



24 January 2017

Mr John Alducci  
Chief Executive Officer  
Australian Trainers' Association  
john@austrainers.com.au

Cc: WA, SA, VIC Branch/national office

Dear Mr Alducci

**Organisation must respond to the post-election report of the Australian Electoral Commission: E2016/114**

On 22 November 2016 the Fair Work Commission (the Commission) received a Post Election Report from the Australian Electoral Commission (AEC) for election E2016/114 dated 22 November 2016. The AEC will have also provided the report to the organisation under section 197 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The report identifies rules that were difficult to interpret or apply, in particular rule(s) 13 (c) and 37 (c). This letter serves as a reminder of the obligations imposed on the organisation or branch as a consequence of the AEC's report. If a response has already been sent to the AEC and made available to all members please disregard this letter.

**A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regs 141(4) and (5)).

**A written response must be provided to the AEC**

A written response must be provided to the AEC within 30 days of receipt of the report. The organisation's response must include whether the organisation or branch intends to take action and if so what action the organisation or branch intends to take (s198(2)).

**Extract of report must be made available to members**

The organisation or branch must make the section of the report relating to the difficult rules available to its members (s198(3)). This extract from the report must be made available to the members before or at the same time as the organisation's response is made available to members.

**Written response must be made available to members**

A copy of the organisation's response to the AEC must be made available to members either:

- within 30 days after the response is given to the AEC, or
- published in the next edition of the organisation or branch journal (s198(5))

Subsection 198(6) and regulation 142 prescribe ways in which the relevant extract and the copy of the response can be made available to members. These do not limit the ways in which they can be made available to members. The organisation will comply if it does all of the following:-

- publish the report extract and the copy of the response in the next edition of the organisation or branch's journal; and

- within 30 days of giving the response to the AEC:
  - lodges with the Commission a copy of the relevant extract and response, together with a declaration that a copy will be provided to any member who so requests; and
  - give notice in the next edition of the organisation or branch's journal, or an appropriate newspaper, that a copy of the relevant extract and response are available on request to each member free of charge; and
- publish the relevant extract on the website within 14 days after receiving the report, and publish the response on the website within 14 days of giving the response to the AEC (reg 142(2)).

### **Penalties may apply**

If the organisation or branch does not:

- respond to the AEC within 30 days,
- make the extract of the report relating to the rules available to members no later than the organisation's response is made available to members, or
- make the organisation's response available to members within 30 days or in the next edition of the journal,

the organisation may face penalties under the RO Act. Each requirement listed above is a civil penalty provision that may result in fines for the organisation

As noted above, if the response and report have already been made available to members and the AEC, please disregard this letter. If you have any questions in relation to these obligations please contact the Commission for assistance by email to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

### **If the organisation or branch decides to alter its rules in response to the AEC's report**

If the organisation or branch decides to alter its rules in response to the AEC's report, the Regulatory Compliance Branch of the Commission is able to provide advice and assistance regarding draft alterations, as well as about the processes required to make the alterations. We encourage the organisation or branch to forward drafts of proposed alterations to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Yours sincerely

Debbie Ball

Regulatory Compliance Branch



24 January 2017

Mr John Alducci  
Chief Executive Officer  
Australian Trainers' Association  
john@austrainers.com.au

Dear Mr Alducci,

cc: VIC TAS SA WA QLD Branch

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of stage 1, 2, 3 /uncontested/contested offices for National, VIC, TAS, SA, WA, and QLD Branches [E2016/114]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

#### **Holders of office required to undertake approved training**

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. A list of approved training providers is attached.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Trainers' Association must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone:  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

2. Person(s) who have commenced to hold office:

- the name of the office now held;
- the date of the change of office holder;
- the name of the person now holding the office;
- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Debbie Ball  
Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

*[delete all that do not apply]*

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. *[include OLD name and address and NEW name and address of every branch that has changed]*
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:  
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

## POST ELECTION REPORT

### AUSTRALIAN TRAINERS' ASSOCIATION

#### ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2016/114

#### RULES

Rules used for the election: [245V: Incorporates alterations of 22/10/2014]  
[R2013/77] (replaces 27/05/2005 version)

Rules difficult to apply/interpret: 1. *Rules 13(c) and 37(c) state that if a ballot occurs "The Returning Officer shall... hand one ballot paper, and an envelope to each member of the Executive. The ballot paper shall be completed by the voter putting a cross opposite the names of the candidates for whom he desires to vote and placing the ballot paper in the envelope which shall be handed to the Returning Officer."*

The Association may wish to remove the requirement for votes to be placed in an envelope and allow voters in an attendance ballot to place their completed and folded ballot paper in a ballot box.

Model Rule reference (if any): None

#### ROLL OF VOTERS

Total number of voters on the Roll: Stage 1 – Western Australia – 136  
South Australia – 138  
Victoria - 419  
Stage 2 - No ballots required  
Stage 3 - No ballots required

Number of apparent workplace addresses: Nil

Number of non-current addresses: Nil

Other matters pertaining to the roll of voters: Nil



## **IRREGULARITIES**

Details of written allegations of irregularities, Nil  
and action taken by AEC:

Other irregularities identified, and action taken: Nil

## **ATTACHMENTS**

Contested and Uncontested Declaration of Results Stage 1  
Uncontested Declaration of Results Stage 2  
Uncontested Declaration of Results Stage 3



Allison Valentine  
Returning Officer

22 November 2016

**- Australian Trainers' Association  
Chief Executive Officer**

**Declaration of Results for Uncontested Offices**

Below are 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.

**National**

**Chief Executive Officer**

Candidates

NICHOLL, Andrew

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



Allison Valentine  
Returning Officer

28 July 2016

**Australian Trainers' Association**  
**Stage 1 - Executive Officers and Branch Committee Members**

**Declaration of Results for Contested Offices**

Below are 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.

**South Australian Branch**

Total number of names on the roll of voters	<b>138</b>
Ballot papers issued	<b>138</b>
Replacement ballot papers issued	<b>0</b>
<b>Total Ballot Papers Issued</b>	<b>138</b>
Ballot papers / envelopes returned for scrutiny	<b>56</b>
Less ballot papers / envelopes rejected at preliminary scrutiny	<b>0</b>
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>56</b>
Percentage of ballot papers returned to number issued	<b>40</b>
Ballot papers returned as unclaimed mail	<b>0</b>
Ballot papers not returned	<b>82</b>

**Branch Committee Member (5)**

<u>Candidates</u>	<u>Votes</u>
CLARKEN, Daniel	46
KENNEWELL, Lloyd	32
RICHARDS, Gordon	52
SEARLE, Gary	52
STOKES, Phillip	51
TRENWITH, Paula	32
Total votes	<b>265</b>
Formal ballot papers	<b>53</b>
Informal ballot papers	<b>3</b>

Candidates Paula Trenwith and Lloyd Kennewell received an equal number of votes. The Returning Officer drew the names of these candidates by lot to determine the result. Lloyd Kennewell was the candidate elected on the basis of the draw.

I declare Daniel Clarken, Lloyd Kennewell, Gordon Richards, Gary Searle and Phillip Stokes elected.

## Victorian Branch

Total number of names on the roll of voters	419
Ballot papers issued	419
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>419</b>
Ballot papers/ envelopes returned for scrutiny	142
Less ballot papers/ envelopes rejected at preliminary scrutiny	1
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>141</b>
Percentage of ballot papers returned to number issued	33
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	277

## Branch Committee Member (5)

<u>Candidates</u>	<u>Votes</u>
CAREY, Patrick G	124
CORSTENS, Troy	100
FLIEDNER, Shane	93
MAYBERRY, Kim	47
NICHOLS, Wayne	68
O'SULLIVAN, Daniel	111
RILEY, Mark	38
WILDE, Stephen	109
Total votes	690
Formal ballot papers	139
Informal ballot papers	2

I declare Patrick G Carey , Troy Corstens , Shane Fliedner , Daniel O'Sullivan and Stephen Wilde elected.

## Western Australian Branch

Total number of names on the roll of voters	136
Ballot papers issued	136
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>136</b>
Ballot papers/ envelopes returned for scrutiny	56
Less ballot papers/ envelopes rejected at preliminary scrutiny	1
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>55</b>
Percentage of ballot papers returned to number issued	41
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	80

**Executive Officer**

<u>Candidates</u>	<u>Votes</u>
PRICE , Ross	28
WEBSTER , Colin	27
Total votes	<b>55</b>
Formal ballot papers	<b>55</b>
Informal ballot papers	<b>0</b>

I declare Ross Price elected.



Allison Valentine  
Returning Officer  
Australian Electoral Commission

31 August 2016

**- Australian Trainers' Association**  
**Stage 1 - Executive Officers and Branch Committee**  
**Members**

**Declaration of Results for Uncontested Offices**

Below are 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.

**South Australian Branch**  
**Executive Officer**

Candidates

JOLLY , Richard

**Victorian Branch**  
**Executive Officer**

Candidates

GRIFFITHS, Robbie

**Western Australian Branch**  
**Branch Committee Member (5)**

Candidates

BRADSHAW, Warwick

PIKE, Jeff

No further nominations were accepted

**Tasmanian Branch**  
**Branch Committee Member (5)**

Candidates

DALCO, Marion

HANSON, Tanya

MCCULLOCH, Graeme

No further nominations were accepted

**Executive Officer**

Candidates

SCHUURING, Nigel

**Queensland Branch  
Branch Committee Member (5)**

Candidates

BALDWIN, Barry  
JENKINS, Peter  
MURDOCK, Jim  
ROSS, Leslie  
WAKEFIELD, Brian

**Executive Officer**

Candidates

DUFF, Patrick

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



Allison Valentine  
Returning Officer

28 July 2016

# Australian Trainers' Association Stage 2 - Branch Office Bearers

## Declaration of Results for Uncontested Offices

Below are 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.

### South Australian Branch – Declared 29 September 2016

#### **President**

##### Candidates

JOLLY, Richard Ralph

#### **Vice President**

##### Candidates

MACDONALD , Leon

#### **Secretary**

##### Candidates

SEARLE , Gary

### Victorian Branch - Declared 4 October 2016

#### **President**

##### Candidates

GRIFFITHS, Robbie

#### **Vice President**

##### Candidates

CORSTENS, Troy Anthony

#### **Secretary**

##### Candidates

CAREY, Patrick



## **Western Australian Branch – Declared 30 September 2016**

### **President**

#### Candidates

PRICE, Ross William

### **Vice President**

#### Candidates

GRANT, Michael

### **Secretary**

#### Candidates

BRADSHAW, Warwick

## **Tasmanian Branch – Declared 23 September 2016**

### **President**

#### Candidates

SCHUURING, Nigel

### **Vice President**

#### Candidates

DALCO, Marion

### **Secretary**

#### Candidates

HANSON, Tanya

## **Queensland Branch – Declared 5 September 2016**

### **President**

#### Candidates

BALDWIN, Barry

### **Vice President**

#### Candidates

MURDOCH, James

### **Secretary**

#### 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.

*D. Valentine*

Returning Officer

6 October 2016

# Australian Trainers' Association Stage 3 - Federal Executive – E2016/114

## Declaration of Results for Uncontested Offices

Below are 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.

### National

#### President

##### Candidates

GRIFFITHS, Robbie Darren

#### Vice-President (2)

##### Candidates

DUFF, Patrick  
MACDONALD, Leon

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



Allison Valentine  
Returning Officer  
28 October 2016



20 October 2016

Mr John Alducci  
Chief Executive Officer  
Australian Trainers' Association  
[john@austrainers.com.au](mailto:john@austrainers.com.au)

cc:

Mr Barry Baldwin President Australian Trainers' Association-Queensland Branch  
[ataqld@austrainers.com.au](mailto:ataqld@austrainers.com.au)  
Mr Gary Searle Secretary Australian Trainers' Association-South Australian Branch  
[ata@austrainers.com.au](mailto:ata@austrainers.com.au)  
Mr David Brunton President Australian Trainers' Association-Tasmanian Branch  
[atatas@austrainers.com.au](mailto:atatas@austrainers.com.au)  
Mr Robbie Griffiths President Australian Trainers' Association-Victorian Branch  
[atavic@austrainers.com.au](mailto:atavic@austrainers.com.au)  
Andrew Holland State Executive Australian Trainers' Association-Western Australian Branch  
[tyj.holland@bigpond.com](mailto:tyj.holland@bigpond.com)

Dear Mr Alducci,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of stage 2 uncontested offices for SA, VIC, WA, TAS and QLD Branches [E2016/114]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the *Fair Work (Registered organisations) Regulations 2009*).

#### **Holders of office required to undertake approved training**

Section 154D(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. A list of approved training providers is attached.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8656 4753  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Trainers' Association must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.
  
2. Person(s) who have commenced to hold office:
  - the name of the office now held;
  - the date of the change of office holder;
  - the name of the person now holding the office;
  - the postal address of the person (generally the postal address of the organisation); and
  - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Marianne Kay  
Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

*[delete all that do not apply]*

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. *[include OLD name and address and NEW name and address of every branch that has changed]*
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:  
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						





**Reference:** V16/303

Mr Andrew Nicholl  
Chief Executive  
Australian Trainers' Association  
400 Epsom Road  
FLEMINGTON VIC 3031

Dear Mr Nicholl,

**Australian Trainers' Association  
Stage 2 - Branch Office Bearers**

The declaration of the election for uncontested offices is attached.

The election is not yet complete.

Yours sincerely



Allison Valentine  
Returning Officer

6 October, 2016

cc John Alducci  
all candidates

# Australian Trainers' Association Stage 2 - Branch Office Bearers

## Declaration of Results for Uncontested Offices

Below are 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.

### South Australian Branch – Declared 29 September 2016

#### **President**

##### Candidates

JOLLY, Richard Ralph

#### **Vice President**

##### Candidates

MACDONALD , Leon

#### **Secretary**

##### Candidates

SEARLE , Gary

### Victorian Branch - Declared 4 October 2016

#### **President**

##### Candidates

GRIFFITHS, Robbie

#### **Vice President**

##### Candidates

CORSTENS, Troy Anthony

#### **Secretary**

##### Candidates

CAREY, Patrick

## **Western Australian Branch – Declared 30 September 2016**

### **President**

#### Candidates

PRICE, Ross William

### **Vice President**

#### Candidates

GRANT, Michael

### **Secretary**

#### Candidates

BRADSHAW, Warwick

## **Tasmanian Branch – Declared 23 September 2016**

### **President**

#### Candidates

SCHUURING, Nigel

### **Vice President**

#### Candidates

DALCO, Marion

### **Secretary**

#### Candidates

HANSON, Tanya

## **Queensland Branch – Declared 5 September 2016**

### **President**

#### Candidates

BALDWIN, Barry

### **Vice President**

#### Candidates

MURDOCH, James

### **Secretary**

#### 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.

*D. Valentine*

Returning Officer

6 October 2016

## KAY, Marianne

---

**From:** Allison Valentine <Allison.Valentine@aec.gov.au>  
**Sent:** Thursday, 6 October 2016 7:22 PM  
**To:** John Alducci  
**Cc:** Orgs  
**Subject:** E2016/114 - Scheduled Election - Australian Trainers' Association - Declaration of Results [SEC=UNCLASSIFIED]  
**Attachments:** Declaration UNCONTESTED.pdf; Letter Declaration Uncontested.pdf

## UNCLASSIFIED

Dear John,  
Please find attached the declaration of results for Stage 2 of the above named election. This is the consolidated report for the various states.  
Please let me know if you have any questions.

Regards,  
Allison

**Allison Valentine | Returning Officer**  
Industrial and Commercial Elections | VIC State Office  
Australian Electoral Commission  
T: (03) 9285 7177 | F: (03) 9285 7149

---



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## UNCLASSIFIED

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# DECISION

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

## **Australian Trainers' Association** (E2016/114)

MR ENRIGHT

MELBOURNE, 11 MAY 2016

*Arrangement for conduct of election.*

[1] On 24 March 2016 the Australian Trainers' Association lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

### **Federal**

President  
Vice Presidents (2)  
Executive Officer – South Australia  
Executive Officer – Victoria  
Executive Officer – Western Australia  
Executive Officer – Tasmania  
Executive Officer – Queensland

### **State Branches**

#### **South Australia**

President  
Vice President  
Secretary  
Branch Committee Members (5)

#### **Victoria**

President  
Vice President  
Secretary  
Branch Committee Members (5)

#### **Western Australia**

President  
Vice President

Secretary  
Branch Committee Members (5)

**Tasmania**

President  
Vice President  
Secretary  
Branch Committee Members (5)

**Queensland**

President  
Vice President  
Secretary  
Branch Committee Members (5)

[2] At the same time the organisation lodged prescribed information in relation to an election for the position listed below. On 11 April 2016 the organisation lodged with the Commission a copy of a request to the Australian Electoral Commission (AEC) made under section 187 of the *Fair Work (Registered Organisations) Act 2009* to conduct an election for the following position:

Chief Executive Officer

[3] I am satisfied that an election for the abovenamed offices and the abovenamed 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 AEC.



DELEGATE OF THE GENERAL MANAGER

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**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](mailto:ata@austrainers.com.au)

Website: [www.austrainers.com.au](http://www.austrainers.com.au)

**Subsidiary Entity:**



11 May 2016

Ms Danielle Paterson  
Manager Industrial Elections  
Australian Electoral Commission

By email : [vicelections@aec.gov.au](mailto:vicelections@aec.gov.au)

Dear Ms Paterson

**RE : AUSTRALIAN TRAINERS' ASSOCIATION -  
Election for the Position of Chief Executive Officer (CEO)**

The Australian Trainers' Association (ATA) requests that the election for the position of 'Chief Executive Officer' (CEO) be conducted by the Australian Electoral Commission (AEC) in accordance with s.187 of the Fair Work (RO) Act 2009 as the position is required to be elected under the Rules of the ATA but is not considered to be an office as defined in Section 9 of the *Fair Work (RO) Act 2009*.

The prescribed information (attached) provided to the Commission and the AEC on 24 March 2016 sets out the required information in relation to the election of the position of CEO.

I have forwarded to the Fair Work Commission (FWC) a copy of this request. It is our hope to hold the election for CEO at the time noted in the prescribed information on 24 March 2016 to coincide with the elections for other offices within matter E2016/114. It would therefore be appreciated, if possible, if this request could be approved as soon as possible.

Yours sincerely

**ROBBIE GRIFFITHS**

President

cc Fair Work Commission (By Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au))





**FEDERAL BRANCH**

ABN: 86 182 142 206

400 Epsom Road  
FLEMINGTON VIC 3031

Phone: (03) 9372 1688

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Email: [ata@austrainers.com.au](mailto:ata@austrainers.com.au)

Website: [www.austrainers.com.au](http://www.austrainers.com.au)

**Subsidiary Entity:**



24 March 2016

Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Via Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

### **Re: Notification of Elections**

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

I am authorised to lodge the following prescribed information concerning forthcoming elections in the branches of the ATA.

I confirm the following information is being lodged as required under the *Fair Work (Registered Organisations) Act 2009*.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Robbie Griffiths', with a long horizontal line extending to the right and a small arrow-like flourish at the end.

**ROBBIE GRIFFITHS**  
President

## **Elections required under the rules of the organisation**

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

<b><u>Federal</u></b>		<b>Date Commence</b>	<b>Date Close</b>
i)	President	28/10/2016	28/10/2016
ii)	Vice Presidents (2)	28/10/2016	28/10/2016
iii)	5 Executive Officers *	11/07/2016	22/07/2016
iv)	Chief Executive Officer	11/07/2016	22/07/2016

\* *One (1) from each State except NSW*

### **State Branches**

#### **South Australia**

i)	President	27/09/2016	27/09/2016
ii)	Vice President	27/09/2016	27/09/2016
iii)	Secretary	27/09/2016	27/09/2016
iv)	5 members of Committee	11/07/2016	22/07/2016

#### **Victoria**

i)	President	26/09/2016	26/09/2016
ii)	Vice President	26/09/2016	26/09/2016
iii)	Secretary	26/09/2016	26/09/2016
v)	5 Members of Committee	11/07/2016	22/07/2016

#### **Western Australia**

i)	President	23/09/2016	23/09/2016
ii)	Vice President	23/09/2016	23/09/2016
iii)	Secretary	23/09/2016	23/09/2016
vi)	5 Members of Committee	11/07/2016	22/07/2016

#### **Tasmania**

i)	President	05/10/2016	05/10/2016
ii)	Vice President	05/10/2016	05/10/2016
iii)	Secretary	05/10/2016	05/10/2016
vii)	5 Members of Committee	11/07/2016	22/07/2016

#### **New South Wales**

*No elections required*

## Queensland

i)	President	01/09/2016	01/09/2016
ii)	Vice President	01/09/2016	01/09/2016
iii)	Secretary	01/09/2016	01/09/2016
viii)	5 Members of Committee	11/07/2016	22/07/2016

- a) The reason for all the elections being held are due to the expiration of the term of office.
- b) The electorate for these elections consists of the financial members of this Association (ATA).
- c) The voting system to be used in these elections is

### Federal

President and Vice Presidents (2): collegiate  
Executive – Direct Voting System

### State Branches

Branch Committee members – Direct Voting System  
President, Vice President and Secretary – Collegiate

- d) The day provided for in the rules of the organisation as the day on which the roll of voters is to be closed, is as follows :

### Federal

President and Vice Presidents (2): 7 days before the day on which nominations open per rule 12(d)  
Executive - to be determined by the Returning officer

### State Branches

Branch Committee members – 7 days before the day on which nominations open per rule 34(d)  
President, Vice President and Secretary – to be determined by the Returning officer