



16 January 2023

Andrew Nicholl
Chief Executive Officer
Australian Trainers' Association
Sent via email: ata@austrainers.com.au

Notification of changes – Action required

Dear Andrew Nicholl,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Trainers' Association (AR2022/17).

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 ROC'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 (s.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 ROC 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 ROC 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 ROC'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 ROC'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 (r 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 ROC 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@roc.gov.au <http://invalid.uri/> if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24/11/2022	Western Australian Branch	Branch Committee (2)	Yes
24/11/2022	Federal	Federal Executive Officers (2)	Yes



FEDERAL BRANCH

ABN: 86 182 142 206

400 Epsom Road

FLEMINGTON VIC 3031

Phone: (03) 9372 1688

Facsimile: (03) 9372 1699

Email: ata@austrainers.com.au

Website: www.austrainers.com.au

Subsidiary Entity:



Racing Supplies

EVERYTHING FOR THE HORSE

24 November 2022

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@roc.gov.au

Notification / Application by Australian Trainers' Association
of Change of Records

I, Robbie Griffiths, being the President of the Australian Trainers' Association, 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 and forms part of this declaration.

Yours faithfully,

ROBBIE GRIFFITHS
President

ANNEXURE A

Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for Change	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
Western Australia	21/10/2022	Branch Committee	Vacant	Appointment to Casual vacancy (under Rule # 43)	Jeff Pike	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer
Western Australia	21/10/2022	Branch Committee	Vacant	Appointment to Casual vacancy (under Rule # 43)	Stephen Rowe	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer
Federal	22/11/2022	Federal Executive Officer	Vacant	Appointment to Vacancy (under Rule # 16)	Colin Webster	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer
Federal	22/11/2022	Federal Executive Officer	Vacant	Appointment to Vacancy (under Rule # 16)	Stephen Shaw	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer



11 January 2023

Andrew Nicholl
Chief Executive Officer
Australian Trainers' Association
Sent via email: ata@austrainers.com.au

Notification of changes – Action required

Dear Andrew Nicholl,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Trainers' Association (AR2022/17).

A list of those changes has been summarised in Appendix A at the end of this letter.

*****I note that the office holders listed in the annual return are given “as at 31 December 2021”, although the annual return was signed on the 30th of March 2022. The office holders listed should be as at the time of signing. This caused considerable confusion as the changes lodged on 24 March 2022 were assessed as part of the 2021 annual return, causing changes to office holders to be cancelled out. It is strongly recommended that the template provided on the Registered Organisations Commission website is used when preparing the annual return, the link is provided in the annual return courtesy letter, this letter also explains the relevant time frames.** This will ensure the lodgement of information and declarations consistent with the *Fair Work (Registered Organisations) Act 2009*.***

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 ROC'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 (s.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
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Please direct your officers to the kit which is on the ROC'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 ROC'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 (r 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.

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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@roc.gov.au <http://invalid.uri/> if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
25/08/2022	Tasmania	President, Vice President, Secretary	Yes



FEDERAL BRANCH

ABN: 86 182 142 206

400 Epsom Road
FLEMINGTON VIC 3031

Phone: (03) 9372 1688

Facsimile: (03) 9372 1699

Email: ata@austrainers.com.au

Website: www.austrainers.com.au

Subsidiary Entity:



Racing Supplies
EVERYTHING FOR THE HORSE

25 August 2022

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@roc.gov.au

Notification / Application by Australian Trainers' Association
of Change of Records

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1. I am authorised to make this declaration.
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Yours faithfully,

ROBBIE GRIFFITHS
President

ANNEXURE A

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Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for Change	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
Tasmania	17/08/2022	President	Vacant	Insufficient Nominations election	Stephen Shaw	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer
Tasmania	17/08/2022	Vice President	Vacant	Insufficient Nominations election	Graeme McCulloch	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer
Tasmania	17/08/2022	Secretary	Vacant	Insufficient Nominations election	Tanya Hanson	c/- ATA Federal Office, 400 Epsom Road, Flemington Vic 3031	Horse Trainer



1 August 2022

Andrew Nicholl
Chief Executive Officer
Australian Trainers' Association
Sent via email: ata@austrainers.com.au

cc:

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Yours sincerely

Registered Organisations Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12/07/2022	Tasmania Branch	Branch Committee (2)	Yes



FEDERAL BRANCH

ABN: 86 182 142 206

400 Epsom Road
FLEMINGTON VIC 3031

Phone: (03) 9372 1688

Facsimile: (03) 9372 1699

Email: ata@austrainers.com.au

Website: www.austrainers.com.au

Subsidiary Entity:



12 July 2022

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001


Via Email : regorgs@roc.gov.au

Notification / Application by Australian Trainers' Association
of Change of Records

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Yours faithfully,


ROBBIE GRIFFITHS
President

ANNEXURE A

Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for Change	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
Tasmania	11/07/2022	Branch Committee	Vacant	Casual vacancy	Graeme McCulloch	[REDACTED] [REDACTED] [REDACTED]	Horse Trainer
Tasmania	11/07/2022	Branch Committee	Vacant	Casual vacancy	Tanya Hanson	[REDACTED] [REDACTED]	Horse Trainer



Australian Government
Registered Organisations Commission

3 May 2022

Andrew Nicholl
Chief Executive Officer
Australian Trainers' Association
Sent via email: ata@austrainers.com.au

Dear Andrew Nicholl

The Australian Trainers' Association's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year 2022

Matter number AR2022/17

Lodgement date 30 March 2022

Review Primary Review

Result FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission



FEDERAL BRANCH

ABN: 86 182 142 206

400 Epsom Road
FLEMINGTON VIC 3031

Phone: (03) 9372 1688

Facsimile: (03) 9372 1699

Email: ata@austrainers.com.au

Website: www.austrainers.com.au

Subsidiary Entity:



30 March 2022

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@roc.gov.au

RE: Australian Trainers' Association

Annual Return of Information for 2022 [AR2022/17]

As required by the *Fair Work (Registered Organisations) Act 2009*, I hereby submit the following:

- a) List of office bearers, postal addresses and occupations of persons holding office in each branch – federal and state;
- b) List of names of each branch and addresses;
- c) Declaration certifying number of members and register maintained.
- d) Elections required under the rules of the organisation.

I declare the information provided is a correct statement of the information contained in records kept in accordance with s.230 of the Fair Work (Registered Organisations) Act 2009.

Yours faithfully,

ROBBIE GRIFFITHS
President

AUSTRALIAN TRAINERS' ASSOCIATION
LIST OF OFFICE HOLDERS

FEDERAL OFFICE
2022

Registered Office

400 Epsom Road
FLEMINGTON VIC 3031

OFFICE BEARERS

Federal Executive Officers

New South Wales

No Executives in New South Wales

Queensland

DUFF, Patrick	(Horse Trainer)	c/- Registered Office postal address
Vacancies (1)		

South Australia

JOLLY, Richard	(Horse Trainer)	c/- Registered Office postal address
SEARLE, Gary	(Horse Trainer)	c/- Registered Office postal address

Tasmania

SCHUURING, Nigel	(Horse Trainer)	c/- Registered Office postal address
Vacancies (1)		

Victoria

GRIFFITHS, Robbie	(Horse Trainer)	c/- Registered Office postal address
CAREY, Pat	(Horse Trainer)	c/- Registered Office postal address

Western Australia

Vacancies (2)

President

as at 31 December 2021 (unchanged/retiring officer)

GRIFFITHS, Robbie

Vice Presidents

as at 31 December (unchanged/retiring officer)

JOLLY, Richard

Vacancies (1)

Chief Executive Officer

NICHOLL, Andrew	(Paid Official)	c/- Registered Office postal address
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AUSTRALIAN TRAINERS' ASSOCIATION

NEW SOUTH WALES BRANCH

2022

OFFICE BEARERS

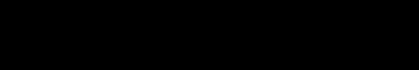
No Branch in New South Wales.

AUSTRALIAN TRAINERS' ASSOCIATION

QUEENSLAND BRANCH

2022

Branch Office



OFFICE BEARERS

President

as at 31 December 2021 (unchanged/retiring officer)

DUFF, Patrick	(Horse Trainer)	c/- Branch Office postal address
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Vice President

as at 31 December 2021 (unchanged/retiring officer)

SCHWEIDA, Kelly	(Horse Trainer)	c/-Branch Office postal address
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Secretary

as at 31 December 2021 (unchanged/retiring officer)

ROSS, Leslie	(Horse Trainer)	c/-Branch Office postal address
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Committee

DUFF, Patrick	(Horse Trainer)	c/- Branch Office postal address
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KEMP, Kevin	(Horse Trainer)	c/- Branch Office postal address
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MURDOCH, James	(Horse Trainer)	c/-Branch Office postal address
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ROSS, Leslie (Les)	(Horse Trainer)	c/- Branch Office postal address
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SCHWEIDA, Kelly	(Horse Trainer)	c/- Branch Office postal address
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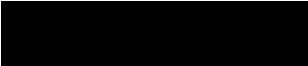
Vacancies (2)

AUSTRALIAN TRAINERS' ASSOCIATION

SOUTH AUSTRALIAN BRANCH

2022

Branch Office



OFFICE BEARERS

President

as at 31 December 2021 (unchanged/retiring officer)

RICHARDS, Gordon	(Horse Trainer)	c/- Branch Office postal address
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Vice President

as at 31 December 2021 (unchanged/retiring officer)

SEARLE, Gary	(Horse Trainer)	c/-Branch Office postal address
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Secretary

as at 31 December 2021 (unchanged/retiring officer)

BIEG, Chris	(Horse Trainer)	c/- Branch Office postal address
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Committee

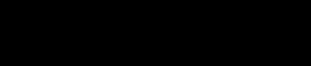
BALFOUR, Ryan	(Horse Trainer)	c/- Branch Office postal address
BIEG, Chris	(Horse Trainer)	c/- Branch Office postal address
CLARKEN, Daniel	(Horse Trainer)	c/- Branch Office postal address
JOLLY, Richard	(Horse Trainer)	c/- Branch Office Postal address
RICHARDS, Gordon	(Horse Trainer)	c/- Branch Office postal address
SEARLE, Gary	(Horse Trainer)	c/- Branch Office postal address
THEODORE, Stephen	(Horse Trainer)	c/- Branch Office postal address

AUSTRALIAN TRAINERS' ASSOCIATION

TASMANIAN BRANCH

2022

Branch Office



OFFICE BEARERS

President

as at 31 December 2021 (unchanged/retiring officer)

SCHUURING, Nigel	(Horse Trainer)	c/- Branch Office postal address
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Vice President

as at 31 December 2021 (unchanged/retiring officer)

DALCO, Marion	(Horse Trainer)	c/- Branch Office postal address
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Secretary

as at 31 December 2021 (unchanged/retiring officer)

HANSON, Tanya	(Horse Trainer)	c/- Branch Office postal address
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Committee

DALCO, Marion	(Horse Trainer)	c/- Branch Office postal address
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FULTON, Alana	(Horse Trainer)	c/- Branch Office postal address
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SCHUURING, Nigel	(Horse Trainer)	c/- Branch Office postal address
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SHAW, Stephen	(Horse Trainer)	c/- Branch Office postal address
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THOMPSON, Cameron	(Horse Trainer)	c/- Branch Office postal address
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Vacancies (2)

AUSTRALIAN TRAINERS' ASSOCIATION

VICTORIAN BRANCH

2022

Branch Office

400 Epsom Road
FLEMINGTON VIC 3031

OFFICE BEARERS

President

as at 31 December 2021 (unchanged/retiring officer)

GRIFFITHS, Robbie	(Horse Trainer)	c/- Branch Office postal address
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Vice President

as at 31 December 2021 (unchanged/retiring officer)

CORSTENS, Troy	(Horse Trainer)	c/- Branch Office postal address
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Secretary

as at 31 December 2021 (unchanged/retiring officer)

CAREY, Patrick	(Horse Trainer)	c/- Branch Office postal address
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Committee

as at 31 December 2021 (unchanged/retiring officer/s)

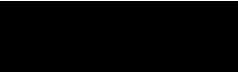
FLIEDNER, Shane	(Horse Trainer)	c/- Branch Office postal address
KELLY, Wendy	(Horse Trainer)	c/- Branch Office postal address
O'SULLIVAN, Daniel	(Horse Trainer)	c/- Branch Office postal address
WILDE, Bill	(Horse Trainer)	c/- Branch Office postal address

AUSTRALIAN TRAINERS' ASSOCIATION

WESTERN AUSTRALIAN BRANCH

2022

Branch Office



OFFICE BEARERS

President

as at 31 December 2021 (unchanged/retiring officer)

WEBSTER, Colin (Horse Trainer) c/- Branch Office postal address

Vice President

Vacant

Secretary

as at 31 December 2021 (unchanged/retiring officer)

PIKE, Jeffrey Graeme (Jeff) (Horse Trainer) c/- Branch Office postal address

Committee

WEBSTER, Colin (Horse Trainer) c/- Branch Office postal address

Vacancies (6)

b)

A copy of the record of names of each branch of the organisation for 2022 are:

Australian Trainers' Association (Federal)

Australian Trainers' Association (Victorian Branch)

Australian Trainers' Association (South Australian Branch)

Australian Trainers' Association (Western Australian Branch)

Australian Trainers' Association (Tasmanian Branch)

Australian Trainers' Association (Queensland Branch)

Addresses for each branch:

Australian Trainers' Association Federal

400 Epsom Road
FLEMINGTON VIC 3031

Australian Trainers' Association Victorian Branch

400 Epsom Road
FLEMINGTON VIC 3031

Australian Trainers' Association South Australian Branch



Australian Trainers' Association Western Australian Branch



Australian Trainers' Association Tasmanian Branch



Australian Trainers' Association Queensland Branch



c)

Declaration certifying number of members and register maintained

I, Robbie Griffiths, President of the Australian Trainers' Association (Federal Branch), 400 Epsom Road, Flemington, do solemnly and sincerely declare that it is my constitutional duty to maintain the register of members of the Association. Membership records have been kept and maintained during the immediately preceding calendar year, as required by paragraph 230(1)(a) and subsection 230(2) of the Act, and the number of financial members on 31 December 2021 was 998.

d)

Elections (2) required under the rules of the organisation

Elections are required in respect of the following offices(s) due to insufficient nominations.

State Branches

Western Australia

- i) Vice President
- ii) Secretary

Tasmania

- i) President
- ii) Vice President
- iii) Secretary

Elections (scheduled) are required in respect of the following office(s).

Federal

- i) President
- ii) Vice Presidents (2)
- iii) 5 Executive Officers (Qld [1], SA [1], Tas [1], Vic [1], WA [1])

State Branches

South Australia

- i) President
- ii) Vice President
- iii) Secretary
- iv) 5 Members of Committee

Victoria

- i) President
- ii) Vice President
- iii) Secretary
- iv) 5 Members of Committee

Western Australia

- iii) President
- iv) Vice President
- v) Secretary
- vi) 5 Members of Committee

Tasmania

- iv) President
- v) Vice President
- vi) Secretary
- vii) 5 Members of Committee

New South Wales

No elections required

Queensland

- i) President
- ii) Vice President
- iii) Secretary
- iv) 5 Members of Committee

I trust this information satisfies regulations as required under the Fair Work (Registered Organisations) Act 2009 (s.189).

Dated this **30th** day of **March 2022**.



ROBBIE GRIFFITHS

President
Australian Trainers' Association (Federal)