



28 November 2016

Ms Kellie Dewar
General Manager
Motor Trades Association, Queensland Industrial Organisation of Employers

Sent by email: kellied@mtaq.com.au

Dear Ms Dewar,

Notification of changes to records - s233(2) Fair Work (Registered Organisations) Act 2009 - Motor Trades Association, Queensland Industrial Organisation of Employers [AR2016/155]

I acknowledge receipt of your declaration and notification of changes to information contained in the records pursuant to sub-section 233(2) of the *Fair Work (Registered Organisations) Act 2009* ('the RO Act'). The document was lodged today and has been filed.

I take this opportunity to remind you that under section 154D(1) of the RO Act the rules of organisations must require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. The relevant rule for the organisation is rule 19.1.

All new holders of office should also be advised of their obligations in relation to making any applicable disclosures regarding remuneration, non-cash benefits and material personal interests.

Yours sincerely

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

From: KELLETT, Stephen
Sent: Monday, 28 November 2016 7:13 PM
To: 'kellied@mtaq.com.au'
Subject: Notification of changes to records - s233(2) - acknowledgment

Dear Ms Dewar,

Please see attached my letter in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



MTAQ AR2016-155
acknowledgement_nc

From: Kellie Dewar [<mailto:kellied@mtaq.com.au>]
Sent: Monday, 28 November 2016 9:39 AM
To: Orgs
Subject: Change of Directors

Please find details in attachment, if you require anything further please do not hesitate to contact me.

Kind Regards.

Kellie

Kellie DEWAR
General Manager

kellied@mtaq.com.au

Tel: 3237 8777 | Mob:0418 181 737 | Fax: 07 3722 3030
Building 8, 2728 Logan Rd, Eight Mile Plains Q 4113
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MTAQ Details
lodgement 2016-2017



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, Paul Peterson 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.

Signed: 
PAUL JOHN PETERSON - SECRETARY

Dated: 25th November 2016

Motor Trades Association Queensland

Address Freeway Office Park, Building 8, 2728 Logan Road, Eight Mile Plains Qld 4113 [Postal PO Box 4530, Eight Mile Plains Qld 4113]

Telephone +61 7 3237 8777 | **Toll Free** 1800 177 951 | **Email** info@mtaq.com.au | **Website** www.mtaq.com.au

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches (N/A)

Date of Change	Name of Office (include any offices that are vacant)	Name of Outgoing Office Holder	Reason for Change	Name of New Office Holder	Postal Address of Office Holder	Occupation of Office Holder
28/10/16	Board Member MTAQ Chairman AADA (Q)	Garth Thomas Scott Madill	Scheduled Election	James Francis Sturges	PO Box 4530 Eight Mile Plains Qld 4113	Director
28/10/16	Board Member MTAQ Chairman NACA	Stephen John Eaton	Scheduled Election	Benjamin Russell Chesterfield	As Above	Director
28/10/2016	Board Member MTAQ Chairman TUDQ	John Frederick Ruddick	Scheduled Election	Bradley James Dean Collett	As Above	Director
10/11/2016	Board Member MTAQ Chairman ARD	Michael Edward Kennedy	Resignation	Vacant	As Above	Director



FAIR WORK
COMMISSION

14 April 2016

Mr Paul Peterson
Secretary
Motor Trades Association, Queensland Industrial Organisation of
Employers

By email: kellied@mtaq.com.au

Dear Mr Peterson,

Re: Lodgement of Annual Return of Information – Motor Trades Association, Queensland Industrial Organisation of Employers – Fair Work (Registered Organisations) Act 2009 (AR2016/155)

I acknowledge receipt on 26 February 2016 of your declaration and accompanying information pursuant to sub-section 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2016 Annual return of information for the organisation, and the documents have been filed.

Notifications of Change

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The organisation is encouraged to use this template if any changes occur.

Yours sincerely

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

From: KELLETT, Stephen
Sent: Thursday, 14 April 2016 9:57 PM
To: 'kellied@mtaq.com.au'
Subject: Attention Mr Paul Peterson - Annual return - AR2016/155 - filing

Dear Ms Dewar,

Please see attached my letter to the Secretary in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(email) stephen.kellett@fwc.gov.au



MTAQ AR2016 155
(final).pdf

From: Kellie Dewar [mailto:kellied@mtaq.com.au]
Sent: Friday, 26 February 2016 3:44 PM
To: Orgs
Subject: FW: ANNUAL LODGEMENT OF INFORMATION 2016

Good Afternoon,

Please find correct version of our Annual Return Information 2016 (the correct version has AADA Committee (7))

If anything requires correction or clarification please do not hesitate to contact me.

My apologies for any confusion.

Kind Regards.

Kellie

KELLIE DEWAR
General Manager

kellied@mtaq.com.au

Tel: 3237 8777 | Mob:0418 181 737 | Fax: 07 3722 3030

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Annual Return of
Information FW 2016

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, Paul John Peterson, 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 1168.³

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)

- 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 2016 :⁴

MTAQ Chairman (1)

MTAQ Vice Chairman (1)

MTAQ Secretary (1)

Queensland Farm and Industrial Machinery Committee **QFMIDD** (5)

Queensland Farm and Industrial Machinery Chairman (1)

Queensland Farm and Industrial Machinery Vice Chairman (1)

Queensland Farm and Industrial Machinery Secretary (1)

Queensland Motor Cycle Industry Division **QMID** (5)

Queensland Motor Cycle Industry Division Chairman (1)

Queensland Motor Cycle Industry Division Vice Chairman (1)

Queensland Motor Cycle Industry Division Secretary (1)

Tyre and Undercar Division Qld Committee **TUDQ** (7)

Tyre and Undercar Division Qld Chairman (1)

Tyre and Undercar Division Qld Vice Chairman (1)

Tyre and Undercar Division Qld Secretary (1)

⁴ s.230(1)(d); reg.147(e)

Australian Automobile Dealers Association Queensland Committee **AADA(Q)** (7)

Australian Automobile Dealers Association Queensland Chairman (1)

Australian Automobile Dealers Association Queensland Vice Chairman (1)

Australian Automobile Dealers Association Queensland Secretary (1)

Automotive Engineers Division Committee **AED** (10)

Automotive Engineers Division Chairman (1)

Automotive Engineers Division Vice Chairman (1)

Automotive Engineers Division Secretary (1)

National Auto Collision Alliance Committee **NACA** (8)

National Auto Collision Alliance Chairman (1)

National Auto Collision Alliance Vice Chairman (1)

National Auto Collision Alliance Secretary (1)

Northern District Representative (1)

- The organisation:

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

Signed: _____

(Paul Peterson Secretary)

Dated: _____

26.2.16

[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.]

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 QFMIDD	David Keith Fraser	c/- the Registered Organisation, postal address of Registered Organisation	Director
Secretary MTAQ Chairman QMID	Paul John Peterson	As above	Director
Board Member MTAQ Chairman ERAQ	Mark Bryers	As above	Director
Board Member MTAQ Chairman NACA	Stephen John Eaton	As above	Director
Board Member MTAQ North Qld District representative	Rodney Graham Pether	As above	Director
Board Member MTAQ Chairman TUDQ	John Frederick Ruddick	As above	Director
Board Member MTAQ Chairman AED	Mark Dodge	As above	Director
Board Member MTAQ Chairman AADA Q	Garth Thomas Scott Madill	As above	Director
Board Member MTAQ Chairman APRD	Lawrence John Beacham	As above	Director
Board Member MTAQ Chairman ARD	Michael Edward Kennedy	As above	Director
Board Member MTAQ Chairman RVID	Christopher Andrew Ching	As above	Director
Board Member MTAQ Chairman SSCSAQ	Timothy Joseph Kane	As above	Director
Board Member MTAQ Central District Representative	James William George Robertson	As above	Director

⁵ s.233(2); reg. 151



10 February 2016

Mr Paul Peterson
Secretary
Motor Trades Association of Queensland Industrial Organisation of Employers

By email: info@mtaq.com.au

Dear Mr Peterson,

**Motor Trades Association of Queensland Industrial Organisation of Employers
Annual Return of Information for 2016 [AR2016/155]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Motor Trades Association of Queensland Industrial Organisation of Employers by **31 March 2016**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis
Assistant Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].