



15 December 2023

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

Dear Anne Dunstan

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Association of Independent Schools of South Australia (AR2023/92).

A list of those changes has been summarised in Appendix A at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



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

An audit by the Commission 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](#).

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Please direct your officers to the kit which is on the Commission'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 Commission'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 (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

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

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](#)
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#### **eLearning module – notifications of change**



The Commission 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@fwc.gov.au](mailto:regorgs@fwc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Fair Work Commission**

## Appendix A

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

Our records have been updated.


The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

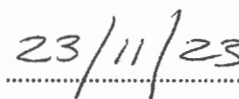
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24/11/2023	National	Board Member (2), Office Bearer - Chair (2), Office Bearer – Deputy Chair (2)	Yes

# **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, Shannon Warren, 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:   
Shannon Warren, AISSA Board Chair

Dated: 

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.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	23.10.2023 (resigned)	Board Member (Principal of any Member School)	Dominic Hopps	Vacant	Vacant	Vacant
N/A	23.10.2023 (resigned)	Office Bearer – Chair	Dominic Hopps	Vacant	Vacant	Vacant
N/A	26.10.2023	Office Bearer - Deputy Chair	Shannon Warren	Vacant	Vacant	Vacant
N/A	26.10.2023	Office Bearer - Chair	Vacant	Shannon Warren	c/o 128 Greenhill Road, Unley SA 5061	School Principal
N/A	8.11.2023	Office Bearer - Deputy Chair	Vacant	Peta St Clair	c/o 128 Greenhill Road, Unley SA 5061	Director
N/A	14.11.2023	Board Member (Person employed by a Member with responsibilities which include the overall financial management of the Member)	Vacant	Nancy Johnson	c/o 128 Greenhill Road, Unley SA 5061	School Finance Director



25 September 2023

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

Dear Anne Dunstan

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

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Yours sincerely

**Fair Work Commission**

## Appendix A

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

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13 September 2023	N/A	Office Bearer – Chair Office Bearer – Deputy Chair	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, Dominic Hopps, 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: D. Hopps  
Dominic Hopps, AISSA Board Chair

Dated: 13/09/2023

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

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N/A	7/9/2023	Office Bearer – Chair	Vacant	Dominic Hopps	c/o 128 Greenhill Road, Unley SA 5061	School Principal
N/A	7/9/2023	Office Bearer – Deputy Chair	Vacant	Shannon Warren	c/o 128 Greenhill Road, Unley SA 5061	School Principal



21 August 2023

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

Dear Anne Dunstan

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Yours sincerely

**Fair Work Commission**

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14 July 2023	n/a	Board Member  Board Member (Governor)  Board Member (Principal from any Member School) (2)  Office Bearer – Chair  Office Bearer – Deputy Chair	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, Michael Potter, being an Officer 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: .....  
Michael Potter, Officer

Dated: 14 July 2023

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N/A	20.6.2023	Board Member (person who is employed by a Member as a Bursar, Business Manager or Administrator)	Brenton Howell	Vacant	Vacant	Vacant
N/A	20.6.2023	Board Member (Governor)	Kym Wallent	Vacant	Vacant	Vacant
N/A	20.6.2023	Board Member (Principal from any Member School)	Dominic Hopps	Vacant	Vacant	Vacant
N/A	20.6.2023	Office-Bearer - Chair	Brenton Howell	Vacant	Vacant	Vacant
N/A	20.6.2023	Office-Bearer -Deputy Chair	Dominic Hopps	Vacant	Vacant	Vacant
N/A	4.7.2023	Board Member (Principal from any Member School)	Vacant	Dominic Hopps	c/o 128 Greenhill Road, Unley SA 5061	School Principal



10 May 2023

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

Dear Anne Dunstan

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Yours sincerely

**Fair Work Commission**

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20/04/2023	National	Board Member	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:

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Signed: .....  
Brenton Howell, AISSA Board Chair

Dated: ..... 20/04/2023 .....

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N/A	14.4.2023 (resigned) 15.4.2023 (appointed)	Board Member (Group of up to four (4) other persons)	John Proeve	Craig Fielke	c/o 128 Greenhill Road, Unley SA 5061	Executive Director





Fair Work  
Commission

24 March 2023

Brenton Howell

Chair

The Association of Independent Schools of South Australia

Sent via email: [office@ais.sa.edu.au](mailto:office@ais.sa.edu.au); [dunstana@ais.sa.edu.au](mailto:dunstana@ais.sa.edu.au)

Dear Brenton Howell

**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 annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

**Summary of your annual return and its assessment**

Year 2023

Matter number AR2023/92

Lodgement date 15 March 2023

Review Advanced Review

Result FILED

**Your advanced review**

Your annual return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



**Your annual return satisfied the requirements of the advanced review and has been uploaded to the Fair Work Commission (the Commission) website.**

## **The Commission's risk-based approach**

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review. The Commission's [advanced review checklist](#) is published on our website.

This year your annual return was assessed against an advanced review.

## **Do you have any questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work 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**

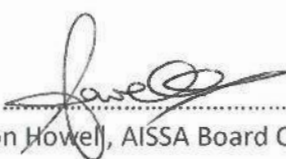
I, Brenton Howell, being the Board Chair of the Association of Independent Schools of South Australia (AISSA), declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 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 2023.

Board Members (4)

Office Bearers (Executive Committee Members) (2)

- The organisation has not entered into an agreement under section 151(1) of the Act with a state union.

Signed:   
Brenton Howell, AISSA Board Chair

Dated: 14/03/2023

## Annexure A

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- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Principal from a Primary only School	Helen Finlay	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from any Member School (& Deputy Chair)	Dominic Hopps	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from any Member School	Marcel Rijken	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Principal from a Secondary or R-12 School or any Member School	Paul Weinert	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Governor of a Member School (& Board Deputy Chair)	Kym Wallent	c/- 128 Greenhill Road, Unley SA 5061	Retired
Governor of a Member School	Kymberley Lawrence	c/- 128 Greenhill Road, Unley SA 5061	Insurance Specialist
Governor of a Member School	Benjaman Stratton	c/- 128 Greenhill Road, Unley SA 5061	Business Development Manager
Governor of a Member School	Peta St Clair	c/- 128 Greenhill Road, Unley SA 5061	General Manager
Person employed by a Member School as a Bursar, Business Manager or Administrator (& Board Chair)	Brenton Howell	c/- 128 Greenhill Road, Unley SA 5061	School Business Director
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	Shannon Warren	c/- 128 Greenhill Road, Unley SA 5061	School Principal
Group of up to four (4) other persons	Uncle John Lochowiak	c/- 128 Greenhill Road, Unley SA 5061	Consultant