

Reference: ANDIB 2026/6211

Mr Alexander Claassens  
National Secretary  
Australian Rail, Tram and Bus Industry Union  
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Dear Mr Claassens,

**Australian Rail, Tram and Bus Industry Union**  
**Scheduled Election**  
**E2026/57**

On 10 June 2026, the Fair Work Commission (FWC) issued a decision to make arrangements with the Australian Electoral Commission (AEC) under section 189 of the *Fair Work (Registered Organisations) Act 2009* (the Act) to conduct election E2026/57.

The election is to fill the offices as shown in Attachments A and B of the Decision.

In your organisation's prescribed information dated 4 May 2026 and amended prescribed information dated 5 June 2026, and sent to the FWC, your organisation noted the following:

- A proposed rule alterations affecting the scheduled election has been lodged with the Fair Work Commission.
- The voting system is Direct Voting System.
- List of offices and non-office positions for which elections are required, and the relevant electorates.
- Nominations to open at 9:00am on the first Monday of July (6 July 2026) in accordance with Rule 71(1) (i).
- Nominations to close at 5:00pm on the fourth Monday in July (27 July 2026) in accordance with Rule 71(1)(i).
- The roll of voters to close seven (7) days before the date nominations open (29 June 2026) in accordance with Rule 73(xi).

Accordingly, the AEC proposes the amended timetable below for this election. A specific date has been added related to display of Ballot notices in all work centres notifying time and place for voting (if a ballot is required). Please respond by return email by **5:00pm Australian Eastern Standard Time (AEST) 26 June 2026**, should you have any concerns with the amended timetable.

Date	Steps in the election
15/06/2026 Monday	The AEC publishes the election notice on its website. <i>(Rule- 73(i): 'The Returning Officer shall call for nominations at least three weeks before the date on which nominations open by a notice published in a union journal or by circulars addressed to members or by the insertion of an advertisement in a newspaper or newspapers circulating throughout the electorate.'</i>
15/06/2026 Monday	The organisation publishes the election notice on its website via Organisation circular/Journal
29/06/2026 Monday	Voter roll closes <i>(Rule-73(xi): 'The voters' roll shall close seven (7) days before the date the nominations open. The voters' roll shall close seven (7) days before the date the nominations open.'</i>
30/06/2026 Tuesday	List of eligible members to be delivered to the AEC
06/07/2026 Monday	Notices displayed in all Tram & Bus work centres. <i>Rule-75(2): 'Members shall be notified by printed circulars setting out all positions for which an election is to be conducted by the Returning Officer. Such circulars to be posted in all work centres e.g. Depots, Sheds, Offices, Departments etc. where the Division members are employed. These circulars shall be displayed for at least three weeks prior to the closing of nominations.'</i>
06/07/2026 Monday	Nomination Opens at 9:00am AEST. AEC publishes the Nomination Form on its website. <i>Rule-71 (1) (i): 'Nominations shall open at 9.00am on the first Monday in July of an election year and shall close at 5.00pm on the fourth Monday in July in that year.'</i>
06/07/2026 Monday	Postal vote applications for absent voting open for members who will be unable to vote personally at the attendance ballot scheduled for bus and tram division. <i>Rule 75(4)- 'Any member who satisfies the Returning Officer that he/she will be unable to vote personally on the day fixed for the ballot, shall be provided with a postal ballot and the provision and processing of such postal ballot shall be in accordance with paragraphs (x), (xiii), (xiv), (xv), (xvi), (xvii) and (xviii) of Rule 73. All such applications for a postal ballot shall be made to the Returning Officer by no later than the Friday of the first full week of September of an election year. Where the election timetable is varied, applications for a postal ballot shall be made no later than the first Friday of the full week after the ballot opens'.</i>
27/07/2026 Monday	Nominations close at 5:00pm AEST. <i>Rule-71 (1) (i): 'nominations shall open at 9.00am on the first Monday in July of an election year and shall close at 5.00pm on the fourth Monday in July in that year.'</i>
27/07/2026 Monday	Election statements to be lodged by 5:00pm AEST. <i>Rule 73(vi):'Except in the case of Offices which represent members in the Tram and Bus Division only, a candidate in an election shall be entitled to submit with his/her nomination an election statement and passport size photo of himself/herself in support of his/her candidature for publication in National and Branch'..</i>
06/08/2026 Thursday	Nomination withdrawal period closes at 5:00pm AEST. <i>Rule 73(iv): 'A member nominating for any office may withdraw his/her nomination by advising the Returning Officer in writing at any time after the opening date for receipt of nominations but not later than ten days after the closing date for the receipt of nominations.'</i>
19/08/2026 Wednesday	Updated list of members to be delivered to the AEC

Date	Steps in the election
27/08/2026 Thursday	<p>Ballot notice to be displayed in all Tram &amp; Bus work centres notifying time and place for voting (if a ballot is required); relevant copies of ballot notice will be provided to the organisation by the Returning Officer.</p> <p><i>Rule 75(3): If the number of nominations exceeds the number of vacancies, the Returning Officer shall arrange for a secret ballot to be held of all financial members within the relevant electorate. Such ballot shall be conducted by the Returning Officer over two days within the State of Victoria and over one day within other States within the ballot period specified in Rule 71 and the Returning Officer shall ensure that all members are advised of the time and place at which they may cast their votes by no later than the first Monday in September of an election year or the first day of the ballot being opened if the timetable is varied.</i></p>
<b>If a ballot is required</b>	
16/09/2026 Friday	<p>Election Statements to be published by organisation. A confirmation of the publication is to be provided to the Returning Officer.</p> <p><i>Rule 73(vi): candidate in an election shall be entitled to submit with his/her nomination an election statement and passport size photo...for publication in National and Branch Journals (should one be determined to be published by the relevant committee of management)...In the case of National publications, the National Executive, and in the case of Branch publications, the Branch Executive, may determine appropriate procedures to managing the publication.</i></p>
16/09/2026 Wednesday	<p>Postal ballot opens at 9:00am</p> <p><i>Rule 71(1) (ii) -where a ballot is necessary, the ballot shall commence at 9.00am on the first Monday in September of an election year and shall conclude at 5.00pm on the fourth Monday in September of that year’.</i></p> <p><b>S193 applied:</b> See below for details.</p>
18/09/2026 Friday	<p>Attendance ballot postal vote application for absent voting closes at 5:00pm AEST for members who will be unable to vote personally at the attendance ballot scheduled for bus and tram division.</p> <p><i>Rule 75(4)- ‘Any member who satisfies the Returning Officer that he/she will be unable to vote personally on the day fixed for the ballot, shall be provided with a postal ballot and the provision and processing of such postal ballot shall be in accordance with paragraphs (x), (xiii), (xiv), (xv), (xvi), (xvii) and (xviii) of Rule 73. All such applications for a postal ballot shall be made to the Returning Officer by no later than the Friday of the first full week of September of an election year. Where the election timetable is varied, applications for a postal ballot shall be made no later than the first Friday of the full week after the ballot opens.’</i></p>
23/09/2026 Wednesday	<p>Attendance Ballot opens for Tram &amp; Bus VIC at 7:00am AEST</p> <p><i>Rule 75(3) ...Where the ballot is held on one day the ballot must be held on the Thursday of the third full week in September. Where the ballot is held over two days the ballot must be held on the Wednesday and Thursday of the third full week of September. The time(s) for polling shall be 7.00 a.m. to 4.30 p.m. on the day(s) of the ballot. Members shall be notified by printed circular of the time and date(s) of polling, circulars to be posted in all work centres.</i></p>
23/09/2026 Wednesday	Attendance Ballot closes for Tram & Bus VIC at 4:30pm AEST
24/09/2026 Thursday	Attendance Ballots open for Tram & Bus VIC, NSW, QLD, TAS at 7:00am AEST & for SA/NT at 7:00am ACST
24/09/2026 Thursday	Attendance Ballots close for Tram & Bus VIC, NSW, QLD, TAS at 4:30pm AEST & for SA/NT at 4:30pm ACST
14/10/2026 Wednesday	<p>Postal ballot closes at 5:00pm AEDT.</p> <p><i>Rule 71(1) (ii) -where a ballot is necessary, the ballot shall commence at 9.00am on the first Monday in September of an election year and shall conclude at 5.00pm on the fourth Monday in September of that year.</i></p> <p><b>S193 applied:</b> See below for details.</p>

Date	Steps in the election
15/10/2026 Thursday	Scrutiny Commences in Haymarket & Essendon Fields sites at 10am AEDT
Within 14 days of close of ballot	Declaration of result of election, as per regulation 140 of the Fair Work (Registered Organisations) Regulations 2009

### Application of section 193 powers

The matter in which I have exercised the authority given to me by section 193 of the Act is:

1. Rule 73(xx) regarding the storage of ballot papers, envelopes, lists and other documents (election material) to be filed and preserved at the registered office of the Union, contradict the requirements under s.199 (1) of the Fair Work (Registered Organisations) Act 2009 (the Act). The Returning Officer will apply Sub paragraph s.193(1)(b)(i) of the Act to ensure that all election material is preserved and kept by the Australian Electoral Commission for one year after the completion of the election.
2. Commencement of postal ballot delays due to time required by mailing house to print, organise and lodge the ballot packs.
3. The organisation's rule 71(1) (ii) state that ballots open at 9:00am on the first Monday in September of an election year and close at 5:00pm on the fourth Monday, providing a three-week period. However, as the election spans multiple states, the AEC believes this is insufficient for voters to receive and return their ballots. To address this and not to disenfranchise any voter from casting their respective votes, the Returning Officer will extend the ballot period to four weeks

### Privacy

Commonwealth guidelines provide that classified information, including personal information, should not be transmitted by email. The AEC requires that data files are transmitted via a secure portal, and we have staff on hand to assist you and your staff with the upload, should that be necessary. Further information is provided at **Attachment A**.

The Act provides that the AEC must allow access to members to view/copy the roll of voters, and the AEC may provide the roll of voters electronically.

The AEC has a number of safeguards regarding the provision of roll data, and I invite you to contact me if you would like further information on those safeguards.

### Legislative Provisions

I wish to draw your attention to the following:

- Regulation 145 provides that, where an election or ballot is conducted by the AEC, 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.*

- Section 191 requires an organisation to provide the returning officer with a copy of the register of members.

- Section 192 requires a declaration by the secretary of an organisation in relation to the register of members, as follows:
  - (1) If:
    - (a) a returning [officer](#) makes a request under section [191](#) in relation to the [organisation's](#) register; and
    - (b) the returning [officer](#) gives written notice of the request to the secretary or other [prescribed officer](#) of the [organisation](#) or branch concerned;the secretary or other [prescribed officer](#) of the [organisation](#) must make a declaration, in accordance with [subsection](#) (2), that the register has been maintained as required by [subsection](#) 230(2).  
Civil [penalty](#): 100 [penalty](#) units.
  - (2) The declaration must be:
    - (a) signed by the person making it; and
    - (b) given to the returning [officer](#), and lodged with the FWC, as soon as practicable but no later than the day before the first day of voting in the relevant election.
  - (3) A person must not, in a declaration for the purposes of [subsection](#) (1), make a [statement](#) if the person knows, or is reckless as to whether, the [statement](#) is false or misleading.

The AEC would ask that you take the time during or after the event to provide us with any comments you have on the AEC's performance in conducting this event. We are committed to continuous evaluation and improvement and your comments are important to enable us to do this.

If you have any questions, do not hesitate to contact me at [iebevents@aec.gov.au](mailto:iebevents@aec.gov.au), on 02 9375 6366 or 03 9285 7111.

**Please note, there are a number of items on the following pages that require your action.**

Yours sincerely,

Ishtiaq Ahmed & Taylah Grillo  
Returning Officers  
Australian Electoral Commission  
25/06/2026

## Attachment A

### Request to supply register of members

You are requested to submit data and documents electronically via the AEC Electoral Event Portal, available here: ([www.aec.gov.au/ieb](http://www.aec.gov.au/ieb)) as an Excel file (XLSX). The AEC has already provided you with portal registration using your email address.

On accessing the Portal for the first time, use the Forgot Your Password option to set a password for yourself.

If another staff member will be uploading the data file, please provide their name and email address and we will provide them access.

The AEC has staff on hand to assist you with your enquiries, including with the AEC's secure portal.

Please call either 02 9375 6366 or 03 9285 7111 for assistance, referencing the election number. Alternatively, you may use the [Contact Us](#) facility from the AEC website.

*\*Lists should not be emailed as Commonwealth Guidelines provide that classified information, including personal information, **should not be transmitted by email.** \**

The roll of voters for the election will be the name and postal address of:

- Members of the organisation who are eligible to vote in this election as per the organisation's rules as at the 29 June 2026.

Please provide the AEC with the following information so the AEC can compile the roll of voters:

Column	Details
A	Member number
B	Family name
C	Given names
D	Gender: Male / Female
E	Address line 1 (BUILDING NAME AND UNIT/FLAT/TOWNHOUSE NUMBER)
F	Address line 2 (STREET ADDRESS OR PO BOX)
G	SUBURB (in Block Letters)
H	STATE (VIC, NSW, etc.)
I	POSTCODE
J	COUNTRY (IF OUTSIDE AUSTRALIA ONLY)

Column	Details
K	<b>Electorate code:</b> For each member listed, include a field identifying the relevant Electorate and provide an explanatory table for the codes. (Branch, Division, Sub-Division etc) *please allow for a column each for relevant Sub-Branch/Division. *
L	<b>Incorrect last known address</b> (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 – otherwise, leave the field blank.)
M	<b>Workplace addresses</b> (If you have eligible members with only a workplace address, you should code those members as "Y" or "Yes" in this field – otherwise, leave the field blank.)



Lists of members contain personal information and can also contain sensitive information. Protection of personal and sensitive information is important to the AEC.

**Always** use the AEC secure portal when sending your list of members.

### Supplementary lists:

**PLEASE NOTE:** any deletions, additions or electorate changes **MUST** be corrections to the roll as at the close of rolls date, which was on **29 June 2026**.

New members after the close of rolls date **29 June 2026**, cannot be added to the roll and should not be provided.

However, if eligible member(s) who were on the roll at the close of rolls, have notified the organisation they have changed their name, or postal address, since the close of rolls date, this information can be given to the AEC on the date specified below. This will ensure the accuracy of the roll before voter packs are prepared and dispatched on the date the ballot opens.

Corrections	Date Required
<p>The following corrections are permitted for members who:</p> <ul style="list-style-type: none"> <li>I. were inadvertently included on a listing.</li> <li>II. were inadvertently omitted from a listing who are eligible.</li> <li>III. were inadvertently included in the wrong electorate(s)</li> <li>IV. have changed name, address or any other personal details.</li> <li>V. ceased to be members.</li> </ul>	<b>19/08/2026</b>

## Attachment B – Declaration by secretary or other prescribed officer of the organisation

**Notes:** This declaration can be signed electronically but must be uploaded to the AEC's secure portal along with the list of members. In accordance with section 192 the certification (not the roll) also needs to be sent to the FWC.

The document should be titled **E2026/57 declaration of accuracy**.

If providing a supplementary list(s) with corrections, please provide also supply this declaration to certify the list is complete, up to date, and accurate.

For reference:

*Fair Work (Registered Organisations) Act 2009 - Section 230*

### Records to be kept and lodged by organisations

(1) An [organisation](#) must keep the following records:

- (a) a register of its members, showing the name and postal address of each member and showing whether the member became a member under an agreement entered into under rules made under [subsection 151\(1\)](#);
- (b) a list of the [offices](#) in the [organisation](#) and each branch of the [organisation](#);
- (c) a list of the names, postal addresses and occupations of the persons holding the [offices](#);
- (d) such other records as are [prescribed](#).

Civil [penalty](#): 60 [penalty](#) units.

(2) An [organisation](#) must:

- (a) enter in the register of its members the name and postal address of each person who becomes a member, within 28 days after the person becomes a member;
- (b) remove from that register the name and postal address of each person who ceases to be a member under section [171A](#), or under the rules of the [organisation](#), within 28 days after the person ceases to be a member; and
- (c) enter in that register any change in the particulars shown on the register, within 28 days after the matters necessitating the change become known to the [organisation](#).

.....  
To the Returning Officer

**Re: The membership list data file provided for election: E2026/57**

I, **<Insert name>**, on behalf of **<organisation legal name – Division/Branch>**, pursuant to section 230(2) of the *Fair Work (Registered Organisations) Act 2009*, declare that the list of members provided for this election includes information that is complete, up to date and accurate.

I also advise that the list has been provided via the AEC's secure portal, in the format required by the AEC.

The number of members provided on the list is **<insert number>** as at the roll close date, which is **<insert the date>**.

This is a revised list of members: Yes/No (strike out as appropriate)

<Insert signature>

<insert name>

<Insert date>

<insert contact phone number>

<insert email address>