



15 January 2020

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

Dear James Robertson

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/93)**

I acknowledge receipt of a Notification of Change to the office holders of the Motor Trades Association of Queensland Industrial Organisation of Employers.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19-11-2019	Board Member MTAQ Chairman AADAQ	N/A	Yes
19-11-2019	Board Member MTAQ Chairman QFIMDD	N/A	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific

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Website: [www.roc.gov.au](http://www.roc.gov.au)

duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours sincerely

**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, 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 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: 19/11/2019

*[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](mailto: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.]*

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
	15.11.2019	<i>Board Member MTAQ Chairman AADA Q</i>	<i>James Francis Sturges</i>	<i>James William George Robertson (also holds Secretary and Central Qld District Representative office positions)</i>	<i>c/- the Registered Organisation, PO Box 4530 EIGHT MILE PLAINS Q 4113</i>	<i>Director</i>
	15.11.2019	<i>Board Member MTAQ Chairman QFIMDD</i>	<i>David Keith Fraser</i>	<i>Bruce Sommerfeld</i>	<i>As above</i>	<i>Director</i>



20 August 2019

James Robertson  
Secretary  
Motor Trades Association of Queensland Industrial Organisation of Employers

Sent via email: [info@mtaq.com.au](mailto:info@mtaq.com.au)

Dear James Robertson,

**Declaration and information lodged under subsection 233(1) for 2019 (AR2019/93)**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 19 March 2019 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing the Annual Return. The documents lodged provide the required information for the 2019 Annual Return of the Motor Trades Association of Queensland Industrial Organisation of Employers.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

**Notifications of Change**

I also acknowledge receipt of a Notification of Change on 13 August 2019 to the office holders of the Motor Trades Association of Queensland Industrial Organisation of Employers. I wish to remind the organisation that, unless the rules of an organisation provide for the filling of a casual vacancy by appointment or other means as set out in section 146 of the RO Act, an organisation must provide for an ordinary election to be conducted in accordance with section 143 of the RO Act. Please ensure any vacancy in an office is filled either by election or by appointment.

This information was lodged with the ROC pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the change and when it was lodged. Our records have been updated and the document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period
13 August 2019	n/a	Benjamin Chesterfield – Board Member (Chairman) NACA; 18 July 2019	YES

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring.

## Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct any new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

### Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours faithfully,



**David Vale**  
**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, James 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 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: 13/08/2019

*[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](mailto: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.]*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
	18/07/2019	Board Member MTAQ Chairman NACA	Benjamin Russell Chesterfield	vacant	vacant	vacant



**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 4113<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 1108.<sup>3</sup>
  - 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

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<sup>1</sup> s.230(1)(d); reg.147(d)

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

<sup>3</sup> 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 2019 :<sup>4</sup>

MTAQ Chairman (1)

MTAQ Vice Chairman (1)

MTAQ Secretary (1)

Automotive Remarketing Committee ARD (5)

Automotive Remarketing Committee Chairman (1)

Automotive Remarketing Committee Vice Chairman (1)

Automotive Remarketing Committee Secretary (1)

Engine Reconditioners Association of Queensland ERAQ (5)

Engine Reconditioners Association of Queensland Chairman (1)

Engine Reconditioners Association of Queensland Vice Chairman (1)

Engine Reconditioners Association of Queensland Secretary (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)

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

Rental Vehicle Industry Division RVID Committee (5)

Rental Vehicle Industry Division Chairman (1)

Rental Vehicle Industry Division Vice Chairman (1)

Rental Vehicle Industry Division Secretary (1)

Automotive Parts Recyclers Division Committee APRD (5)

Automotive Parts Recyclers Division Chairman (1)


Automotive Parts Recyclers Division Vice Chairman (1)

Automotive Parts Recyclers Division Secretary (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: 19<sup>th</sup> March 2019

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [orgs@fwc.gov.au](mailto: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 change<sup>5</sup>.]*

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<sup>4</sup> s.230(1)(d); reg.147(e)

<sup>5</sup> s.233(2); reg. 151

## ANNEXURE A

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

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
Chairman MTAQ Chairman QMID	Paul John Peterson	c/- the Registered Organisation, postal address of Registered Organisation	Director
Secretary MTAQ Central District Representative	James William George Robertson	As above	Director
Vice Chairman MTAQ Chairman ERAQ	Mark Bryers	As above	Director
Board Member MTAQ Chairman NACA	Benjamin Russell Chesterfield	As above	Director
Board Member MTAQ North Qld District representative	Mark Billingsley	As above	Director
Board Member MTAQ Chairman TUDQ	Bradley James Dean Collett	As above	Director
Board Member MTAQ Chairman AED Far North Qld District Representative	Mark Dodge	As above	Director
Board Member MTAQ Chairman AADA Q	James Francis Sturges	As above	Director
Board Member MTAQ Chairman APRD	Lawrence John Beacham	As above	Director
Board Member MTAQ Chairman ARD	Peter Dever	As above	Director
Board Member MTAQ Chairman RVID	Grant Harrison	As above	Director
Board Member MTAQ Chairman QFMIDD	David Keith Fraser	As above	Director
Board Member MTAQ Chairman SSCSAQ	Timothy Joseph Kane	As above	Director