



2 April 2025

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

Dear Andrew Nicholl

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Trainers' Association (AR2024/17).

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)
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Disclosure obligations: what officers must do

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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.

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eLearning module – notifications of change



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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
13/03/2025	SA	Change of Address (PO BOX)	Yes
	TAS	Change of Address	
	Federal/QLD	Executive Officer	



FEDERAL BRANCH

ABN: 86 182 142 206

11 March 2025

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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:



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 (retiring 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.
 - 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.
 - On 6/03/2025 the address of the South Australia branch changed to PO Box 3074, Plympton Park, SA, 5038
 - On 6/03/2025 the address of the Tasmania branch changed to [REDACTED]

Yours faithfully,

[REDACTED]

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/ Queensland	20/02/2025	Executive Officer (QLD)	Pat Duff (Deceased)	Casual Vacancy	Jim Murdoch	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



25 November 2024

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

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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](#).

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18/11/2024	National	Vice President (2)	Yes



FEDERAL BRANCH

ABN: 86 182 142 206

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Subsidiary Entity:



18 November 2024

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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ROBBIE GRIFFITHS
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ANNEXURE A

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Federal	01/11/2024	Vice-President	Richard Jolly	Scheduled Election	Chris Bieg	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Federal	01/11/2024	Vice-President	Pat Duff	Scheduled Election	Kelly Schweida	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



4 November 2024

Andrew Nicholl
Chief Executive Officer
Australian Trainers' Association
Sent via
email: SA/VIC/TAS/WA/QLD: ata@austrainers.com.au

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Yours sincerely

Fair Work Commission

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	VIC	Secretary	
	TAS	Vice President	
	WA	President	
	QLD	President	



FEDERAL BRANCH

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Website: www.austrainers.com.au

Subsidiary Entity:



25 October 2024

Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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Yours faithfully,

ROBBIE GRIFFITHS
President
(Retiring Officer/Vic Executive Officer)

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South Australian	2/10/2024	Vice-President	Chris Bieg	Scheduled Election	John Hyam	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
South Australia	2/10/2024	Secretary	Richard Jolly	Scheduled Election	Damien Moyle	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Victoria	11/10/2024	Secretary	Pat Carey	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	24/09/2024	Vice-President	Alana Fulton	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Western Australia	8/10/2024	President	Colin Webster	Scheduled Election	Vacant	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Queensland	16/10/2024	President	Pat Duff	Scheduled Election	Kelly Schweida	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer



31 July 2024

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

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26/07/2024	SA	Executive Officer /Branch President, Committee Member, Executive Officer	Yes
	VIC	Executive Officer /Branch Secretary, Committee Member (4)	
	WA	Committee Member	
	TAS	Committee Member	
	QLD	Executive Officer	
	National	Chief Executive Officer	



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Subsidiary Entity:



26 July 2024

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MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

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South Australian	25/06/2024	Committee Member	Daniel Clarken	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
South Australia	25/06/2024	Executive Officer		Scheduled Election	Chris Bieg	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Victoria	25/06/2024	Executive Officer / Branch Secretary	Pat Carey	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
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Victoria	25/06/2024	Committee Member	Michael Kent	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Victoria	25/06/2024	Committee Member		Scheduled Election	Sam Freedman	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Victoria	25/06/2024	Committee Member		Scheduled Election	Ciaron Maher	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer

Western Australia	25/06/2024	Committee Member	Jeff Pike	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Tasmania	25/06/2024	Committee Member	Cameron Thompson	Scheduled Election		c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
Queensland	25/06/2024	Executive Officer		Scheduled Election	Kelly Schweida	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Horse Trainer
National	25/06/2024	Chief Executive Officer		Scheduled	Stephen Bell	c/- Australian Trainers' Assoc. 400 Epsom Road Flemington VIC 3031	Paid Official



8 April 2024

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	2024
Matter number	AR2024/17
Lodgement date	28 March 2024
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 regulator 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 Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

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

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](#).

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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
Tasmanian	28/03/2024	Committee	Tanya Hanson	Resignation	Vacant	n/a	n/a



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:



28 March 2024

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@fwc.gov.au

RE: Australian Trainers' Association

Annual Return of Information for 2024 [AR2024/17]

I, Robbie Griffiths, being the President of Australian Trainers' Association, 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is 400 Epsom Road Flemington VIC 3031
 - The name and address of each branch of the organisation is:
 - (1) Australian Trainers' Association Federal
400 Epsom Road Flemington VIC 3031
 - (2) Australian Trainers' Association Victorian Branch
400 Epsom Road Flemington VIC 3031
 - (3) Australian Trainers' Association South Australian Branch
3 / 51 Barnett Road Evanstown SA 5116
 - (4) Australian Trainers' Association Western Australian Branch
[REDACTED]
 - (5) Australian Trainers' Association Tasmanian Branch
[REDACTED]
 - (6) Australian Trainers' Association Queensland Branch
[REDACTED]

- On 31 December in the previous year the number of members was 887.
- 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 THIS YEAR

Federal Branch

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

State Branches

South Australia

- i) President (1)
- ii) Vice President (1)
- iii) Secretary (1)
- iv) Committee Members (5)

Victoria

- i) President (1)
- ii) Vice President (1)
- iii) Secretary (1)
- iv) Committee Members (5)

Western Australia

- i) President (1)
- ii) Vice President (1)
- iii) Secretary (1)
- iv) Committee Members (5)

Tasmania

- i) President (1)
- ii) Vice President (1)
- iii) Secretary (1)
- iv) Committee Members (5)

Queensland

- i) President (1)
- ii) Vice President (1)
- iii) Secretary (1)
- iv) Committee Members (5)

- During the previous 12 months NO branches COMMENCED or CEASED operation.
- The organization has not entered into an agreement under section 151(1) of the Act with a state union.

Dated **28th** day of **March 2024**

ROBBIE GRIFFITHS

President

Australian Trainers' Association (Federal)

ANNEXURE A

Offices and Office Holders in the Organisation and its Branches

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Federal	President/Executive Officer (VIC)	Robbie Griffiths	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (VIC)	Pat Carey	c/-Registered Office postal address	Horse Trainer
Federal	Vice-President/Executive Officer (QLD)	Pat Duff	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (QLD)	Vacant		
Federal	Vice-President/Executive Officer (SA)	Richard Jolly	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (SA)	Gary Searle	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (TAS)	Nigel Schuurin	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (TAS)	Stephen Shaw	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (WA)	Colin Webster	c/-Registered Office postal address	Horse Trainer
Federal	Executive Officer (WA)	Vacant		
Queensland	President	Pat Duff	c/-Branch Office postal address	Horse Trainer
Queensland	Vice-President	James Murdoch	c/-Branch Office postal address	Horse Trainer
Queensland	Secretary	Leslie Ross	c/-Branch Office postal address	Horse Trainer
Queensland	Committee	Kelly Schweida	c/-Branch Office postal address	Horse Trainer
Queensland	Committee	Vacant		
Queensland	Committee	Vacant		
Queensland	Committee	Vacant		

Australian Trainers' Association

ANNEXURE A

Offices and Office Holders in the Organisation and its Branches

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
South Australian	President	Gary Searle	c/-Branch Office postal address	Horse Trainer
South Australian	Vice-President	Chris Bieg	c/-Branch Office postal address	Horse Trainer
South Australian	Secretary	Richard Jolly	c/-Branch Office postal address	Horse Trainer
South Australian	Committee	Daniel Clarken	c/-Branch Office postal address	Horse Trainer
South Australian	Committee	John Hyam	c/-Branch Office postal address	Horse Trainer
South Australian	Committee	Damien Moyle	c/-Branch Office postal address	Horse Trainer
South Australian	Committee	Vacant		
Tasmanian	President	Stephen Shaw	c/-Branch Office postal address	Horse Trainer
Tasmanian	Vice-President	Alana Fulton	c/-Branch Office postal address	Horse Trainer
Tasmanian	Secretary	Vacant		
Tasmanian	Committee	Graeme McCulloch	c/-Branch Office postal address	Horse Trainer
Tasmanian	Committee	Nigel Schuurin	c/-Branch Office postal address	Horse Trainer
Tasmanian	Committee	Cameron Thompson	c/-Branch Office postal address	Horse Trainer
Tasmanian	Committee	Nicholas Hay	c/-Branch Office postal address	Horse Trainer
Tasmanian	Committee	Vacant		

ANNEXURE A

Offices and Office Holders in the Organisation and its Branches

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria	President	Robbie Griffiths	c/-Branch Office postal address	Horse Trainer
Victoria	Vice-President	Troy Corstens	c/-Branch Office postal address	Horse Trainer
Victoria	Secretary	Patrick Carey	c/-Branch Office postal address	Horse Trainer
Victoria	Committee	Daniel Bowman	c/-Branch Office postal address	Horse Trainer
Victoria	Committee	Michael Kent	c/-Branch Office postal address	Horse Trainer
Victoria	Committee	Tony Noonan	c/-Branch Office postal address	Horse Trainer
Victoria	Committee	Daniel O'Sullivan	c/-Branch Office postal address	Horse Trainer
Western Australian	President	Colin Webster	c/-Branch Office postal address	Horse Trainer
Western Australian	Vice-President	Vacant		
Western Australian	Secretary	Vacant		
Western Australian	Committee	Jeffrey Pike	c/-Branch Office postal address	Horse Trainer
Western Australian	Committee	Vacant		
Western Australian	Committee	Vacant		
Western Australian	Committee	Vacant		
Non-Officer Positions				
Federal	Chief Executive Officer	Stephen Bell	c/-Registered Office postal address	Paid Official

Annexure B

Branch	Name of Office	Number Required	Voting System	Reason for Election	Electorate
For the election of officers					
Federal	President	1	Collegiate Electoral System	Scheduled	Federal Branch (Rule 13)
Federal	Vice-Presidents	2	Collegiate Electoral System	Scheduled	Federal Branch (Rule 13)
Federal	Executive Officers*	5 <i>(*1 from each State Branch)</i>	Direct Voting System	Scheduled	Federal Branch (Rule 12)
South Australia	Committee	5	Direct Voting System	Scheduled	SA Branch (Rule 35)
Victoria	Committee	5	Direct Voting System	Scheduled	VIC Branch (Rule 35)
Western Australia	Committee	5	Direct Voting System	Scheduled	WA Branch (Rule 35)
Tasmania	Committee	5	Direct Voting System	Scheduled	TAS Branch (Rule 35)
Queensland	Committee	5	Direct Voting System	Scheduled	QLD Branch (Rule 35)
South Australia	President	1	Collegiate Electoral System	Scheduled	SA Branch (Rule 37)
South Australia	Vice-President	1	Collegiate Electoral System	Scheduled	SA Branch (Rule 37)
South Australia	Secretary	1	Collegiate Electoral System	Scheduled	SA Branch (Rule 37)
Victoria	President	1	Collegiate Electoral System	Scheduled	VIC Branch (Rule 37)
Victoria	Vice-President	1	Collegiate Electoral System	Scheduled	VIC Branch (Rule 37)
Victoria	Secretary	1	Collegiate Electoral System	Scheduled	VIC Branch (Rule 37)
Western Australia	President	1	Collegiate Electoral System	Scheduled	WA Branch (Rule 37)
Western Australia	Vice-President	1	Collegiate Electoral System	Scheduled	WA Branch (Rule 37)
Western Australia	Secretary	1	Collegiate Electoral System	Scheduled	WA Branch (Rule 37)
Tasmania	President	1	Collegiate Electoral System	Scheduled	TAS Branch (Rule 37)
Tasmania	Vice-President	1	Collegiate Electoral System	Scheduled	TAS Branch (Rule 37)
Tasmania	Secretary	1	Collegiate Electoral System	Scheduled	TAS Branch (Rule 37)
Queensland	President	1	Collegiate Electoral System	Scheduled	QLD Branch (Rule 37)
Queensland	Vice-President	1	Collegiate Electoral System	Scheduled	QLD Branch (Rule 37)
Queensland	Secretary	1	Collegiate Electoral System	Scheduled	QLD Branch (Rule 37)
For the election of non-officer positions					
Federal	Chief Executive Officer	1	Direct Voting System	Scheduled	Federal Branch (Rule 14)

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the returning officer, preference 29/07/2024	To be determined by the returning officer
Nominations CLOSE	To be determined by the returning officer; preference 10/08/2024	To be determined by the returning officer
Roll of Voters cut off date	7 days prior to nominations opening (Rules 12(d); 35(d))	To be determined by the returning officer