



Reference: AVBIR qA288658

Richard HANSEN
President
Master Builders' Association of Victoria
332 ALBERT ST
EAST MELBOURNE VIC

Dear Mr HANSEN

**Master Builders' Association of Victoria
Scheduled Election – Stage 1
E2020/109**

The Registered Organisations Commission has made arrangements with the Australian Electoral Commission (AEC) 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
30/07/2020	Close of Roll
31/07/2020	List of eligible members delivered to Returning Officer
06/08/2020	Returning Officer publishes Election Notice via email
06/08/2020	Nominations Open
20/08/2020	Nominations Close at 4pm (AEST)
20/08/2020	Nomination withdrawal period closes at 4pm (AEST)
31/08/2020	Postal Ballot Opens
28/09/2020	Postal Ballot Closes at 10am (AEST)

Notification to Members

I will arrange an Election Notice to be published via email on 06/08/2020.

Please arrange for the Election Notice and nomination form to be published via the Organisation's website on 06/08/2020 until 28/09/2020.

Application of Section 193 Powers

The matters in which I have exercised the authority given to me by s.193 of the Act are:

Rule 27(d)(vi) states that the ballot for Sector Group Committee Members will open 21 days after nominations close and close 14 days after ballot opens.

To expedite the election the timeframe between close of nominations and ballot open has been set at eleven days. To allow sufficient time for the delivery and return of ballot packs during the COVID19 pandemic the ballot open period has been set at four weeks.

Rule 27D(iv) states that the nomination form will include the name and address of the nominator. Nomination forms produced by the AEC do not seek the address of the nominator. The Returning Office will obtain this, if required, by cross referencing with the list of eligible members provided by the Organisation.

Request to supply Register of Members Information

The Roll of Voters for the above election will be those members of Master Builders' Association (MBAV) of Victoria as at 30/07/2020. As the Returning Officer, I request you supply the following listing(s) of members of MBAV by the dates that are specified:

Listing	Date Required
(a) Name and member information (identified below), of every member as at 30/07/2020 in accordance with the rules of the Organisation	31/07/2020
(b) Update(s) listing members who: <ul style="list-style-type: none"> i. were inadvertently included on a listing ii. were inadvertently omitted from a listing who are eligible iii. have changed name, address or any other personal details iv. have changed electorate/s PLEASE NOTE: any deletions [b (i)], additions [b (ii)] or electorate changes [b (iv)] must be updates to the roll as at 30/07/2020. Updates which occur after this date cannot be accepted and so, should not be provided, except where they are changes relating to b (iii) above.	20/08/2020
(c) The names of members appearing on a listing who have ceased to be members by 31/08/2020.	The day before the Ballot opens.
(d) Any change of address details for members appearing on listing (a) and not provided on 20/08/2020.	The day before the Ballot opens.

Electronic listings

Organisations are requested to submit data and documents electronically via the AEC Electoral Event Portal. A link to the portal can be found on the AEC website (www.aec.gov.au) under Elections, Industrial elections and ballots.

The List of Members is to be supplied as an Excel file.

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

Member Information

Name and member information (identified below) of every member, eligible to be included in the electorate/s for the election, who was a member as at 30/07/2020 in accordance with the rules of the Organisation.

A record for each eligible member is to include the following information in separate fields:

- Membership number,
- Member surname,
- Member (full) first name/s,
- Email
- 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 and provide an explanatory table for the codes.

Incorrect last known address

Please include in the listing(s) 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 listing(s) 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 – otherwise, leave the field blank.

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, as per the text in (a), (b), (c), or (d) 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] at ."

The listings and certificates as described above must be supplied to me by NO LATER THAN 12 midday on the date(s) specified.

Confidentiality of Information

Regulation 131 of the *Fair Work (Registered Organisations) Regulations 2009* (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 Regulations which 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.

If you have any queries or concerns regarding any of the above please do not hesitate to contact me on IEBevents@aec.gov.au or 03 9285 7177.

Yours sincerely

A handwritten signature in blue ink that reads "Dr Valentine". The signature is written in a cursive, flowing style.

Australian Electoral Commission
28/07/2020

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www.aec.gov.au