



Reference: N16/343

Mr. Allan Barden  
Assistant National Secretary  
Australian Rail, Tram and Bus Industry Union  
Level 2, Trades Hall  
4-10 Goulburn Street  
SYDNEY NSW 2000

Via email: [abarden@rtbu.org.au](mailto:abarden@rtbu.org.au); [aclaassens@rtbu-nsw.asn.au](mailto:aclaassens@rtbu-nsw.asn.au); [clockey@rtbu-nsw.asn.au](mailto:clockey@rtbu-nsw.asn.au)

Dear Mr Barden

**Australian Rail, Tram and Bus Industry Union (ARTBIU)  
Vacancies for National Offices, New South Wales Branch,  
Queensland Branch and South Australia/Northern Territory Branch - E2016/229**

**Timetable**

The timetable for the election will be:

Monday, 17 October 2016	Union publishes Election Notice and Nomination Form on website.
Monday, 31 October 2016 Tuesday, 1 November 2016 Monday, 7 November 2016	Close of Roll Roll delivered to Returning Officer Nominations Open at 9:00am (AEDT)
Monday, 28 November 2016	Nominations Close at 5:00pm (AEDT)
Thursday, 8 December 2016	Close of nominations withdrawal period at 5:00pm (AEDT)
Monday, 16 January 2017 Monday, 6 February 2017	Postal Ballot Opens Postal Ballot Closes at 5:00pm (AEDT)

An attendance ballot will be held on Thursday, 2 February 2017 from 7:00am to 4:30pm (AEDT) at Willoughby Depot if required, for members of tram and bus division members only.

### **Notification to Members**

The Union is required to have the Notice published on or just before 17 November 2016 in a Branch Journal/Newsletter/Bulletin to be circulated to members.

Please provide me with a copy of the publication. If possible, the Notice should also be placed on noticeboards in the workplace and on your website.

The Union is also required to have the enclosed Notice and nomination form published on that date on the Union's website and until Monday, 6 February 2017.

I will forward copy of the Election Notice calling for nominations for circulation throughout the electorate in the next few days.

### **Nomination forms**

A copy of the nomination form is also enclosed. Please copy it for use by members as required.

### **Request to supply Register of Members Information**

The Roll of Voters for the above election will be those members who are eligible to vote on Monday, 31 October 2016. This needs to be supplied **by 12noon on 1 November 2016**.

As Returning Officer conducting elections for your Organisation, I request you to supply the following listings of members of the whole of **NSW Branch (every Division) for National Offices, QLD Branch Administrative, Supervisory, Technical and Professional Division and SA/NT Branch** by the dates that are specified.

### **Listings**

a) Name and member information (identified below), of every member who was financial at 31 October 2016 in accordance with the rules of the Organisation

The names of members who:

- b) were inadvertently included on listing (a)
- c) were inadvertently omitted from listing (a)
- d) The names of members appearing on listing (a) who have ceased to be members by Monday, 7 November 2016.
- e) Any change of address details for members appearing on listing (a)

### **Dates specified for supply of listings**

- a) 1 November 2016 and b),c), d) and e) on the following dates
  - 1 December 2016
  - 7 December 2016
  - 14 December 2016
  - 21 December 2016

## **Electronic listings**

Lists must be provided electronically and files are to be in CSV (comma delimited) format. If you are unable to supply information in .csv format, please supply them as Excel files.

The AEC has introduced a portal via which Organisations may electronically submit data and documents (please see attached information sheet). If you have previously used this portal you may use the same login details. Lists may also be provided on digital media (such as USBs and CDs) however, please note that the AEC will be phasing out the use of such means for the provision of data. Lists should not contain any hidden fields or formulas.

Lists should not be emailed to the AEC as Commonwealth Guidelines provide that classified information, including personal information, should not be transmitted by email.

## **Member Information**

A record for each eligible member is to include the following twelve fields:

- Membership number,
- Member surname,
- Member full first name/s,
- Address line 1 (BUILDING NAME AND UNIT/FLAT/TOWNHOUSE NUMBER),
- Address line 2 (STREET ADDRESS OR PO BOX),
- Address line 3 (CITY/TOWN),
- STATE (Aust Post Abbrev),
- Postcode,
- COUNTRY (OUTSIDE AUST ONLY)
- Electorate Code (see below)
- "Incorrect last known address" code (see below)
- "Workplace Address" Code (see below)

## **Electorate code**

For each member listed, include a field identifying the relevant Electorates (sub- division, gender, employer etc. The main listing is to be accompanied by an explanatory table for the codes if they are not self-evident.

## **Incorrect last known address**

Please include in the listings a field for "Incorrect Last Known Address". If you have eligible members with a last known address thought to be incorrect, you should code those members as "Y" or "Yes" in this field.

## **Workplace addresses**

Please include in the listings a field for "Workplace Address". If you have eligible members with only a workplace address, you should code those members as "Y" or "Yes" in this field.

## **Certification of Lists**

Each listing must be accompanied by a certificate signed by you in the following terms:

"I certify that the accompanying listing on computer disk or similar media contains the (include appropriate details, i.e. (a), (b), (c), (d) or (e) above). I further declare that the register of

members has been maintained as required by Section 230(2) of the Fair Work (Registered Organisations) Act 2009.

The total number of eligible members listed is (include figure).”

I further direct that the listings and certificates as described above be supplied to me **NO LATER THAN 12 noon** on the dates specified.

### **Confidentiality of Information**

Regulation 131 of *the* Regulations requires that the Returning Officer must make a copy of the roll available for inspection and copying by members, and other persons authorised by the Returning Officer. However, sub-regulation 6 provides:

- (6) If a copy of a roll, or a copy of part of a roll, is made or supplied under this regulation, a person must not use information in the roll for a purpose other than:
  - (a) a purpose in connection with the election; or
  - (b) to monitor the accuracy of the information contained in the roll.Penalty: 10 penalty units.

If you have any queries or concerns regarding the above please do not hesitate to contact me.

Yours sincerely



Marie Malfitana  
Returning Officer

12 October 2016