



16 November 2022

Carolyn Grantskalns  
Chief Executive  
The Association of Independent Schools of South Australia  
Sent via email: grantskalnsc@ais.sa.edu.au

### **Notification of changes – Action required**

Dear Carolyn Grantskalns,

We acknowledge receipt of a Notification of Change to the office holders of the Association of Independent Schools of South Australia (AR2022/95).

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.

#### **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
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### **Officer financial training audit**

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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.

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Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

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The organisation and officers are both responsible for meeting this obligation.

## **Time frames for notifications of change**

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

## **Resources to help you make your notifications of change**

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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.

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### **eLearning module – notifications of change**

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Please contact 1300 341 665 or [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) <http://invalid.uri/> 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
8 November 2022	n/a	Board Member (Governor) new office holder	Yes

**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, Brenton Howell, being the Board Chair of the Association of Independent Schools of South Australia (AISSA), 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 at Annexure A and forms part of this declaration.

Signed:

  
Brenton Howell, AISSA Board Chair

Dated:

8/11/2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
N/A	1/11/2022	Board Member (Governor)	Vacant	Ben Stratton	c/o 128 Greenhill Road, Unley SA 5061	Business Development Manager



31 October 2022

Carolyn Grantskalns  
Chief Executive  
The Association of Independent Schools of South Australia  
Sent via email: [grantskalnsc@ais.sa.edu.au](mailto:grantskalnsc@ais.sa.edu.au)

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Yours sincerely

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The table below outlines the changes notified and when they were lodged.

Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
28/10/2022	n/a	Board Member (Governor) New office holder Board Member (Principal from any Member School) New office holder	Yes

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Signed:

  
Brenton Howell, AISSA Board Chair

Dated:

27 / 10 / 2022

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N/A	18/10/2022	Board Member (Governor)	Vacant	Peta St Clair	c/o 128 Greenhill Road, Unley SA 5061	General Manager
N/A	18/10/2022	Board Member (Principal from any Member School)	Vacant	Marcel Rijken	c/o 128 Greenhill Road, Unley SA 5061	School Principal



7 October 2022

Carolyn Grantskalns  
Chief Executive  
The Association of Independent Schools of South Australia  
Sent via email: grantskalnsc@ais.sa.edu.au

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Signed:

  
Brenton Howell, AISSA Board Chair

Dated:

19/9/2022

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N/A	6/9/2022	Board Member (Group of up to four (4) other persons)	Vacant	John Anthony Lochowiak	c/o 128 Greenhill Road, Unley SA 5061	Consultant



18 August 2022

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Chief Executive  
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Dated:

17/8/2022

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N/A	11/08/2022	Office Bearer - Deputy Chair	Vacant	Dominic Hopps	c/o 128 Greenhill Road, Unley SA 5061	School Principal





28 July 2022

Brenton Howell  
Board Chair  
The Association of Independent Schools of South Australia  
Sent via email: [office@ais.sa.edu.au](mailto:office@ais.sa.edu.au)

cc: Carolyn Grantskalns, [grantskalnsc@ais.sa.edu.au](mailto:grantskalnsc@ais.sa.edu.au)

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8/07/2022	N/A	Board Member (Governor) vacancy, Office Bearer - Deputy Chair vacancy, Board Member (Principal from a Primary Only School) vacancy, Office Bearer - Chair, Board Member (Principal from a Primary Only School)	Yes

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N/A	28/6/2022	Office Bearer – Deputy Chair	Kristian Downing	Vacant	N/A	N/A
N/A	1/7/2022	Board Member (Principal from a Primary Only School)	Luke Ritchie	Vacant	N/A	N/A
N/A	1/7/2022	Office Bearer - Chair	Luke Ritchie	Brenton Howell	c/o 128 Greenhill Road, Unley SA 5061	School Business Director
N/A	6/7/2022	Board Member (Principal from a Primary Only School)	Vacant	Helen Finlay	c/o 128 Greenhill Road, Unley SA 5061	School Principal



4 July 2022

Luke Ritchie  
Board Chair  
The Association of Independent Schools of South Australia  
Sent via email: [office@ais.sa.edu.au](mailto:office@ais.sa.edu.au)

cc: Carolyn Grantskalns, Chief Executive, [grantskalnsc@ais.sa.edu.au](mailto:grantskalnsc@ais.sa.edu.au)

### **Notification of changes – Action required**

Dear Carolyn Grantskalns,

We acknowledge receipt of a Notification of Change to the office holders of the Association of Independent Schools of South Australia (AR2022/95).

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.

#### **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).

## **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](mailto:regorgs@roc.gov.au) <http://invalid.uri/> 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
24/06/2022	N/A	Board Member (Principal of any Member School) vacancy	Yes

**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, Luke Ritchie, being the Board Chair of the Association of Independent Schools of South Australia (AISSA), 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 at Annexure A and forms part of this declaration.



Signed: .....  
Luke Ritchie, AISSA Board Chair

Dated: 24 June 2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
N/A	20/6/2022	Board Member (Principal of any Member School)	Shannon Warren	Vacant	N/A	N/A



23 June 2022

Carolyn Grantskalns  
Chief Executive  
The Association of Independent Schools of South Australia  
Sent via email: grantskalnsc@ais.sa.edu.au

### **Notification of changes – Action required**

Dear Carolyn Grantskalns,

We acknowledge receipt of a Notification of Change to the office holders of the Association of Independent Schools of South Australia (AR2022/95).

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](#)
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These next steps are explained below in more detail.

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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)).

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- keeping a list of all offices that have financial management duties
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The organisation and officers are both responsible for meeting this obligation.

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Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

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Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

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- [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](mailto:regorgs@roc.gov.au) <http://invalid.uri/> 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
16/06/2022	N/A	Board Members (3), Board Member vacancy	Yes



**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, Luke Ritchie, being the Board Chair of the Association of Independent Schools of South Australia (AISSA), 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 at Annexure A and forms part of this declaration.



Signed: .....  
Luke Ritchie, AISSA Board Chair

Dated: 16 June 2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

## ANNEXURE A

### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
N/A	15/6/2022	Board Member (Principal of any Member School)	Heidi Payne	Shannon Warren	c/o 128 Greenhill Road, Unley SA 5061	School Principal
N/A	15/6/2022	Board Member (Principal of a Secondary or R-12 School)	Marcel Rijken	Paul Weinert	c/o 128 Greenhill Road, Unley SA 5061	School Principal
N/A	15/6/2022	Board Member (Group of up to four (4) other persons)	Rebecca Clarke	Shannon Warren	c/o 128 Greenhill Road, Unley SA 5061	School Principal
N/A	15/6/2022	Board Member (Governor of a Member School)	Donald Grimmett	Vacant	N/A	N/A



**Australian Government**  
**Registered Organisations Commission**

17 February 2022

Luke Ritchie  
Board Chair  
The Association of Independent Schools of South Australia  
Sent via email: [grantskalnsc@ais.sa.edu.au](mailto:grantskalnsc@ais.sa.edu.au)

Dear Luke Ritchie

**The Association of Independent Schools of South Australia'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 2022

Matter number AR2022/95

Lodgement date 16 February 2022

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](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**

**ANNUAL RETURN OF INFORMATION (organisation with no branches) in  
accordance with Regulation 147 Fair Work (Registered Organisations) Regulations  
2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

I, Luke Ritchie, being the Board Chair of the Association of Independent Schools of South Australia (AISSA), declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 128 Greenhill Road, Unley SA 5061.
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
  - On 31 December in the previous year the number of members was 103.
  - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December 2022:

Board Members (7)  
Office Bearers (Executive Committee Members) (2).
  - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.



Signed: .....  
Luke Ritchie, AISSA Board Chair

Dated: 16/2/22

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within **35 days** of the change.]*

## ANNEXURE A

### THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
Principal from a Primary only School (& Board Chair)	Luke Ritchie	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from any Member School	Dominic Hopps	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from any Member School	Heidi Payne	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from a Secondary or R-12 School or any Member School	Marcel Rijken	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Governor of a Member School (& Board Deputy Chair)	Kristian Downing	c/- 128 Greenhill Road, Unley SA 5061	Company Director
Governor of a Member School	Kym Wallent	c/- 128 Greenhill Road, Unley SA 5061	Retired
Governor of a Member School	Donald Grimmett	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Governor of a Member School	Kymerley Lawrence	c/- 128 Greenhill Road, Unley SA 5061	Insurance Specialist
Person employed by a Member School as a Bursar, Business Manager or Administrator	Brenton Howell	c/- 128 Greenhill Road, Unley SA 5061	School Business Director
Group of up to four (4) other persons	Rebecca Clarke	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Group of up to four (4) other persons	John Proeve	c/- 128 Greenhill Road, Unley SA 5061	Executive Director
Group of up to four (4) other persons	Michael Potter	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Group of up to four (4) other persons	Vacant	Vacant	Vacant