



17 April 2020

Chief Executive

The Association of Independent Schools of South Australia

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

cc: grantskalnsc@ais.sa.edu.au

Dear Chief Executive

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/96)

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 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 |
|-------------------|--------|-----------------------------------|---|
| 13-12-2019 | N/A | Principal from a Secondary School | Yes |
| | | | |
| | | | |

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.

Thank you for your correspondence.

Yours sincerely


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 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:


.....
Kristian Downing, AISSA Board Chair

Dated:

13.12.2019
.....

*[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

| Branch | Date of Change | Name of Office that has changed | Name of <u>Outgoing</u> Office Holder | Name of <u>New Office</u> Holder | Postal Address of <u>New Office</u> Holder | Occupation of <u>New Office</u> Holder |
|---------------|-----------------------|---|--|---|---|---|
| N/A | 28.11.19 | Principal from a Secondary or R-12 School | Anne Dunstan | Vacant | Vacant | Vacant |
| | | | | | | |



4 July 2019

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

cc: office@ais.sa.edu.au

Dear Chief Executive

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/96)

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 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 |
|-------------------|--------|--|---|
| 21-06-2019 | N/A | Group of " up to four (4) other persons" | Yes |
| 21-06-2019 | N/A | Principal from any member School | Yes |
| 28-06-2019 | N/A | Office Bearer - Deputy Chair | 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.

GPO Box 2983, Melbourne VIC 3001
 Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
 Website: www.roc.gov.au

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,

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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 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:
Kristian Downing, AISSA Board Chair

19.6.19

Dated:

[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 | 13.6.2019 | Group of "up to four (4) other persons" | Jason Haseldine | Vacant | Vacant | Vacant |
| N/A | 13.6.2019 | Principal from any Member School | Marcel Rijken | Heidi Payne | c/o 128 Greenhill Road, Unley SA 5061 | School Co-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 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: 
.....
Kristian Downing, AISSA Board Chair

Dated: 27-6-19
.....

[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 | 27.6.2019 | Office Bearer - Deputy Chair | Anne Dunstan | Rebecca Clarke | c/o 128 Greenhill Road, Unley SA 5061 | School Principal |



8 April 2019

Chief Executive
The Association of Independent Schools of South Australia

Sent via email: grantskalnsc@ais.sa.edu.au

Dear Chief Executive,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/96)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 11 February 2019 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 2019 Annual Return of the Association of Independent Schools of South Australia, The.

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,

Cheryl Tam
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 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 101.
 - 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 (7); and
Executive Committee Members (2)

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

Signed:



.....
Kristian Downing, AISSA Board Chair

Dated:

7.2.19

.....

[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 Cnges 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:

| 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 | Luke Ritchie | c/- 128 Greenhill Road, Unley SA 5061 | School Principal |
| Principal from a Secondary or R-12 School or any Member School (& Deputy Chair) | Anne Dunstan | 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 |
| Principal from any Member School | Dominic Hopps | c/- 128 Greenhill Road, Unley SA 5061 | School Principal |
| Governor of a Member School (& 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 | Don Grimmett | c/- 128 Greenhill Road, Unley SA 5061 | School Principal |
| Governor of a Member School | Paul Rogers | c/- 128 Greenhill Road, Unley SA 5061 | Business Coach |
| 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 | Jason Haseldine | c/- 128 Greenhill Road, Unley SA 5061 | School Director – Finance & Administration |
| Group of up to four (4) other persons | Vacant | Vacant | Vacant |