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## **SPECIAL NOTICE TO RTBU MEMBERS**

### **AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION ELECTIONS 2018**

The attached information has been received from the Australian Electoral Commission (AEC) regarding the RTBU elections for National and NSW Branch positions for 2018. This information can also be downloaded from the RTBU website at [www.rtbuexpress.com.au](http://www.rtbuexpress.com.au)

Nominations, which must be in writing and comply with the organisation's registered rules, may be made at any time from 9am on Monday 2<sup>nd</sup> July 2018. Nominations close at 5pm on Monday 23<sup>rd</sup> July 2018. Nominations may be withdrawn up to, but not later than 5pm on Thursday 2<sup>nd</sup> August 2018.

**NOMINATION FORMS ARE AVAILABLE FROM THIS OFFICE**

Members are urged to read the attached information and if you require further information, please contact Noopur Madan, Returning Officer with the AEC on (02)9375 6321 or you may contact this Office on (02)9264 2511.

**ALL WORKPLACE DELEGATES AND DIVISIONAL  
OFFICERS ARE REQUIRED TO ENSURE THIS NOTICE  
AND INFORMATION IS DISPLAYED AT THE WORKPLACE.**

Issued and Authorised By:  
Alex Claassens  
Branch Secretary

# Australian Rail, Tram and Bus Industry Union

## New South Wales Branch ELECTION NOTICE - E2018/81

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### **Scheduled Election**

*Fair Work (Registered Organisations) Act 2009*

Nominations are called for:

### **New South Wales Branch**

Branch Offices:

Branch President  
Branch Secretary\*  
Assistant Branch Secretary (Rail)  
Assistant Branch Secretary (Road)

Branch Council Delegate Affirmative Action (Woman) from Tram & Bus Division (1)

Branch Council Delegate Affirmative Action (Woman) from Rail Divisions (1)

### **Locomotive Division**

#### **Branch Divisional Offices**

Branch Divisional President  
Branch Divisional Vice President (Freight)  
Branch Divisional Vice President (Passenger)  
Branch Divisional Secretary\*  
Assistant Branch Divisional Secretary (Freight)  
Assistant Branch Divisional Secretary (Passenger)

Branch Divisional Delegates to Branch Council as follows:

- Metropolitan District (3)
- Northern District (2)
- Western District (1)
- Southern District (1)

Sub-Divisional Representative on Branch Divisional Committee (Council) as follows:

- ETR/ Railcorp Group 1 (1)
- ETR/ Railcorp Group 2 (1)
- ETR/ Railcorp Group 3 (1)
- ETR/ Railcorp Group 4 (1)
- Intercity/Railcorp Group (1)
- CountryLink /Railcorp Group (1)
- North Coast Group (1)
- Western Group (1)
- North-West Group (1)
- South-West Group (1)
- Central Group (1)
- Metropolitan Group 1 (1)

Sub-Divisional Representatives (Depot Organisers) as follows:

ETR/RailCorp Groups

- Hornsby (1)
- Blacktown (1)
- Penrith (1)
- Richmond (1)
- Flemington (1)
- Campbelltown (1)
- Liverpool (Leppington) (1)
- Auburn Maintenance Facility (AMF) (1)
- Central (1)
- North Sydney (1)
- Mortdale (1)
- Cronulla (1)
- Waterfall (1)

Intercity/Railcorp Group

- Newcastle Interchange (1)
- Gosford (1)
- Wollongong (1)
- Eveleigh (1)
- Mount Victoria (1)
- Moss Vale (1)
- Lithgow

Countrylink/RailCorp

- Sydney (1)

North Coast Group

- PN Intermodal Brisbane (1)
- PN Intermodal Taree (1)

#### Metropolitan Group 1

- PN Intermodal Sydney (1)
- PN Intermodal Pt Kembla (1)
- PN Bulk Enfield (1)
- PN Coal Pt Kembla (1)
- PN Bluescope Pt Kembla (1)
- QUBE Sydney (1)

#### Western Group

- PN Intermodal Parkes (1)
- PN Intermodal Broken Hill (1)
- PN Bulk Parkes (1)
- PN Coal Lithgow (1)

#### South West Group

- PN Intermodal Junee (1)
- PN Bulk Cootamundra (1)
- PN Bulk Moss Vale (1)
- QUBE Junee

#### North West Group

- PN Bulk Werris Creek (1)
- PN Coal Gunnedah (1)
- Aurizon Coal Quirindi (1)

#### Central Group

- PN Bulk Morandoo (1)
- PN Coal Port Waratah (1)
- Aurizon Coal Mayfield ( Newcastle) (1)
- GWA Mayfield West (1)
- RailTrain Newcastle (1)
- PN Coal Greta (1)
- Aurizon Coal Antiene (1)

## **Rail Operations Division**

Branch Divisional President  
Branch Divisional Vice-President  
Branch Divisional Secretary

### Branch Divisional Delegates to Branch Council as follows:

- Metropolitan District (4)
- Northern District (1)
- Western District (1)
- Southern District (1)

### Sub-Divisional Representatives on Branch Divisional Committee (as follows):

- Train Guards Sub-Division (1)
- Customer Service Attendants Sub-Division (2)
- Terminal Operators Sub-Division (1)
- Signallers Sub-Division (1)
- On-Board Passenger Train Sub-Division (1)
- Transport Officers Sub-Division (1)

### Sub-Divisional positions (as follows):

#### Train Guards Sub-Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

### Depot Sub-Division Secretaries (as follows):

- Blacktown (1)
- Campbelltown (1)
- Cronulla (1)
- Flemington Maintenance Centre (1)
- Gosford (1)
- Hornsby Maintenance Centre (1)
- Lithgow (1)
- Leppington (1)
- Mortdale Maintenance Centre (1)
- Moss Vale (1)
- Mount Victoria (1)
- Newcastle Interchange (1)
- North Sydney (1)
- Penrith (1)
- Richmond (1)

- Central (1)
- Sydney Inter-City (1)
- Waterfall (1)
- Wollongong (1)
- Auburn Stabling Yard (ASY) (1)

#### Customer Service Attendants Sub Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

#### Terminal Operators Sub-Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

#### Signallers Sub-Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

#### On-Board Passenger Train Sub-Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

#### Sub-Division Secretaries (as follows):

- Sydney (1)
- Albury (1)
- Dubbo (1)
- Grafton (1)

#### Transport Officers Sub-Division

- Branch Sub-Division President
- Branch Sub-Division Vice President
- Branch Sub-Division Secretary

### **Infrastructure Division**

Branch Divisional President  
 Branch Divisional Vice-President  
 Branch Divisional Secretary

#### Sub-Divisional Representatives on Divisional Committee (as follows):

- Sydney Trains (10)

- Australian Track Corporation (2)
- John Holland Pty Ltd. (2)

Branch Divisional Delegates to Branch Council

- Metropolitan District (2)
- Northern District (1)
- North Coast District (1)
- Western District (1)
- Southern District (1)

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

Branch Divisional President  
 Branch Divisional Vice-President  
 Branch Divisional Secretary

Branch Divisional Delegates to Branch Council as follows:

- Metropolitan District (1)
- Northern, Western & Southern District (1)

Sub-Divisional Representatives on Divisional Committee (as follows):

- Metropolitan District Group (3)
- Metropolitan District Group ( Bus Engineering) (1)
- Northern District Group (1)
- Southern District Group (1)
- Western District Group (1)

**Administrative, Supervisory, Technical and Professional Division**

Branch Divisional President  
 Branch Divisional Vice-President  
 Branch Divisional Secretary

Sub-Divisional Representatives on Divisional Committee (as follows):

- Metropolitan District Group (7)
- Northern District Group (1)
- Southern District Group (1)
- Western District Group (1)

Branch Divisional Delegates to Branch Council as follows:

- Metropolitan District Group (2)
- Northern District Group (1)

- Wester & Southern District Group (1)
- STA Group (1)

<b>Tram and Bus Division</b>
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Branch Divisional President\*  
 Branch Divisional Vice-President  
 Branch Divisional Secretary\*

Sub-Divisional Representatives on Divisional Committee (as follows):

- Mona Vale (1)
- Brookvale (1)
- Willoughby (1)
- North Sydney (1)
- Kingsgrove (1)
- Ryde (1)
- Leichhardt (1)
- Belmont (1)
- Hamilton (1)
- Waverley (1)
- Randwick (1)
- Port Botany (1)
- Burwood (1)
- Pyrmont (Sydney Light Rail) (1)
- Tempe (1)

Branch Divisional Delegates to Branch Council

Tram and Bus Division (5)

**NOTE: All offices that are followed by an \* are identified as paid positions. For duties and responsibilities of each office please refer to the organisation's rules.**

**Nominations**, which must be in writing, signed and comply with the registered rules of the Union, may be made at any time after 9:00am (AEST) from 2/07/2018. They must reach my office, postal address or AEC email inbox **not later than 5:00pm (AEST) on Monday 23 July 2018**

Nominations cannot be withdrawn after **5:00pm (AEST) on Thursday, 2 August 2018.**

**A Nomination form** is available from me or from the branch office of the Union.



## HOW TO LODGE NOMINATIONS

**By Post:** Returning Officer, Australian Electoral Commission, PO Box 496, HAYMARKET NSW 1240

**By Hand:** Australian Electoral Commission, Level 10, 59 Goulburn Street, HAYMARKET NSW 2000

**By Fax:** 02 6215 9910

**By Email:** A properly completed nomination form including all necessary signatures may be scanned and submitted as a pdf file to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au). **PLEASE NOTE:** Emails to the AEC inbox that appear to be spam may be blocked. It is the responsibility of senders to ensure that their email reaches the AEC before the deadline for nominations. You may call the contact number provided to check.

### Voting Period

The ballot, if required, will open on 3/09/2018 and close at 5:00pm AEST on 24/09/2018. Attendance ballots will be held on **Thursday, 20 September 2018** between 7:00am and 4:30pm (AEST) for all offices which represent members within the Tram and Bus Division only. These will be advertised separately at each workplace

### Scrutineers

A candidate shall be entitled to appoint, by notice in writing to the Returning Officer, another person to act at his/her own expense as a scrutineer on his/her behalf.

A form is available from the Returning Officer for the purposes of appointing Scrutineers.

### Other Information

Changed Address? Advise the Union now.

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

### Other Information

Changed Address? Advise the Union now.

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

Noopur Madan  
Returning Officer  
Telephone: 02 9375 6321  
11/06/2018



# Australian Rail, Tram and Bus Industry Union

## ELECTION NOTICE - E2018/81

### National Offices

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#### **Scheduled Election**

*Fair Work (Registered Organisations) Act 2009*

Nominations are called for:

#### **National Offices**

- National President
- National Vice-President (Road)
- National Vice-President (Rail)
- National Vice President (Affirmative Action - Women)
- National Secretary\*
- Assistant National Secretary\*
- Assistant National Secretary (Tram and Bus Division)
- Assistant National Secretary (Locomotive Division)
- Assistant National Secretary (Rail Operations Division)
- Assistant National Secretary (Fleet Manufacture, Overhaul, Maintenance and Service Division)
- Assistant National Secretary (Infrastructure Division)
- Assistant National Secretary (Administrative, Supervisory, Technical and Professional Division)
- Branch Delegates to the National Executive (from the following Branches):
  - New South Wales Branch (3)
  - Queensland Branch (2)
  - Victorian Branch (2)
- National Divisional Delegates from Branch to National Council (as follows):
  - New South Wales Branch
    - Administrative, Supervisory, Technical and Professional Division (2)
    - Tram and Bus Division (4)
    - Infrastructure Division (2)
    - Locomotive Division (4)
    - Rail Operations Division (4)
    - Fleet Manufacture, Overhaul, Maintenance & Service Division (1)

### Queensland Branch

Administrative, Supervisory, Technical and Professional Division	(1)
Tram and Bus Division	(2)
Infrastructure Division	(2)
Locomotive Division	(2)
Rail Operations Division	(1)
Fleet Manufacture, Overhaul, Maintenance & Service Division	(1)

### South Australian/Northern Territory Branch

Administrative, Supervisory, Technical & Professional Division	(1)
Locomotive Division	(1)
Rail Operations Division	(1)

### Victorian Branch

Administrative, Supervisory, Technical & Professional Division	(2)
Tram and Bus Division	(2)
Infrastructure Division	(1)
Locomotive Division	(2)
Rail Operations Division	(2)
Fleet, Manufacture, Overhaul, Maintenance & Service Division	(1)

### Tasmanian Branch

Tram and Bus Division	(1)
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### West Australian Branch

Locomotive Division	(1)
Rail Operations Division	(1)

### West Australian PTA Branch

Locomotive Division	(1)
Rail Operations Division	(1)

**NOTE: All offices that are followed by an \* are identified as paid positions. For duties and responsibilities of each office please refer to the organisation's rules.**

**Nominations**, which must be in writing, signed and comply with the registered rules of the Association, may be made at any time after 9:00am (AEST) from 2/07/2018. They must reach my office, postal address or AEC email inbox **not later than 5:00pm (AEST) on Monday 23 July 2018**. Nominations cannot be withdrawn after **5:00pm (AEST) on Thursday, 2 August 2018**.

**A Nomination form** is available from me or the branch office of the Union.

### **HOW TO LODGE NOMINATIONS**

**By Post:** Returning Officer, Noopur Madan, Australian Electoral Commission, PO Box 496,  
HAYMARKET NSW 1240

**By Hand:** Australian Electoral Commission, Level 10, 59 Goulburn Street, HAYMARKET NSW 2000

**By Fax:** 02 6215 9910

**By Email:** A properly completed nomination form including all necessary signatures may be scanned and submitted as a pdf file to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au). **PLEASE NOTE:** Emails to the AEC inbox that appear to be spam may be blocked. It is the responsibility of senders to ensure that their email reaches the AEC before the deadline for nominations. You may call the contact number provided to check.

**Nomination forms** are available from me or the registered office of the organisation. The use of these forms is not compulsory provided that nominations comply with the rules.

### **Voting Period**

The postal ballot, if required, will open at 9:00 AEST on 3/09/2018 and close at 5:00pm AEST on 24/09/2018.

### **Scrutineers**

A candidate shall be entitled to appoint, by notice in writing to the Returning Officer, another person to act at his/her own expense as a scrutineer on his/her behalf before the start of the count.

A form is available from the Returning Officer for the purposes of appointing Scrutineers.

### **Other Information**

Changed Address? Advise the Union now.

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

Noopur Madan  
Returning Officer  
Telephone: 02 9375 6321  
11/06/2018





**Reference:** ANAJ2 N18/129

Mr Alex CLAASSENS  
NSW Branch Secretary  
Australian Rail, Tram and Bus Industry Union

via email: [aclaassens@rtbu-nsw.asn.au](mailto:aclaassens@rtbu-nsw.asn.au)

Dear Mr CLAASSENS

**Australian Rail, Tram and Bus Industry Union  
New South Wales 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>
11/06/2018	Union publishes Election Notice and nomination form Returning Officer online on websites and in journals
11/06/2018	AEC publishes Election Notice and nomination form on website
25/06/2018	Close of Roll
26/06/2018	Roll delivered to Returning Officer
02/07/2018	Nominations Open
23/07/2018	Nominations Close at 5:00pm (AEST)
02/08/2018	Close of nominations withdrawal period at 5:00pm (AEST)
03/09/2018	Postal Ballot Opens
24/09/2018	Postal Ballot Closes at 5:00pm (AEST)
20/09/2018	Attendance Ballot for Tram and Bus Division only Opens at 7:30am (AEST)
20/09/2018	Attendance Ballot Tram and Bus Division only Closes at 4:30pm (AEST)

#### **Notification to Members**

I will arrange an Election Notice to be published on our website 11/06/2018.

The Organisation is required to have the enclosed Notice and nomination form published from 11/06/2018 and until 24/09/2018.

### **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 25/06/2018.

As Returning Officer conducting elections for your Organisation, I request you supply the following listings of members of the New South Wales Branch by the dates that are specified.

### **Listings**

	<b>LISTING</b>	<b>DATE REQUIRED</b>
(a)	Name and member information (identified below), of every member who was financial at 25/06/2018 in accordance with the rules of the Organisation	26/06/2018
(b)	The names of members who were inadvertently included on listing (a)	10/08/2018 & 17/08/2018
(c)	The names of members who were inadvertently omitted from listing (a)	10/08/2018 & 17/08/2018
(d)	The names of members appearing on listing (a) who have ceased to be members by 03/09/2018	4/09/2018
(e)	Any change of address details for members appearing on listing (a)	10/08/2018 & 17/08/2018

### **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 are to be electronically submit data and documents (please see attached information sheet). In exceptional circumstances lists may be provided on digital media (such as USBs and CDs).

The link below provides information about the 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 as email does not provide the appropriate level of security for personal information.

### **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 number)."

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 [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au) or 02 9375 6321.

Yours sincerely



Noopur Madan  
Returning Officer  
Australian Electoral Commission  
08/06/2018



**AEC**

Australian Electoral Commission

# Nomination Form

## Australian Rail, Tram and Bus Industry Union Scheduled Election New South Wales Branch E2018/81

**CANDIDATE:**

Full Name (Print clearly)

**Membership Number:**

(Print clearly)

**For the office of:**

(Print name of office as shown in the Election Notice)

**Location:**

(Branch/Sub-Branch)

**Name for ballot paper:**

Print your name as you wish it to appear on the ballot paper

**CANDIDATE'S CONSENT**

I, \_\_\_\_\_ (print your name)  
consent to the nomination for the above office. I declare that I am eligible under the rules and am not disqualified from being a candidate [see Chapter 7, Part 4 of the *Fair Work (Registered Organisations) Act 2009*].

Please indicate preferred title e.g. Mr, Mrs, Miss, Ms \_\_\_\_\_

Postal Address:

Email:

Work phone:

Home phone:

Mobile phone:

Fax:

Signed: \_\_\_\_\_

**Lodging Nominations**

Nominations open at 9:00am AEST on 02/07/2018 and must reach the Returning Officer, Noopur Madan not later than 5:00pm AEST on 23/07/2018. Nominations cannot be withdrawn after 5:00pm AEDT on 02/08/2018.

Prospective candidates should verify their financial status and any other qualifications required by the Organisation's rules prior to lodging nominations.

Please see instructions on the next page

Nominations must be lodged via the following method(s):

**By Post:** Noopur Madan, Returning Officer PO BOX 496 HAYMARKET NSW 1240

**By Hand:** Returning Officer, Australian Electoral Commission, Level 10 59 Goulburn Street Haymarket NSW 2000

**By Fax:** 02 6215 9910

**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)

PLEASE NOTE:

1. Emails to the AEC inbox that appear to be spam may be blocked. It is the responsibility of senders to ensure that their email reaches the AEC before the deadline for nominations.
2. In order to be able to be received by the AEC, emails (including attachments) should be no greater than 6 MB in size.
3. You may call 02 9375 6321 to check.

### **Acknowledgment**

You will be sent an acknowledgment of receipt of your nomination by email.

### **Scrutineer Appointment**

A candidate shall be entitled to appoint, by notice in writing to the Returning Officer, another person to act at his/her own expense as a scrutineer on his/her behalf.

A Scrutineer Appointment form is available from the Returning Officer.

NOTE: It is your responsibility to ensure that your nomination is received by the Returning Officer **BEFORE** nominations close.

# Nomination Form

## Australian Rail, Tram and Bus Industry Union Scheduled Election – National Offices E2018/81

**CANDIDATE:**

Full Name (Print clearly)

**Membership Number:**

(Print clearly)

**For the office of:**

(Print name of office as shown in the Election Notice)

**Location:**

(Sub-Branch/Sub-Division)

**Classification:**

**Work Location:**

**Name for ballot paper:**

Print your name as you wish it to appear on the ballot paper

**CANDIDATE'S CONSENT**

<p>I, _____ (print your name) consent to the nomination for the above office. I declare that I am eligible under the rules and am not disqualified from being a candidate [see Chapter 7, Part 4 of the <i>Fair Work (Registered Organisations) Act 2009</i>].</p>	
<p>Please indicate preferred title e.g. Mr, Mrs, Miss, Ms _____</p>	
<p>Postal Address:</p>	
<p>Email: <i>(preferred method of contact. Please print clearly)</i></p>	
<p>Work phone:</p>	
<p>Home phone:</p>	
<p>Mobile phone:</p>	
<p>Fax:</p>	
<p>Signed:</p>	<p>_____/_____/_____</p>

Please see instructions on the next page

### **Lodging Nominations**

Nominations open at 9:00am AEST on 02/07/2018 and must reach the Returning Officer, Ms Noopur Madan not later than 5:00pm AEST on 23/07/2018. Nominations cannot be withdrawn after 5:00pm AEST on 02/08/2018.

Prospective candidates should verify their financial status and any other qualifications required by the Organisation's rules prior to lodging nominations.

### **HOW TO LODGE NOMINATIONS**

**By Post:** Returning Officer, Noopur Madan, Australian Electoral Commission, PO Box 496, HAYMARKET NSW 1240

**By Hand:** Australian Electoral Commission, Level 10, 59 Goulburn Street, HAYMARKET NSW 2000

**By Fax:** 02 6215 9910

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### **Acknowledgment**

You will be sent an acknowledgment of receipt of your nomination by mail or email.

### **Scrutineer Appointment**

A candidate in any election shall be entitled to appoint, by notice in writing to the Returning Officer, another person to act at his/her own expense as a scrutineer on his/her behalf. A Scrutineer Appointment form is available from the Returning Officer.

**NOTE:** It is your responsibility to ensure that your nomination is received by the Returning Officer **BEFORE** nominations close.