



15 April 2019

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

Dear Carolyn Grantskalns

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/99)

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

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
23-10-2018		New Board Member	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations 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](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

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, Kristian Downing, being the Board 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: 
.....
Kristian Downing, AISSA Board Chair

Dated: 23/10/18

[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.]

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

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	27.9.2018	Board Member (Principal of a Member School)	Vacant	Dominic Hopps	c/o 128 Greenhill Road, Unley SA 5061	School Principal



4 October 2018

Ms Kristian Downing
Board Chairperson
Association of Independent Schools of South Australia

Email: grahamh@ais.sa.edu.au

Dear Ms Downing,

Notification of changes made to records [AR2018/99]

I acknowledge receipt of the Notifications of Change to the office holders of the Association of Independent Schools of South Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Name of office	Change	Within prescribed period (Yes/No). If No, how many days late
19 March 2018	Board member (Group of up to four (4) other persons)	New office holder: Jason Haseldine Formerly: Vacant	Yes
7 June 2018	Board member (Governor of a Member School)	New office holder: Paul Rogers Formerly: Vacant	Yes
20 August 2018	Board member (Principal of a Primary School)	New office holder: Luke Ritchie Formerly: Vacant	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of

the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations 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](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Andrea O'Halloran
Registered Organisations Commission

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, Kristian Downing, being the Board 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: 
Kristian Downing, AISSA Board Chair

Dated: 
27.9.18

[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.]

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 [*insert as many pages as required*]:

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	16.8.2018	Board Member (Principal of a Primary School)	Vacant	Luke Ritchie	c/o 128 Greenhill Road, Unley SA 5061	School Principal

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, Kristian Downing, being the Board 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: 
Kristian Downing, AISSA Board Chair

Dated: 
27.9.18

[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.]

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:

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	31.5.2018	Board Member (Governor of a Member School)	Vacant	Paul Rogers	c/o 301 Unley Road, Malvern SA 5061	Business Coach

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, Kristian Downing, being the Board 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: 
.....
Kristian Downing, AISSA Board Chair

Dated: 27.9.18
.....

[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.]

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:

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	22 February 2018	Board Member (Group of up to four (4) other persons)	Vacant	Jason Haseldine	c/o 128 Greenhill Road, Unley SA 5061	School Director – Finance & Administration



14 September 2018

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

Dear Ms Grantskalns,

Notification of changes made to records [AR2018/99]

I acknowledge receipt of a Notification of Change to the address of the Association of Independent Schools of South Australia (**AISSA**).

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Organisation	Change	Within prescribed period (Yes/No). If No, how many days late
26 July 2018	AISSA	Address of the AISSA changed to: 128 Greenhill Road, Unley SA 5061	YES

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Thank you for the notification.


Yours faithfully,

Andrea O'Halloran
Registered Organisations Commission

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, Kristian Downing, being the Board 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: 
Kristian Downing, AISSA Board Chair

Dated: 27.6.18

[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.]

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, Kristian Downing, being the Board 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*:
 - On 23 July 2018, the address of the organisation changed to 128 Greenhill Road, Unley, SA 5061.

Signed: 
.....
Kristian Downing, AISSA Board Chair

Dated: 26 JULY 2018
.....



18 September 2018

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

Dear Ms Grantskalns,

Notification of changes made to records [AR2018/99]

I acknowledge receipt of a Notification of Change to an office holder of the Association of Independent Schools of South Australia (**AISSA**).

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 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 Website through the [list of Registered Organisations](#).

Date of lodgement	Organisation	Change	Within prescribed period (Yes/No). If No, how many days late
27 June 2018	AISSA	Rainer Mayer - outgoing Board member (Principal of a Primary Only school)	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

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Thank you for your correspondence.

Yours faithfully,

Andrea O'Halloran
Registered Organisations Commission

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:

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	14.6.2018	Board Member (Principal of a Primary Only School)	Rainer Mayer	N/A	N/A	N/A



4 October 2018

Ms Kristian Downing
Board Chairperson
Association of Independent Schools of South Australia

Email: grahamh@ais.sa.edu.au

Dear Ms Downing,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/99]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 19 March 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the Association of Independent Schools of South Australia. The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

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

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au

Yours faithfully

Andrea O'Halloran
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, Kristian Downing, 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 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 97.
 - 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 (2); and
Executive Committee Officers (2)*

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

KD

Signed:
Kristian Downing, AISSA Board Chair

17.3.18

Dated:

[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to 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 change¹.]

¹ s.233(2); reg. 151

ANNEXURE A

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

- 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	Rainer Mayer	c/- 301 Unley Road, Malvern SA 5061	School Principal
Principal from a Secondary or R-12 School or any Member School (& Deputy Chair)	Anne Dunstan	c/- 301 Unley Road, Malvern SA 5061	School Principal
Principal from a Secondary or R-12 or any Member School	Marcel Rijken	c/- 301 Unley Road, Malvern SA 5061	School Principal
Governor of a Member School (& Chair)	Kristian Downing	c/- 301 Unley Road, Malvern SA 5061	Company Director
Governor of a Member School	Kym Wallent	c/- 301 Unley Road, Malvern SA 5061	Retired
Governor of a Member School	Don Grimmett	c/- 301 Unley Road, Malvern SA 5061	School Principal
Person employed by a Member School as a Bursar, Business Manager or Administrator	Brenton Howell	c/- 301 Unley Road, Malvern SA 5061	School Business Director
Group of up to four (4) other persons	Rebecca Clarke	c/- 301 Unley Road, Malvern SA 5061	School Principal
Group of up to four (4) other persons	John Proeve	c/- 301 Unley Road, Malvern SA 5061	Executive Director
Group of up to four (4) other persons	Jason Haseldine	c/- 301 Unley Road, Malvern SA 5061	School Director – Finance & Administration
Principal from any Member School	Vacant	Vacant	Vacant
Governor of a Member School	Vacant	Vacant	Vacant
Group of up to four (4) other persons	Vacant	Vacant	Vacant