



22 February 2024

Robbie Griffiths
President
Australian Trainers' Association
Sent via email: ata@austrainers.com.au

Dear Robbie Griffiths

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Trainers' Association (AR2023/17).

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 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
06/09/2023	TAS Federal	Vice President, Secretary President, Vice President (2)	Yes
27/09/2023	SA TAS	Committe Member Committee Member (2)	Yes
30/11/2023	Federal	President, Vice President (2)	Yes
01/02/2024	Federal	Chief Executive	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:



1 February 2024

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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, 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 <u>Outgoing</u> Office Holder	Reason for Change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Federal	22/01/2024	Chief Executive	Andrew Nicholl	Resignation	Stephen Bell	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Paid Official



FEDERAL BRANCH

ABN: 86 182 142 206

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FLEMINGTON VIC 3031

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Website: www.austrainers.com.au

Subsidiary Entity:



30 November 2023

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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, Robbie Griffiths, being an Executive Officer 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.
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ROBBIE GRIFFITHS
President

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Federal	3/11/2023	President	Vacant	Insufficient Nominations Election	Robbie Griffiths	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	3/11/2023	Vice President	Vacant	Insufficient Nominations Election	Pat Duff	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	3/11/2023	Vice President	Vacant	Insufficient Nominations Election	Richard Jolly	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



FEDERAL BRANCH

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Website: www.austrainers.com.au

Subsidiary Entity:



27 September 2023

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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, Robbie Griffiths, being an Executive Officer of the **Australian Trainers' Association**, declare the following :

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Yours faithfully,

ROBBIE GRIFFITHS
Executive Officer

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South Australia	8/09/2023	Committee Member	-	Casual Vacancy	Damien Moyle	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	20/09/2023	Committee Member	-	Casual Vacancy	Graeme McCulloch	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	20/09/2023	Committee Member	-	Casual Vacancy	Nicholas Hay	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



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6 September 2023

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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, Andrew Nicholl, being the Chief Executive Officer of the **Australian Trainers' Association**, declare the following :

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ANDREW NICHOLL
Chief Executive Officer

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Tasmania	4/08/2023	Vice-President	Graeme McCulloch	Scheduled Election	Alana Fulton	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	4/08/2023	Secretary	Tanya Hanson	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	30/08/2023	President	Robbie Griffiths	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	30/08/2023	Vice President	Patrick Duff	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	30/08/2023	Vice President	Richard Jolly	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



26 June 2023

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

cc: SA Branch, WA Branch, Tasmania Branch, Queensland Branch ata@austrainers.com.au

Dear Andrew Nicholl

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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.

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Yours sincerely

Fair Work Commission

Appendix A

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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
15 June 2023	South Australia Branch	Committee Member (4)	Yes
	Western Australia Branch	Committee Member (1)	
	Tasmania Branch	Committee Member (2)	
	Queensland Branch	Committee Member (1)	



FEDERAL BRANCH

ABN: 86 182 142 206

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Website: www.austrainers.com.au

Subsidiary Entity:



15 June 2023

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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*

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Yours faithfully,

ROBBIE GRIFFITHS
President

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South Australia	30/05/2023	Committee Member	Ryan Balfour	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
South Australia	30/05/2023	Committee Member	Gordon Richards	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
South Australia	30/05/2023	Committee Member	Stephen Theodore	Scheduled		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
South Australia	30/05/2023	Committee Member		Scheduled Election	John Hyam	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Western Australia	30/05/2023	Committee Member	Stephen Rowe	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	30/05/2023	Committee Member	Marion Dalco	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	30/05/2023	Committee Member	Graeme McCulloch	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Queensland	30/05/2023	Committee Member	Kevin Kemp	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



31 May 2023

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 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	AR2023/17
Lodgement date	30 March 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 satisfied the requirements of the advanced review and has been uploaded to the Fair Work Commission (the Commission) website.

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



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 2023

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@roc.gov.au

RE: Australian Trainers' Association

Annual Return of Information for 2023 [AR2023/17]

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
2023

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
SHAW, Stephen	(Horse Trainer)	c/- Registered Office postal address

Victoria

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

Western Australia

WEBSTER, Colin	(Horse Trainer)	c/- Registered Office postal address
Vacancies (1)		

President

GRIFFITHS, Robbie

Vice Presidents

JOLLY, Richard
DUFF, Patrick

Chief Executive Officer

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

NEW SOUTH WALES BRANCH

2023

OFFICE BEARERS

No Branch in New South Wales.

AUSTRALIAN **TRAINERS'** ASSOCIATION

QUEENSLAND BRANCH

2023

Branch Office

266 Edinburgh Castle Road
WAVELL HEIGHTS QLD 4012

OFFICE BEARERS

President

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

MURDOCH, James	(Horse Trainer)	c/-Branch Office postal address
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Secretary

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

KEMP, Kevin	(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

2023

Branch Office

3 / 51 Barnett Road
EVANSTOWN SA 5116

OFFICE BEARERS

President

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

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

JOLLY, Richard	(Horse Trainer)	c/- Branch Office Postal address
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Committee

BALFOUR, Ryan	(Horse Trainer)	c/- Branch Office postal address
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CLARKEN, Daniel	(Horse Trainer)	c/- Branch Office postal address
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RICHARDS, Gordon	(Horse Trainer)	c/- Branch Office postal address
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THEODORE, Stephen	(Horse Trainer)	c/- Branch Office postal address
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AUSTRALIAN TRAINERS' ASSOCIATION

TASMANIAN BRANCH

2023

Branch Office

34B Anstey Street
LONGFORD TAS 7310

OFFICE BEARERS

President

SHAW, Stephen	(Horse Trainer)	c/- Branch Office postal address
---------------	-----------------	----------------------------------

Vice President

MCCULLOCH, Graeme	(Horse Trainer)	c/- Branch Office postal address
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Secretary

HANSON, Tanya Grace	(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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THOMPSON, Cameron	(Horse Trainer)	c/- Branch Office postal address
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AUSTRALIAN **TRAINERS'** ASSOCIATION

VICTORIAN BRANCH

2023

Branch Office

400 Epsom Road
FLEMINGTON VIC 3031

OFFICE BEARERS

President

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

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

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

BOWMAN, Daniel	(Horse Trainer)	c/- Branch Office postal address
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KENT, Michael	(Horse Trainer)	c/- Branch Office postal address
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NOONAN, Tony	(Horse Trainer)	c/- Branch Office postal address
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O'SULLIVAN, Daniel	(Horse Trainer)	c/- Branch Office postal address
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AUSTRALIAN TRAINERS' ASSOCIATION

WESTERN AUSTRALIAN BRANCH

2023

Branch Office
8 ENNIS PLACE
ASCOT WA 6104

OFFICE BEARERS

President

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

Vice President

Vacant

Secretary

Vacant

Committee

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

ROWE, Stephen (Horse Trainer) c/- Branch Office postal address

Vacancies (4)

b)

A copy of the record of names of each branch of the organisation for 2023 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

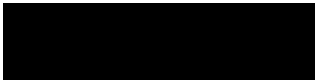
Australian Trainers' Association Victorian Branch
400 Epsom Road
FLEMINGTON VIC 3031

Australian Trainers' Association South Australian Branch
3 / 51 Barnett Road
EVANSTOWN SA 5116

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 2022 was 1000.

d)

Elections required under the rules of the organisation

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

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

Tasmania

- i) President
- ii) Vice President
- iii) Secretary
- iv) 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 2023.



ROBBIE GRIFFITHS
President
Australian Trainers' Association (Federal)