



**Reference:** ASAJ7

Mr Darren Phillips  
Branch Secretary  
Australian Rail, Tram and Bus Industry Union  
GPO Box 195  
WOODVILLE SA 5011

Dear Mr Phillips

**Australian Rail, Tram and Bus Industry Union  
SA/NT Branch  
Scheduled Election  
E2018/81**

The Registered Organisations Commission has made arrangements with the Australian Electoral Commission under Section 189 of the *Fair Work (Registered Organisations) Act 2009 (the Act)* to conduct the above election.

**Timetable**

The timetable for the election will be:

<b>DATE</b>	<b>OCCURRENCE</b>
Monday 11 June 2018	National Returning Officer publishes pointer advert in <i>The Australian</i> newspaper.
Monday 11 June 2018	Union publishes Election Notice and Nomination Form
Monday 11 June 2018	AEC publishes Election Notice and Nomination form on AEC website
Monday 25 June 2018	Close of Roll
Tuesday 26 June 2018	Roll delivered to Returning Officer by 12pm ACST
Monday 2 July 2018	Nominations Open at 9am ACST
Monday 23 July 2018	Nominations Close at 5pm ACST
Thursday 2 August 2018	Close of nominations withdrawal period at 5pm ACST

**Notification to Members**

The National Returning Officer will place a pointer notice in “*The Australian*” newspaper on Monday 11 June 2018. An Election Notice will be published on the AEC website from Monday 11 June 2018.

The Organisation is required to have the enclosed Notice and Nomination Form published on your website from Monday 11 June 2018 and until Monday 24 September 2018.

**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 25 June 2018.

As Returning Officer conducting elections for your Organisation, I request you supply the following listings of members of the Australian Rail, Tram and Bus Industry Union SA/NT Branch by the dates that are specified.

#### Listings

	LISTING	DATE REQUIRED
(a)	Name and member information (identified below), of every member who was financial at 25 June 2018 in accordance with the rules of the Organisation	26 June 2018
(b)	The names of members who were inadvertently included on listing (a)	10 August 2018 & 17 August 2018
(c)	The names of members who were inadvertently omitted from listing (a)	10 August 2018 & 17 August 2018
(d)	The names of members appearing on listing (a) who have ceased to be members by 3 September 2018	4 September 2018
(e)	Any change of address details for members appearing on listing (a)	10 August 2018 & 17 August 2018

#### 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. Instructions for submitting these documents can be found under the Heading "Introduction to the industrial elections portal":

[http://www.aec.gov.au/About\\_AEC/AEC\\_Services/Industrial\\_Elections/portal.htm](http://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections/portal.htm)

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 thirteen fields:

- Membership number,
- Member surname,
- Member full first name/s,
- Gender
- 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 Electorate. The main listing is to be accompanied by an explanatory table for the codes. This field will need to specify the sub branch workplace or district that each member belongs to, in order to ensure that each member gets the correct ballot papers that they are entitled to.

**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 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 number)."**

The listings and certificates as described above must be supplied to me by NO LATER THAN 12pm 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.*

**Other Legislative Provisions**

I wish to draw your attention to the following:

- Regulation 145 of the *Fair Work (Registered Organisations) Regulations 2009* which provides that, where an election or ballot is conducted by the Australian Electoral Commission, no steps in the election may be taken by any person without the Returning Officer's authority or direction.

- Section 190 is an offence provision of the Act and a contravention of it constitutes an irregularity. Section 190 of the Act states:

*An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.*

*Maximum penalty: 100 penalty units.*

If you have any queries or concerns regarding any the above please do not hesitate to contact me on [saelections@aec.gov.au](mailto:saelections@aec.gov.au) or 08 8237 6522.

Yours sincerely

A handwritten signature in blue ink that reads "Paul Langtry". The signature is written in a cursive style and is positioned above a small yellow rectangular stamp.

Paul Langtry  
Returning Officer  
Australian Electoral Commission

5 June 2018