



20 January 2017

Ms Carolyn Grantskalns
Chief Executive
The Association of Independent Schools of South Australia
(by email)

CC: Ms Lynne Carter

Dear Ms Grantskalns,

Notification of changes made to records [AR2016/143]

I acknowledge receipt of a Notification of Change to the office holders of The Association of Independent Schools of South Australia.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly.

The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Change
04/01/2017	Board Member (“Principal from any Member School”)

Section 154D(1) of 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.

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 in your organisation’s rules.

Thank you for the notification.

Yours sincerely,

Carolyn Moloney - Regulatory Compliance Branch

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

Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
Facsimile: (03) 9655 0410
Internet: www.fwc.gov.au

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, Kym Wallent, being the Chair of the Association of Independent Schools of SA (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: 

Dated: 4/1/2017.

[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.]

ANNEXURE A

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

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
N/A	16/12/2016	Board Member ("Principal from any Member School")	Cherylyn Skewes	N/A (vacant position not yet filled)	N/A	N/A
...						



26 October 2016

Ms Carolyn Grantskalns
Chief Executive
The Association of Independent Schools of South Australia

Sent by email: office@ais.sa.edu.au

Dear Ms Grantskalns,

**Notification of changes to records - s233(2) Fair Work (Registered Organisations) Act 2009 -
The Association of Independent Schools of South Australia [AR2016/143]**

I acknowledge receipt of a notification of changes to information contained in the records. The notification was lodged with the Fair Work Commission on 21 October 2016 in accordance with sub-section 233(2) of the *Fair Work (Registered Organisations) Act 2009* ('the RO Act').

The document has been filed and can be viewed on the Fair Work Commission website through the list of Registered organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations/the-association-independent-schools-south>

I take this opportunity to remind you that under section 154D(1) of the RO Act the rules of organisations must 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. The relevant rule for the organisation is rule 40.

All new holders of office should also be advised of their obligations in relation to making any applicable disclosures regarding remuneration, non-cash benefits and material personal interests.

Yours sincerely

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

From: KELLETT, Stephen
Sent: Wednesday, 26 October 2016 9:18 AM
To: 'office@ais.sa.edu.au'
Cc: 'CarterL@ais.sa.edu.au'
Subject: Attention Ms Carolyn Granstkalns - notification of changes to records - filing

Dear Ms Grantskalns,

Please see attached my letter in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



AISSA AR2016-143
acknowledgement_nc

From: Lynn Carter [<mailto:CarterL@ais.sa.edu.au>]
Sent: Friday, 21 October 2016 1:30 PM
To: Orgs
Cc: Carolyn Grantskalns
Subject: AISSA - Notification of a Change to the Records

Dear Sir or Madam

Please find attached a Notification of a Change to the Records of the Association of Independent Schools of South Australia (**AISSA**), for lodgement with the Commission.

If you have any questions regarding the attached, please contact us.

Yours faithfully
Lynn

Lynn Carter
Executive Assistant to Carolyn Grantskalns

301 Unley Road Malvern SA 5061
T: 08 8179 1402 F: 08 8373 1116
carterl@ais.sa.edu.au www.ais.sa.edu.au



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**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, Kym Wallent, being the Chair of the Association of Independent Schools of SA (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: 

Dated: 21.10.16

[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.]

ANNEXURE A

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

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
N/A	4/10/2016	Board Member (group of "up to four (4) other persons")	N/A (new position created under Rule 9.1.4 of the Constitution certified by FWC on 13/5/2016)	John Proeve	c/o 301 Unley Road, Malvern SA 5061	Executive Director
N/A	4/10/2016	Board Member (group of "up to four (4) other persons")	N/A (new position created under Rule 9.1.4 of the Constitution certified by FWC on 13/5/2016)	Rebecca Clarke	c/o 301 Unley Road, Malvern SA 5061	Principal
...						



15 June 2016

Ms Carolyn Grantskalns
Chief Executive
The Association of Independent Schools of South Australia
office@ais.sa.edu.au

Dear Ms Grantskalns,

Notification of changes made to records [AR2016/143]

I acknowledge receipt of a Notification of Change to the office holders of The Association of Independent Schools of South Australia.

This information was lodged with the Fair Work Commission (the Commission) on 14 June 2016 in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act). Our records have been updated accordingly. The document can be viewed on the Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Thank you for the notification.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'J. Hall', is written below the text 'Yours sincerely,'.

James Hall
Regulatory Compliance Branch



14 June 2016

Fair Work Commission
Level 10, Terrace Tower
80 William Street
East Sydney NSW 2011

By email (orgs@fwc.gov.au)

Dear Sir or Madam

In accordance with section 233 of the Fair Work (Registered Organisations) Act 2009 (Cth), I am authorised to advise the Fair Work Commission that the Association of Independent Schools of SA (AISSA) has received the results following the election of its Office Bearers (Executive Committee).

Attached is a copy of the Australian Electoral Commission (AEC) Declaration of Results for Uncontested Offices dated 19 May 2016.

To this end, I advise as follows regarding each Office Bearer position:

Chair

The AEC received no nominations in respect of this position, giving rise to a vacancy.

In accordance with the AISSA's Rule 10.5.1, the Board must fill the vacancy with a Board member. During its Board meeting held on 19 May 2016, the Board unanimously resolved that I be elected to fill the vacancy. This appointment therefore remains unchanged.

Deputy Chair

This appointment remains unchanged with the re-election of Mr Kristian Downing.

Treasurer

Following the FWC's certification of the AISSA's amended Constitution on 13 May 2016, the position of Treasurer no longer exists. Therefore, Mr Brenton Howell is no longer the AISSA's Treasurer and no further appointments will be made.

In providing the information contained in this letter, I confirm that:

1. I am authorised to make this declaration; and
2. the list of Executive Committee Officers as outlined above is a correct statement of the changes to office holders of the AISSA and the AISSA's records as 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*.

Please do not hesitate to contact me should you have any other queries.

Yours faithfully



Kym Wallent
Chair

- The Association of Independent Schools of South Australia

Executive Members Stage 2

Declaration of Results for Uncontested Offices

E2015/270

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.

Office Bearers (Executive Committee)

Chairperson

Candidates

No nomination was received

Deputy Chairperson

Candidates

DOWNING, Kristian

Treasurer

Candidates

HOWELL, Brenton

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



Phil Roberts
Returning Officer

19 May 2016

From: [Lynn Carter](#)
To: [Orgs](#)
Cc: [Carolyn Grantskalns](#)
Subject: JH - AISSA - Notification of a Change to the Records
Date: Friday, 1 April 2016 4:20:49 PM
Attachments: [image003.png](#)
[Notification of change.pdf](#)

Dear Sir or Madam

Please find attached a Notification of a Change to the Records of the Association of Independent Schools of South Australia (the **AISSA**), for lodgement with the Commission.

If you have any questions regarding the attached, please contact us.

Yours faithfully

Lynn

LYNN CARTER
EXECUTIVE ASSISTANT TO CAROLYN GRANTSKALNS

301 Unley Road Malvern SA 5061

T: 08 8179 1402 F: 08 8373 1116

carterl@ais.sa.edu.au

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**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, Kym Wallent, being the 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: 
.....
Kym Wallent, Chair

Dated: 30 March 2016

[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.]

ANNEXURE A

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

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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
N/A	30/3/16	Head of a Secondary or R-12 School	Don Grimmett	Expiration of term	Anne Dunstan	c/o 301 Unley Road, Malvern, SA 5061	School Principal
N/A	30/3/16	Nominee Governor of a Secondary or R-12 School	N/A (position vacant following resignation of Reece Harrison on 19/11/2015)	Expiration of term	Don Grimmett	c/o 301 Unley Road, Malvern, SA 5061	School Principal & Governor



8 April 2016

Ms Carolyn Grantskalns
Chief Executive
The Association of Independent Schools of South Australia
grantskalnsc@ais.sa.edu.au

Dear Ms Grantskalns,

Annual Return of Information for 2016 [AR2016/143]

I acknowledge receipt on 24 March 2016 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of The Association of Independent Schools of South Australia.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Notifications of Change

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Association of Independent Schools of South Australia is encouraged to use this template if any changes occur.

Yours sincerely

James Hall
Regulatory Compliance Branch
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, KYM WALLENT, being the 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 301 Unley Road, Malvern, 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 93.
 - 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 of THIS YEAR:

Board Members (4); and
Executive Committee Officers (3).

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

Signed: 
.....
Chair, AISSA Board

Dated: 24 March 2016

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to orgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change.]*

ANNEXURE A

- 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
Nominee of the Governing Body of a Secondary or R-12 School (& Chair)	Kym Wallent	c/o 301 Unley Road, Malvern, SA 5061	Retired
Nominee of the Governing Body of a Primary School (& Deputy Chair)	Kristian Downing	c/o 301 Unley Road, Malvern, SA 5061	Company Director
Person employed by an AISSA Member School as a Bursar, Business Manager or Administrator (& Treasurer)	Brenton Howell	c/o 301 Unley Road, Malvern, SA 5061	School Business Director
Person employed as a Director or other representative of a School System	John Proeve	c/o 301 Unley Road, Malvern, SA 5061	Association Director
Head of a Primary School	Cherylyn Skewes	c/o 301 Unley Road, Malvern, SA 5061	School Principal
Head of a Primary School	Kathryn Krieg	c/o 301 Unley Road, Malvern, SA 5061	School Principal
Head of a Secondary or R-12 School	Don Grimmett	c/o 301 Unley Road, Malvern, SA 5061	School Principal
Head of a Secondary or R-12 School	Marcel Rijken	c/o 301 Unley Road, Malvern, SA 5061	School Principal
Person appointed by the Board	Rebecca Clarke	c/o 301 Unley Road, Malvern, SA 5061	School Principal
Person appointed by the Board	Con Costi	c/o 301 Unley Road, Malvern, SA 5061	Lawyer
Nominee of the Governing Body of a Secondary or R-12 School	Position vacant		
Nominee of the Governing Body of a Primary School	Position vacant		