



20 November 2024

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

Dear Andrew Nicholl



IMMEDIATE ACTION REQUIRED: SEE STEP 4 BELOW

You must take steps after your recent election E2024/64

An election has recently been completed by the Australian Electoral Commission (AEC) for the Australian Trainers' Association and a post-election report has been issued by the AEC.

This letter explains the next steps you must take, including what information you need to give to members and what information you need to lodge with the Fair Work Commission (the Commission).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to the Commission at regorgs@fwc.gov.au
- Respond to the AEC

This letter explains these steps and the tools available to help you.

STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (regulation 141). The notice must be on your website for at least three months.



Can we put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete approved financial training (section 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face-to-face and online [financial training packages on the Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR receive an [exemption by the Commission](#) **within six months** of beginning to hold office.



Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast](#), such as [episode 17 - conflicts of interest](#).

STEP 3: Notifications of change



A notification of change must be lodged with the Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to regorgs@fwc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

Real-life example of penalties in Court An organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).

STEP 4: Reply to the AEC

The AEC’s post-election report says the AEC had trouble applying some of your election rules. You **MUST** respond to the AEC about the issues in the report (section 198).

Your response to the AEC must be in writing. It must include:

- whether the organisation intends to take action
- (if yes) what action the organisation intends to take

You must send your response to the AEC within **30 days** of receiving the report and provide a copy to the Commission (section 198).



Penalties apply

The requirement to respond to the AEC comes from section 198 of the RO Act. Section 198 of the RO Act is a civil penalty provision.

A failure to take any of these steps, or taking them in the wrong order, can expose your organisation to penalties under the RO Act.

Make the report and your response available to your members

You must make the post-election report about difficult rules available to your members.

You must also make your written response to the AEC available to your members.



Timing is very important

You must make the report about difficult rules available to your members **before or at the same time** as you make your response available.

Your response must be available to members:

- in the next edition of your journal or
- within 30 days of giving it to the AEC (if using a method other than your journal to make it available, e.g. your website)



Penalties apply

The requirement to respond to the AEC comes from section 198 of the RO Act. Section 198 of the RO Act is a civil penalty provision.

A failure to take any of these steps, or taking them in the wrong order, can expose your organisation to penalties under the RO Act.

How do I make these documents available to my members?

The RO Act says you will have made the document available if you do all the following things:

- Publish a copy of the relevant section and your response in your next journal, AND
- Send the Commission a copy of the relevant section and your response with a declaration that you'll provide copies to any member who asks for one, AND

- Tell members in your next journal (or an appropriate newspaper) that you'll give the relevant section of the report and your response to any member free of charge if requested, AND
- Put on your website:
 - the relevant section of the report within 14 days of receiving it and
 - your response within 14 days of sending it to the AEC

But you can also make the documents available to your members in other ways as well.



What if we decide to change our rules?

You can! If you think changing your rules will fix or improve the issues raised by the AEC you can change your rules.

Your rules will include a rule altering procedure that you must follow in order to do this.

We provide help changing your rules and advice on rule requirements. Please contact us at regorgs@fwc.gov.au, or ring 1300 341 665. Alternatively you could book an online Governance to You visit with a Commission staff member to discuss the changes.

Questions?



What if I don't understand the post-election report?

You should contact the AEC immediately to discuss what the report means.

What if we decide not to take action?

You must tell the AEC in writing you do not intend to act.

What if I have already responded to the AEC?

If you have already done the things set out in step 4, please disregard this step.

Remember to make the relevant section of the report and your response available to your members as well.

Why do I need to tell you the results of the election when you've already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn't required.

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



The Commission has an interim [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

20 November 2024

Post-election report

Australian Trainers' Association
Scheduled Election
E2024/64

Contents

Election(s) Covered in Post-Election Report (PER).....	3
Relevant legal provisions.....	3
Declaration of result of election	6
Australian Trainers' Association Rules.....	6
Roll of Voters	7
Written allegations of any irregularities.....	7
Other irregularities.....	7
Signed	7
Attachments	8
A. Stage 1 - Declaration of Results for Uncontested Offices.....	8
B. Stage 2 South Australia - Declaration of Results for Uncontested Offices.....	8
C. Stage 2 Tasmania - Declaration of Results for Uncontested Offices	8
D. Stage 2 Victoria - Declaration of Results for Uncontested Offices.....	8
E. Stage 2 Western Australia - Declaration of Results for Uncontested Offices	8
F. Stage 2 Queensland - Declaration of Results for Uncontested Offices	8
G. Stage 3 - Declaration of Results for Uncontested Offices.....	8

Election(s) Covered in Post-Election Report (PER)

Organisation: Australian Trainers' Association

Election Decision No: E2024/64

Election: Scheduled Election

(If uncontested) Date the nominations closed:

Stage 1: 19/6/2024

- Stage 2: - South Australia: 6/9/2024
- Tasmania: 18/9/2024
- Victoria: 23/9/2024
- Western Australia: 27/9/2024
- Queensland: 3/10/2024

Stage 3: 1/11/2024

Date results declared:

Stage 1: 28/6/2024

- Stage 2: - South Australia: 3/10/2024
- Tasmania: 25/9/2024
- Victoria: 11/10/2024
- Western Australia: 10/10/2024
- Queensland: 22/10/2024

Stage 3: 1/11/2024

Date PER due: 1/12/2024

Relevant legal provisions

Fair Work (Registered Organisations) Act 2009 ('the Act')

197 Post-election report by AEC

Requirement for AEC to make report

- (1) After the completion of an election conducted under this Part by the AEC, the AEC must give a written report on the conduct of the election to:

- (a) the General Manager; and
(b) the organisation or branch for whom the election was conducted.

Note: The AEC may be able, in the same report, to report on more than one election it has conducted for an organisation. However, regulations made under paragraph 359(2)(c) may impose requirements about the manner and timing of reports.

- (2) The report must include details of the prescribed matters.

Contents of report—register of members

- (3) If the AEC is of the opinion that the register of members, or the part of the register, made available to the AEC for the purposes of the election contained, at the time of the election:

- (a) an unusually large proportion of members' addresses that were not current; or
(b) in the case of a register kept by an organisation of employees—an unusually large proportion of members' addresses that were workplace addresses;

this fact must be included in the report, together with a reference to any relevant model rules which, in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: Model rules are relevant only to the conduct of elections for office, not for elections for other positions (see section 147).

Contents of report—difficult rules

- (4) If the report identifies a rule of the organisation or branch that, in the AEC's opinion, was difficult to interpret or apply in relation to the conduct of the election, the report must also refer to any relevant model rules, which in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: For model rules, see section 147.

Subsection (3) relevant only for postal ballots

- (5) Subsection (3) applies only in relation to elections conducted by postal ballot.

Note: An organisation can obtain an exemption from the requirement to hold elections for office by postal ballot (see section 144).

190 Organisation or branch must not assist one candidate over another

An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.

Penalty: 100 penalty units.

193 Provisions applicable to elections conducted by AEC

- (1) If an electoral official is conducting an election, or taking a step in relation to an election, for an office or other position in an organisation, or branch of an organisation, the electoral official:
- (a) subject to paragraph (b), must comply with the rules of the organisation or branch; and
 - (b) may, in spite of anything in the rules of the organisation or branch, take such action, and give such directions, as the electoral official considers necessary:
 - (i) to ensure that no irregularities occur in or in relation to the election; or
 - (ii) to remedy any procedural defects that appear to the electoral official to exist in the rules; or
 - (iii) to ensure the security of ballot papers and envelopes that are for use, or used, in the election.

- (2) A person commits an offence if the person does not comply with a direction under subsection (1).

Penalty: 30 penalty units.

- (3) Subsection (2) does not apply so far as the person is not capable of complying.

Note: A defendant bears an evidential burden in relation to the matter in subsection (3) (see subsection 13.3(3) of the *Criminal Code*).

- (4) Subsection (2) does not apply if the person has a reasonable excuse.

Note: A defendant bears an evidential burden in relation to the matter mentioned in subsection (4), see subsection 13.3(3) of the *Criminal Code*.

- (5) An offence against subsection (2) is an offence of strict liability.

Note: For *strict liability*, see section 6.1 of the *Criminal Code*.

- (6) An election for an office or other position conducted by an electoral official, or step taken in relation to such an election, is not invalid merely because of a breach of the rules of the organisation or branch because of:

- (a) action taken under subsection (1); or
- (b) an act done in compliance with a direction under subsection (1).

- (7) If an electoral official conducting, or taking a step in connection with, an election for an office or other position:

- (a) dies or becomes unable to complete the conduct of the election or the taking of the step; or
- (b) ceases to be qualified to conduct the election or to take the step;

the Electoral Commissioner must arrange for the completion of the conduct of the election, or the taking of the step, by another electoral official.

6 Definitions

irregularity, in relation to an election or ballot, includes:

- (a) a breach of the rules of an organisation or branch of an organisation; and
- (b) an act or omission by means of which:
 - (i) the full and free recording of votes by all persons entitled to record votes and by no other persons; or
 - (ii) a correct ascertainment or declaration of the results of the voting; is, or is attempted to be, prevented or hindered; and
- (c) a contravention of section 190.

Fair Work (Registered Organisations) Regulations 2009 ('the Regulations')

140 Declaration of result of election (s 193)

- (1) Within 14 days after the closing day of an election, the AEC must issue a declaration stating the following:
 - (a) the total number of persons on the roll of voters;
 - (b) the total number of ballot papers issued (if applicable);
 - (c) the total number of envelopes that were returned undelivered by the closing day of the ballot to the AEC (if applicable);
 - (d) the total number of ballot papers received by the electoral official by the closing day of the ballot (if applicable);
 - (e) the result of the election;
 - (f) the total number of informal ballot papers (if applicable).
- (2) In subregulation (1), **closing day**, for an election, means:
 - (a) if a ballot is not required—the day on which nominations for the election close; or
 - (b) if a ballot is required—the closing day of the ballot.
- (3) Immediately after issuing a declaration under subregulation (1), the AEC must give a copy of the declaration to:
 - (a) the General Manager; and
 - (b) the organisation or branch for whom the election was conducted.

141 Post-election report by AEC (s 197(2))

- (1) For subsection 197(2) of the Act, the following matters are prescribed for inclusion in the report (the **post-election report**) given under subsection 197(1) of the Act:
 - (a) the declaration mentioned in regulation 140;
 - (b) any rules of the organisation or branch which because of ambiguity or other reason, were difficult to interpret or apply;
 - (c) any matters in relation to the roll of voters including those matters contained in subsection 197(3) of the Act;
 - (d) the number of written allegations (if any) of irregularities made to the AEC during the election;
 - (e) action taken by the AEC in relation to those allegations;
 - (f) any other irregularities identified by the AEC and action taken by the AEC in relation to those other irregularities.
- (2) The AEC must:
 - (a) give the post-election report within 30 days after the closing day of the election; and
 - (b) publish a notice on its web site advising that a copy of the post-election report can be obtained from the AEC on the request of a member who was eligible to vote in the election.
- (3) The AEC must supply a copy of the post-election report to the member as soon as practicable, but no later than 7 days, after receiving a request under paragraph (2)(b).

145 Elections conducted by AEC—no unauthorised action

- (1) For any election conducted by the AEC under Part 2 of Chapter 7 of the Act, a person other than the person conducting the election must not do, or purport to do, any act in the conduct of the election other than as directed or authorised by the person conducting the election.

Note: This subregulation is a civil penalty provision (see regulation 168).

- (2) The AEC must advise the General Manager of a possible contravention of subregulation (1) not later than 21 days after the AEC has become aware of the possible contravention.

Declaration of result of election

In accordance with reg 140 of the Regulations, the AEC issued a declaration of the result of election E2024/64:

- Stage 1 on 28/6/2024. For a copy, see **Attachment A**.
- Stage 2 – South Australia on 3/10/2024. For a copy, see **Attachment B**.
- Stage 2 – Tasmania on 25/9/2024. For a copy, see **Attachment C**.
- Stage 2 – Victoria on 11/10/2024. For a copy, see **Attachment D**.
- Stage 2 – Western Australia on 10/10/2024. For a copy, see **Attachment E**.
- Stage 2 – Queensland on 22/10/2024. For a copy, see **Attachment F**.
- Stage 3 on 1/11/2024. For a copy, see **Attachment G**.

Australian Trainers' Association Rules

Australian Trainers' Association Rules used for the election:

- [245V: Incorporates alterations of 22/10/2014] [R2013/77]. (replaces 27/5/2005 version)

Rules difficult to interpret or apply:

- Rule 35 states that:

Retiring Branch Committeemen shall be eligible for re-election and upon signifying to the Returning Officer their availability for re-election to the particular office held during the preceding year such retiring officers shall automatically become entitled to be candidates for the same respective offices without nomination as hereinbefore provided.

The Australian Trainers' Association may consider providing further information regarding the application of the above rule. If the purpose of this rule is to remove the requirement for incumbent officers to have nominators, it would be useful if this is clarified.

- Rule 37 states that:

Retiring Officers shall be eligible for re-election and upon signifying to the Returning Officer their availability for re-election to the particular office held during the preceding year such retiring officers shall automatically become entitled to be candidates for the same respective offices without nomination as hereinbefore provided.

The Australian Trainers' Association may consider providing further information regarding the application of the above rule. If the purpose of this rule is to remove the requirement for incumbent officers to have nominators, it would be useful if this is clarified.

- Rule 13 states that:

Candidates for the offices of President and two Vice-Presidents shall be nominated by a member of the Executive but only members of the Executive shall be eligible for election. Retiring Officers shall be eligible for re-election and upon signifying to the Returning Officer their availability for re-election to the particular office held during the preceding year such retiring officers shall automatically become entitled to be candidates for the same respective offices without nomination as hereinbefore provided.

The Australian Trainers' Association may consider providing further information regarding the application of the above rule. If the purpose of this rule is to remove the requirement for incumbent officers to have nominators, it would be useful if this is clarified.

Roll of Voters

There were no matters in relation to the roll of voters.

Written allegations of any irregularities

There were no written allegations of irregularities during this election.

Other irregularities

There were no other irregularities.

Signed

Benjamin Murray
Returning Officer
Australian Electoral Commission
E: IEBevents@aec.gov.au
P: 03 9285 7111
20 November 2024

Attachments

- A. Stage 1 - Declaration of Results for Uncontested Offices
- B. Stage 2 South Australia - Declaration of Results for Uncontested Offices
- C. Stage 2 Tasmania - Declaration of Results for Uncontested Offices
- D. Stage 2 Victoria - Declaration of Results for Uncontested Offices
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18 November 2024

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

Dear Andrew Nicholl



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What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
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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



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Australian Trainers' Association

DECLARATION OF RESULTS - E2024/64 - Stage 3

Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Federal

President (1)

Candidates

GRIFFITHS Robbie

Vice-President (2)

Candidates

BIEG Chris

SCHWEIDA Kelly

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
01/11/2024



Australian Trainers' Association
QUEENSLAND BRANCH
DECLARATION OF RESULTS - E2024/64 - Stage 2
Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Queensland Branch Committee

President (1)

Candidates

SCHWEIDA Kelly

Vice-President (1)

Candidates

MURDOCH Jim

Secretary (1)

Candidates

ROSS Leslie

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
16/10/2024



Australian Trainers' Association

DECLARATION OF RESULTS - E2024/64 - Stage 2

Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Victoria Branch Committee

President (1)

Candidates

GRIFFITHS Robbie

Vice-President (1)

Candidates

CORSTENS Troy

Secretary (1)

Candidates

No Nominations Received

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Shehan Liyanage
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
11/10/2024



Australian Trainers' Association
DECLARATION OF RESULTS - E2024/64 - Stage 2
Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Western Australia Branch Committee

President (1)

Candidates

No Nominations Received

Vice-President (1)

Candidates

No Nominations Received

Secretary (1)

Candidates

No Nominations Received

As no nominations were received for the above position, the Returning Officer was unable to declare any person elected.

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
08/10/2024



Australian Trainers' Association
DECLARATION OF RESULTS - E2024/64 - Stage 2
Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

South Australia Branch Committee

President (1)

Candidates

BIEG Chris

Vice-President (1)

Candidates

HYAM John

Secretary (1)

Candidates

MOYLE Damien

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Marisa Lovisatti
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
2/10/2024



Australian Trainers' Association
DECLARATION OF RESULTS - E2024/64 - Stage 2
Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

Tasmania Branch Committee

President (1)

Candidates

SHAW Stephen

Vice-President (1)

Candidates

No Nominations Received

Secretary (1)

Candidates

No Nominations Received

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
24/09/2024



Australian Trainers' Association
DECLARATION OF RESULTS - E2024/64 - Stage 1
Uncontested Offices

Scheduled Election

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

South Australia Branch

Executive Officer (1)

Candidates

BIEG Chris

Committee Members (5)

Candidates

HYAM John

MOYLE Damien

Victoria Branch

Executive Officer (1)

Candidates

No Nominations Accepted

Committee Members (5)

Candidates

BOWMAN Daniel

CORSTENS Troy

FREEDMAN Sam

MAHER Ciaron

NOONAN Tony

Western Australia Branch

Executive Officer (1)

Candidates

WEBSTER Colin

Committee Members (5)

Candidates

No Nominations Received

Tasmania Branch

Executive Officer (1)

Candidates

SHAW Stephen

Committee Members (5)

Candidates

FULTON Alana

HAY Nick
MCCULLOCH Graeme

Queensland Branch

Executive Officer (1)

Candidates
SCHWEIDA Kelly

Committee Members (5)

Candidates
MURDOCH Jim
ROSS Les

National

Chief Executive Officer (1)

Candidates
BELL Stephen

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
25/06/2024





DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

Australian Trainers' Association
(E2024/64)

MR STEENSON

SYDNEY, 30 APRIL 2024

Arrangement for conduct of election.

[1] On 2 April 2024 the Australian Trainers' Association lodged with the Fair Work Commission prescribed information for an election to fill the following offices for a new term of office:

Federal

President	(1)
Vice-President	(2)

Executive officers (5 in total, being one from each of the following states):

Queensland	(1)
South Australia	(1)
Tasmania	(1)
Victoria	(1)
Western Australia	(1)

State Branches

South Australia

Committee members	(5)
President	(1)
Vice-President	(1)
Secretary	(1)

Victoria

Committee members	(5)
President	(1)
Vice-President	(1)
Secretary	(1)

Western Australia

Committee members	(5)
President	(1)
Vice-President	(1)
Secretary	(1)

Tasmania

Committee members	(5)
President	(1)
Vice-President	(1)
Secretary	(1)

Queensland

Committee members	(5)
President	(1)
Vice-President	(1)
Secretary	(1)

[2] In addition, the prescribed information also requested an election under section 187 of the *Fair Work (Registered Organisations) Act 2009* for the following non-office position for a new term of office:

Chief Executive Officer	(1)
-------------------------	-----

[3] I am satisfied that an election for the abovenamed offices and non-office position is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

PR755260



FEDERAL BRANCH

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FLEMINGTON VIC 3031

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Email: ata@austrainers.com.au

Website: www.austrainers.com.au

Subsidiary Entity:



28 March 2024

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

By Email : regorgs@fwc.gov.au
Cc: IEBevents@aec.gov.au

RE: Australian Trainers' Association

Notification of Elections

I, Robbie Griffiths, President of the Australian Trainers' Association (ATA), make the following statement.

I am authorised to sign this statement containing prescribed information concerning forthcoming elections in the branches of the ATA.

The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

The elections that are required are set out in the table in Annexure B.

A copy of the request under section 187 for the AEC to conduct an election for any non-office positions is attached (see Annexure A).

No rule alterations are pending that will impact the election.

Yours faithfully,

ROBBIE GRIFFITHS
President



FEDERAL BRANCH

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Email: ata@austrainers.com.au

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Subsidiary Entity:



28 March 2024

Australian Electoral Commission
Manager Industrial Elections

By email : IEBevents@aec.gov.au

Cc: regorgs@fwc.gov.au

Dear Electoral Commissioner

RE: Australian Trainers' Association
Election for the Position of Chief Executive Officer

I, Robbie Griffiths, am writing to request, pursuant to subsection 187(1) of the Fair Work (Registered Organisations) Act 2009, that the Australian Electoral Commission conduct an election for those positions listed in the table in Annexure B which are not offices, but which require an election under the rules of our organisation.

The prescribed information (attached) provided to the Commission and the AEC on 26 March 2024 sets out the required information in relation to the election of the position of Chief Executive Officer.

I confirm I am an officer of the Australian Trainers' Association (Federal President) who is authorised by the Committee of Management to sign this request.

Yours sincerely

A large black rectangular box redacting the signature of Robbie Griffiths.

ROBBIE GRIFFITHS

President

cc Fair Work Commission (By Email : regorgs@fwc.gov.au)

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