

9 December 2021



PETER MACLEAN  
4 MATTSONS ROAD  
PORT FRANKLIN VIC 3964

Office of Fair Trading

Department of  
**Justice and Attorney-General**

**Organisation Number:** IA4567348  
**CRN:** 110113841783978

Dear Client

### **Incorporation of Association FIRESTONE SANCTUARY INCORPORATED**

**Incorporation Number: IA4567348**

I am pleased to advise that your application for the incorporation of the above association has been successful and attached is the association's Certificate of Incorporation.

The rules which were lodged with the application have now been registered and may only be amended by the passing of a special resolution at a general meeting of the members. A special resolution can only be passed at a general meeting with a 75 percent majority of members entitled to vote voting in favour. Written notice as provided in the association's rules must be given to the members. The amendment to the rules does not take effect until it has been registered by the Office of Fair Trading.

The incorporated association must comply with the provisions of the Associations Incorporation Act 1981 and the Associations Incorporation Regulation 1999. This includes the legal requirement that the management committee reviews the association's insurance requirements annually and reports the results at the annual general meeting. The management committee must also:

- advise the members of the risks should the management committee decide not to take out public liability insurance; and
- advise people applying to be members (before they become members) and nominees for election to the management committee whether the association has public liability insurance and the level of coverage; and
- advise any person or entity who the association may have dealings with if it does not have public liability insurance.

A copy of the Act and Regulation may be obtained from the Office of the Queensland Parliamentary Counsel website at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au). Additional information may also be obtained from the Office of Fair Trading website at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading).

Registration Services Unit  
GPO Box 3111  
Brisbane QLD 4001  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)

You have advised this Office that the association owns, leases, holds an interest in land or is the trustee of land under the Land Act 1994. The secretary of the association is required to, within 30 days of incorporation, notify the Registrar of Titles of the vesting of the property in the incorporated association. The request must be notified in a Form 14 which is available from any regional office of the Titles Section of the Department of Natural Resources and Mines.

The Act also provides that the association must take out public liability insurance in relation to the land it owns, leases or is trustee of under the Land Act 1994, of an amount decided by the management committee. This insurance cover must always be kept current.

You have advised in the application that the secretary of the association has not yet been appointed. The management committee must ensure that a secretary is appointed or elected within one (1) month after incorporation. Please complete and lodge with the Office of Fair Trading the enclosed Change of Details Relating to an Incorporated Association (Form 10A) within one (1) month of the date of this letter.

If the association has questions regarding insurance, enquiries should be directed to an insurance company or broker. This office is not able to advise associations in relation to appropriate insurance cover.

A copy of the Incorporated Associations Smart Business Guide is enclosed. Further copies are available by phoning 13 74 68. A copy can be downloaded from [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading).

Should you have any further queries, please contact the Client Support Team on **13 QGOV (13 74 68)** or email [registration.services@justice.qld.gov.au](mailto:registration.services@justice.qld.gov.au).

Yours sincerely

**Business Services Officer  
Registration Services Unit  
Office of Fair Trading**