



**Reference:** N16/239

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-nat.asn.au](mailto:abarden@rtbu-nat.asn.au); [owen.doogan@rtbu.com.au](mailto:owen.doogan@rtbu.com.au);  
[aclaassens@rtbu-nsw.asn.au](mailto:aclaassens@rtbu-nsw.asn.au); [hbyron@rtbu-nsw.asn.au](mailto:hbyron@rtbu-nsw.asn.au)

Dear Mr Doogan,

**Australian Rail, Tram and Bus Industry Union  
NSW and QLD branch vacancy elections E2016/148 & E2016/138 and E2016/99**

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

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 questions about the operation of Regulation 145 or Section 190, please do not hesitate to contact me.

Level 10  
59 Goulburn Street  
Haymarket NSW 2000

AEC  
P.O. Box 496  
Haymarket NSW 1240

**Contact:** Noopur Madan  
Phone: 02 9375 6321  
Facsimile: 02 6215 9910  
E-mail: [noopur.madan@aec.gov.au](mailto:noopur.madan@aec.gov.au)

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**Australian Rail, Tram and Bus Industry Union**  
**Queensland and New South Wales Branches**  
**Vacancy Elections**

**Election Notice**

*Fair Work (Registered Organisations) Act 2009*

Nominations are called for:

**Queensland Branch**

**Tram and Bus Division**

- Sub-Divisional Representative on Divisional Committee - Bowen Hills (Eagle Farm) Depot (1)
- District Executive Officer - Southern District Executive (1)

**Infrastructure Division**

- Regional Representative to Branch Divisional Committee – South West Region (1)

**Fleet Manufacture, Overhaul, Maintenance & Service Division**

- Delegate to Branch Council - Central District (1)
- Regional Representative to Branch Divisional Committee – Redbank Sub-Branch (1)

**New South Wales Branch**

- Branch Council Delegate  
Affirmative Action (woman) (from the Rail Divisions) (1)

**Rail Operations Division**

- Station Wages Staff Sub-Division (excluding Guards) Vice President (1)

**Tram and Bus Division**

- Sub-Divisional Representative on Divisional Committee – Brookvale Depot (1)

**Locomotive Division**

- ETR/Railcorp Group Sub-Division – Leppington Depot Organiser (1)
- Intercity/Railcorp Group Sub-Division – Gosford Depot Organiser (1)

Nominations open on 11 July 2016. Written nominations which comply with the Union's rules must reach the Returning Officer **not later than 5pm AEST on Monday, 1 August 2016**.

Nominations cannot be withdrawn **after 5pm AEST on Thursday, 11 August 2016**. Nomination forms are available on request from the Union or from the Returning Officer.

It is a basic requirement of nomination for any office in the Union that candidates be financial on the date nominations open. Intending candidates should consult the Union's rules for other eligibility requirements.

**How to lodge nominations:**

**By post:** AEC, P.O. Box 496 Haymarket NSW 1240

**By fax:** 02 6215 9910

**By hand:** AEC, Level 10/ 59 Goulburn Street, Haymarket, NSW 2000

**By email:** A properly completed nomination form including all necessary signatures and attachments may be scanned and submitted as a pdf file to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au). **Note:** Emails larger than 6MB in size may not be accepted by the AEC's firewall. Senders of emails to the AEC email mailbox should be aware that incoming emails that appear to be spam emails may be blocked. It is the responsibility of the sender to ensure their email reaches the AEC email mailbox before the deadline.

The ballot, if required, will open on 22 August 2016 and close at 5pm AEST on Monday, 12 September 2016.

For Tram and Bus Division only, attendance ballots will be held on Thursday, 8 September 2016 between 7:00am and 4:30pm AEST at the relevant bus depots

**Changed address?** Advise the Union now.

Note: A copy of the AEC's election report and the results can be obtained from the Organisation or from the Returning Officer after the completion of the election.

Noopur Madan Returning Officer Phone: 02 9375 6321	
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20 June 2016

# Australian Rail, Tram and Bus Industry Union

## NOMINATION FORM

*Candidates should complete their details below and verify their financial status and any other qualifications required by the Union's Rules prior to lodging a nomination.*

I, \_\_\_\_\_ **Member number** \_\_\_\_\_  
(Please print full name)

being a financial member of the **ARTBIU** \_\_\_\_\_ **Branch** , hereby ***nominate for the office of:***

(Please insert name of position, **in full**, as shown on the Election Notice)

Your membership details:

<b>Branch:</b>	<b>Division:</b>
<b>Sub-Branch:</b>	<b>Sub-Division:</b>

Print your details to appear on the ballot paper:

<b>Your name:</b>	
<b>Classification:</b>	<b>Work Location:</b>

Your contact details:

<b>Postal Address:</b>		
		<b>State:</b>
		<b>Postcode:</b>
<b>Home:</b>	<b>Mobile:</b>	
<b>Work:</b>	<b>Email:</b> <small>(This is the preferred method of contact with candidates. Please print clearly)</small>	
<b>Signature:</b>	<b>Date:</b>	

Nominations open at 9:00am AEST on 11 July 2016. Written nominations which comply with the Union's rules, must reach the Returning Officer **not later than 5:00pm AEST on Monday, 1 August 2016**.  
 Nominations cannot be withdrawn after 5:00pm AEST on Thursday, 11 August 2016.

<b>HOW TO LODGE NOMINATIONS</b>	
<b>By Post:</b>	Returning Officer, Noopur Madan, AEC, P.O. Box 496 HAYMARKET NSW 1240
<b>By Email:</b>	A properly completed nomination form including the candidate's signature may be scanned and submitted as a pdf file to <a href="mailto:nswelections@aec.gov.au">nswelections@aec.gov.au</a> . <b>Note:</b> Emails larger than 6MB in size may not be accepted by the AEC's firewall.
<b>By Fax:</b>	02 6215 9910
<b>By Hand:</b>	AEC, Level 10, 59 Goulburn Street HAYMARKET NSW 2000

### **Timetable**

As agreed, the timetable for the election will be:

<b>DATE</b>	<b>OCCURRENCE</b>
<b>20 June 2016</b>	Union publishes Election Notice and nomination form on website/journal
4 July 2016	Close of Roll
5 July 2016	Roll delivered to Returning Officer
Monday, 11 July 2016	Nominations Open
Monday, 1 August 2016	Nominations Close at 5:00pm
11 August 2016	Close of nominations withdrawal period at 5:00pm
Monday, 22 August 2016	Postal Ballot Opens
Monday, 12 September 2016	Postal Ballot Closes at 5:00pm

### **Notification to Members**

The Union is required to have the enclosed Notice and nomination form published on the Union's website from 20 June 2016 and until Monday, 12 September 2016

### **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, 4 July 2016.

As Returning Officer conducting elections for your Organisation, I request you to supply the following listings of members of the [Queensland](#) Branch by the dates that are specified.

### **Listings**

a) Name and member information (identified below), of every member who was financial at 4 July 2016 in accordance with the rules of the Union

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, 22 August 2016
- e) Any change of address details for members appearing on listing (a)

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

(a) 5 July 2016 and (b),(c),(d) and (e) on the following dates:

8 August 2016

15 August 2016

22 August 2016

29 August 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). 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 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 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)."

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



Noopur Madan  
Returning Officer

14 June 2016