



Reference: ASANU

Mr Darren Phillips
Branch Secretary
Australian Rail, Tram and Bus Industry Union SA/NT Branch
63 Ledger Road
BEVERLEY SA 5009

Dear Mr Phillips

**Australian Rail, Tram and Bus Industry Union
SA/NT Branch
Recall 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:

DATE	OCCURRENCE
Tuesday 14 August 2018	Union publishes Election Notice and Nomination Form on the ARTBIU SA/NT Branch website
Tuesday 28 August 2018	Close of Roll
Wednesday 29 August 2018	Roll delivered to Returning Officer
Tuesday 4 September 2018	Nominations Open at 9am (Local Time)
Tuesday 18 September 2018	Nominations Close at 5pm (Local Time)
Friday 28 September 2018	Close of nominations withdrawal period at 5pm (Local Time)
Friday 26 October 2018	Postal Ballot Opens at 9am (Local Time)
Friday 16 November 2018	Postal Ballot Closes at 5pm (Local Time)

Notification to Members

Please find attached an Election Notice to be published on the ARTBIU SA/NT Branch website on 14 August 2018. The Organisation is required to have the Notice and Nomination Form published from 14 August 2018 until 16 November 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 Friday 26 October 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 in accordance with the rules of the Organisation	29 September 2018
(b)	The names of members who were inadvertently included on listing (a)	11 September 2018 2 October 2018
(c)	The names of members who were inadvertently omitted from listing (a)	11 September 2018 2 October 2018
(d)	The names of members appearing on listing (a) who have ceased to be members by 26 October 2018	29 October 2018
(e)	Any change of address details for members appearing on listing (a)	11 September 2018 15 October 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

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 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

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.

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 figure).

- For **Women Members of the RTBU SA/NT Branch**, the total number of eligible members listed is ____ (include figure)
- For **Aurizon/SCT District**, the total number of eligible members listed is ____ (include figure)
- For **GWA District - Regional**, the total number of eligible members listed is ____ (include figure)
- For **Adelaide Metro Region Sub Branch**, the total number of eligible members listed is ____ (include figure)
- For **South Australia and Northern Territory Region**, the total number of eligible members listed is ____ (include figure)

{Please provide a breakdown of the total eligible numbers by state and section as Relevant. You may want to do this by way of a table or other easy to read format}

The listings and certificates as described above must be supplied to me by 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.

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 or 08 8237 6522.

Yours sincerely



Paul Langtry
Returning Officer
Australian Electoral Commission

13 August 2018