relevant page concerning elections was missing, and I acknowledge the relevant page was lodged with the Commission on 13 April 2023.

Please check the contents of next year's annual return before you lodge it with the Commission.

If you would like to discuss your specific annual return, or other compliance obligations, consider booking an appointment with our Governance 2 U program.



Looking for help with compliance?

Our **'Governance 2 U'** program can tailor assistance to your needs. If you want to discuss any of the concerns below [click here to make arrangements](#).

The Commission's risk-based approach

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review.

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

This year your annual return was assessed against an advanced review.

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, James William George Robertson, being the Secretary of the Motor Trades Association of Queensland Industrial Organisation of Employers, 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 Building 8 2728 Logan Road EIGHT MILE PLAINS QLD 4113¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 1042.³
 - 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

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a), (b), (c) & (d)

³ s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2023 :⁴

MTAQ Secretary (1)

Automotive Remarketing Committee ARD (5)

Automotive Remarketing Committee Chairman (1)

Automotive Remarketing Committee Vice Chairman (1)

Engine Reconditioners Association of Queensland ERAQ (5)

Engine Reconditioners Association of Queensland Chairman (1)

Engine Reconditioners Association of Queensland Vice Chairman (1)

Service Station and Convenience Store Association of Qld Committee SSCSAQ (5)

Service Station and Convenience Store Association of Qld Chairman (1)

Service Station and Convenience Store Association of Qld Vice Chairman (1)

Rental Vehicle Industry Division RVID Committee (5)

Rental Vehicle Industry Division Chairman (1)

Rental Vehicle Industry Division Vice Chairman (1)

Automotive Parts Recyclers Division Committee APRD (5)

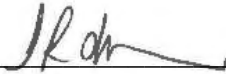
Automotive Parts Recyclers Division Chairman (1)

Automotive Parts Recyclers Division Vice Chairman (1)

Far Northern District Representative (1)

Central District Representative (1)

- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:  (James Robertson Secretary) Dated: 24/03/2023

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to orgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change⁵.]*

⁴ s.230(1)(d); reg.147(e)

⁵ s.233(2); reg. 151

ANNEXURE A

- Offices and Office Holders in the Organisation [*insert as many pages as required*]:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Chairman MTAQ Chairman QMID	Paul John Peterson	c/- the Registered Organisation, postal address of Registered Organisation	Director
Secretary MTAQ Central District Representative Chairman AADA (Q)	James William George Robertson	As above	Director
Vice Chairman MTAQ Chairman ARD	Peter Dever	As above	Director
Board Member MTAQ Chairman ERAQ	Mark Bryers	As above	Director
Board Member MTAQ Chairman NACA	Andrea McCarthy	As above	Director
Board Member MTAQ North Qld District representative	Rod Pether	As above	Director
Board Member MTAQ Chairman TUDQ	Michael Hart	As above	Director
Board Member MTAQ Chairman AED Far North Qld District Representative	Mark Dodge	As above	Director
Board Member MTAQ Chairman APRD	Lawrence John Beacham	As above	Director
Board Member MTAQ Chairman RVID	Grant Harrison	As above	Director
Board Member MTAQ Chairman QFMIDD	Vacant	As above	Director
Board Member MTAQ Chairman SSCSAQ	Timothy Joseph Kane	As above	Director