



7 October 2016

Ms Lynn Carter
Executive Assistant to Carolyn Grantskalns
The Association of Independent Schools of South Australia
Fax: (08) 8373 1116

Dear Ms Carter,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for uncontested offices of the election [E2016/161]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the *Fair Work (Registered organisations) Regulations 2009*).

Holders of office required to undertake approved training

Section 154D(1) of the Fair Work (Registered Organisations) Act 2009 (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 provided for in your organisation's rules.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Association of Independent Schools of South Australia, The must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;

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

Telephone: (02) 8374 6666
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Michael Moutevelis

Regulatory Compliance Branch

svc-adlib5

From: Melbourne Registry
Sent: Wednesday, 5 October 2016 5:22 PM
To: Orgs
Subject: FW: Declaration of Election and Post Election Report E2016/161 [DLM=For-Official-Use-Only]
Attachments: Declaration of Results for Uncontested Offices.pdf; Declaration of Results for Uncontested Offices.rtf; Post Election Report.pdf; Post Election Report.rtf
Categories: RIA

From: Rosie Bolingbroke [<mailto:Rosie.Bolingbroke@aec.gov.au>]
Sent: Wednesday, 5 October 2016 4:35 PM
To: Melbourne Registry
Subject: Declaration of Election and Post Election Report E2016/161 [DLM=For-Official-Use-Only]

For-Official-Use-Only

FWC

Please find attached, the Declaration of Election and Post Election Report for The Association of Independent Schools of South Australia E2016/161.

Regards,

Rosie Bolingbroke | Assistant State Office Manager
SA State Office
Australian Electoral Commission
T: (08) 8237 6551 | F: (08) 8237 6584



Make sure you're **enrolled to vote.**
Visit www.aec.gov.au

For-Official-Use-Only

For-Official-Use-Only

DISCLAIMER:

If you have received this transmission in error please notify us immediately by return email and delete all copies. If this email or any attachments have been sent to you in error, that error does not constitute waiver of any confidentiality, privilege or copyright in respect of information in the email or attachments.

- The Association of Independent Schools of South Australia Election Fourth Group

Declaration of Results for Uncontested Offices

E2016/161

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.

Board Members

Fourth Group (4)

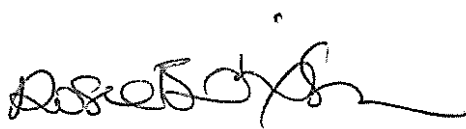
Candidates

CLARKE, Rebecca

PROEVE, John

No further nominations were accepted

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



Rosie Bolingbroke
Returning Officer

4 October 2016



Reference: 2016/60

Ms Carolyn Grantskalns
Chief Executive
Assoc of Independent Schools of SA (AISSA)
301 Unley Rd
Malvern SA 5061

Post Election Report for: Association of Independent Schools of SA (AISSA) E2016/161

I refer to the above election for your organisation.

Section 197(1) of the Fair Work (Registered Organisations) Act 2009 requires the AEC to provide a written report on the conduct of the election to Fair Work Australia and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of Fair Work (Registered Organisations) Act 2009 requires that if an organisation or branch is given a post election report under section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached Report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to industrial.elections@aec.gov.au within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the post election report and the organization's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the Fair Work (Registered Organisations) Act 2009 requires an organisation or branch to publish a notice on its web site advising members that a copy of the post election report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.



Rosie Bolingbroke
Returning Officer
4 October 2016

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Association of Independent Schools of SA (AISSA)

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2016/161

RULES

Rules used for the election: 008S: Rules as at registration on 13/05/2016

Rules difficult to apply/interpret: N/A

Model Rule reference (if any): N/A

ROLL OF VOTERS

Total number of voters on the Roll: N/A

Other matters pertaining to the roll of voters: Nil

IRREGULARITIES

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration of Results



Rosie Bolingbroke
Returning Officer
4 October 2016



DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

The Association of Independent Schools of South Australia (E2016/161)

MR ENRIGHT

MELBOURNE, 7 JULY 2016

Arrangement for conduct of election.

[1] On 20 June 2016, The Association of Independent Schools of South Australia lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Board Members

Fourth Group Board Member

(up to 4)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

<Price code A, PR582387>

svc-adlib5

From: Lynn Carter <CarterL@ais.sa.edu.au>
Sent: Monday, 20 June 2016 10:28 AM
To: Orgs
Cc: Carolyn Grantskalns
Subject: MM - The AISSA - Notice & Statement of Prescribed Information for an Election
Attachments: Prescribed information for election (Group of 4).pdf

Dear Sir or Madam

On behalf of the Association of Independent Schools of South Australia (the **AISSA**), please find attached the Notice and Statement of Prescribed Information for an Election, for lodgement.

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

Yours faithfully

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



IMPORTANT INFORMATION - PLEASE READ This email and any attachments are confidential and may be legally privileged (in which case neither is waived or lost by mistaken delivery). Please notify us if you have received this message in error, and remove both emails from your system. Any unauthorised use is expressly prohibited. The AISSA collects personal information to provide our services (see our privacy policy at <http://www.ais.sa.edu.au> for more information about use, disclosure and access). The AISSA's liability in connection with transmitting, unauthorised access to, or viruses in this message and its attachments, is limited to re-supplying this message and its attachments. AISSA_Email_Disclaimer

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009

I, Kym Wallent, being the Chair of the Association of Independent Schools of SA (AISSA), make the following statement:

1. I am authorised to sign this statement containing prescribed information for the AISSA.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement **IS** lodged at least 2 months before nominations open for the election below.

Signed: 

Dated: 16. 6. 16

[PLEASE NOTE: This statement should be lodged with the Fair Work Commission at least 2 months prior to nominations opening. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
NA	Group of up to four (4) other persons (Rule 9.1.4)	Up to 4	DVS	New offices created	All Members (Rule 13.1)

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	No later than Friday 16 September 2016	NA
Nominations CLOSE	To be determined in consultation with the Returning Officer	NA
Roll of Voters cut-off date	7 days prior to nominations opening (rule 14.10)	NA

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as 'to be determined by the returning officer'. Casual vacancies must be accompanied by proof of resignation and attached to this statement.