



25 May 2022

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 (AR2021/17).

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.

Late notification warning



Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2021/17.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

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 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
30/03/2022	South Australia Branch	Change to Branch street address	Yes
30/03/2022	Victoria Branch	Branch Committee (3)	No, 23 days late
14/04/2022	Federal Office	Vice President	Yes
14/04/2022	South Australia Branch	President, Vice President, Secretary	Yes
14/04/2022	Queensland Branch	Vice President	Yes
14/04/2022	Western Australia Branch	Secretary vacancy	Yes
14/04/2022	Tasmania Branch	President vacancy, Vice President vacancy, Secretary vacancy	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

14 April 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
Federal	24/03/2022	Vice President		Scheduled Election	Pat Duff	C/- ATA 400 Epsom Road Flemington VIC 3039	Horse Trainer
South Australia	24/03/2022	President		Scheduled Election	Gary Searle	C/- ATA 400 Epsom Road Flemington VIC 3039	Horse Trainer
South Australia	24/03/2022	Vice President		Scheduled Election	Chris Bieg	C/- ATA 400 Epsom Road Flemington VIC 3039	Horse Trainer
South Australia	24/03/2022	Secretary		Scheduled Election	Richard Jolly	C/- ATA 400 Epsom Road Flemington VIC 3039	Horse Trainer
Queensland	24/03/2022	Vice President		Scheduled Election	James Murdoch	C/- ATA 400 Epsom Road Flemington VIC 3039	Horse Trainer
Western Australia	24/03/2022	Secretary	Jeffrey Graeme Pike	Scheduled Election	Vacant		
Tasmania	24/03/2022	President	Nigel Schuurin	Scheduled Election	Vacant		
Tasmania	24/03/2022	Vice President	Marion Dalco	Scheduled Election	Vacant		
Tasmania	24/03/2022	Secretary	Tanya Hanson	Scheduled Election	Vacant		



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Subsidiary Entity:



Racing Supplies
EVERYTHING FOR THE HORSE

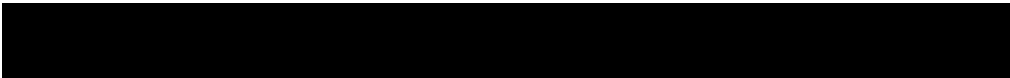
30 March 2022

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

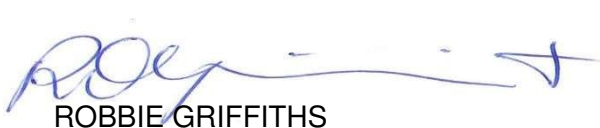
Via Email : regorgs@roc.gov.au

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 :
 - On 29/03/2022 the address of a branch of the organisation changed to:
 - 
 - 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
Victoria	31/01/2022	Branch Committee		Scheduled Election	Daniel Bowman	PO BOX 368 WARRNAMBOOL VIC 3280	Horse Trainer
Victoria	31/01/2022	Branch Committee		Scheduled Election	Michael Kent	PO BOX 668 BEACONSFIELD VIC 3807	Horse Trainer
Victoria	31/01/2022	Branch Committee		Scheduled Election	Tony Noonan	PO BOX 1086 MORNINGTON VIC 3931	Horse Trainer



19 April 2021

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 2021
Matter number AR2021/17
Lodgement date 25 March 2021
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:



25 March 2021

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Via Email : regorgs@roc.gov.au

RE: Australian Trainers' Association

Annual Return of Information for 2021 [AR2021/17]

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
2021

Registered Office

400 Epsom Road
FLEMINGTON VIC 3031

OFFICE BEARERS

Federal Executive Officers

New South Wales

No Executives in New South Wales

Queensland

DUFF, Pat	(Horse Trainer)	c/- Registered Office postal address
MUNCE, Christopher	(Horse Trainer)	c/- Registered Office postal address

South Australia

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

Tasmania

MCCULLOCH, Graeme	(Horse Trainer)	c/- Registered Office postal address
SCHUURING, Nigel	(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
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President

GRIFFITHS, Robbie

Vice Presidents

JOLLY, Richard

Chief Executive Officer

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

NEW SOUTH WALES BRANCH

2021

OFFICE BEARERS

No Branch in New South Wales.

AUSTRALIAN TRAINERS' ASSOCIATION

QUEENSLAND BRANCH

2021

Branch Office



OFFICE BEARERS

President

DUFF, Pat (Horse Trainer) c/- Branch Office postal address

Vice President

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

Secretary

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

Committee

KEMP, Kevin (Horse Trainer) c/- Branch Office postal address

MUNCE, Christopher (Horse Trainer) c/- Branch Office postal address

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

AUSTRALIAN TRAINERS' ASSOCIATION

SOUTH AUSTRALIAN BRANCH

2021

Branch Office



OFFICE BEARERS

President

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

Vice President

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

Secretary

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

Committee

BALFOUR, Ryan (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

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

AUSTRALIAN TRAINERS' ASSOCIATION

TASMANIAN BRANCH

2021

Branch Office



OFFICE BEARERS

President

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

Vice President

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

Secretary

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

Committee

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

THOMPSON, Cameron (Horse Trainer) c/- Branch Office postal address

AUSTRALIAN TRAINERS' ASSOCIATION

VICTORIAN BRANCH

2021

Branch Office

400 Epsom Road
FLEMINGTON VIC 3031

OFFICE BEARERS

President

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

Vice President

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

Secretary

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

Committee

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

2021

Branch Office



OFFICE BEARERS

President

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

Vice President

-

Secretary

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

Committee

-

b)

A copy of the record of names of each branch of the organisation for 2021 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 2020 was 1,038.

d)

Elections required under the rules of the organisation

Elections 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 **25th** day of **March 2021**.



ROBBIE GRIFFITHS

President
Australian Trainers' Association (Federal)