

# Shop, Distributive and Allied Employees Association Victorian Branch

## ELECTION NOTICE - E2025/136

---

### Scheduled Election

*Fair Work (Registered Organisations) Act 2009*

#### Nominations are called for:

Branch Secretary/Treasurer	(1)
Assistant Branch Secretary/Treasurer	(1)
Branch Delegate to National Council	(7)

#### Division Delegates to Conference from the following Divisions:

Distribution	(1)
Hair, Beauty and Modelling	(1)
Ballarat	(2)
Bendigo	(2)
Geelong	(2)
Gippsland and Central	(1)
Latrobe	(1)
Mallee	(1)
Metropolitan	(20)
North-Eastern	(1)
North-Western	(1)
Northern	(1)
Western	(1)

**Nominations**, which must be in writing and comply with the registered rules of the Organisation, may be made at any time from 02/12/2025.

Nomination forms can be downloaded by visiting [aec.gov.au/ieb](http://aec.gov.au/ieb) and selecting the relevant election. Alternatively, additional nomination forms are available upon request from the Returning Officer.

Additional forms are available from the Returning Officer.

*Prospective candidates and nominators should verify they meet all eligibility criteria set out in the organisation's rules, including financial status and any other necessary qualifications, before submitting their nominations.*

Nominations must reach the Returning Officer via the lodgement method(s) stipulated below **not later than** 10am (Australian Eastern Daylight Time (AEDT)) **on** 05/01/2026.

#### How to lodge nominations:

Nominations must be submitted using one of the following methods:

1. **By portal:** Visit the Australian Electoral Commission Portal at [www.aec.gov.au/ieb](http://www.aec.gov.au/ieb). From this page, select “**Access the electoral event portal,**” then click “**Current industrial elections.**” Locate and select your election, then access the nomination documents.
2. **By email:** A fully completed nomination form, including all necessary signatures, may be scanned and emailed to [IEBnominations@aec.gov.au](mailto:IEBnominations@aec.gov.au).

#### PLEASE NOTE:

- 2.1 Nomination forms may be submitted as PDF files, with each candidate's form in a separate PDF.
- 2.2 When sending nominations via email, please use the subject line as:  
"AVBP9 – E2025/136 – Nomination [Name of candidate]"

#### IMPORTANT INFORMATION ON EMAILS:

- 2.3 Emails that appear to be spam may be blocked. It is the sender's responsibility to ensure their nomination email is delivered to the returning officer before the deadline.
- 2.4 Emails and attachments must not exceed 6 MB in total size.

#### Team Nominations

As per Rule 36A(h), a team nomination must nominate the required number of people for each position in which nominations have been called. Each team nomination must have a team name. As part of the team nomination process, the team must identify one member of the team to act for and on behalf of the group in relation to the nomination ("the authorised person"). For more information, please refer to Rule 36A of the organisation's rules.

#### Nominations Close and Acknowledgment

After nominations close, all submissions will be reviewed to ensure they meet the eligibility criteria and comply with the organisation's rules. If any issues are identified, the Returning Officer will notify the relevant candidates and provide a specific timeframe to remedy their nomination.

#### Withdrawing Nominations

Nominations cannot be withdrawn after 10am (AEDT) on 14/01/2026.

#### Voting Period

The ballot, if required, will open on 20/02/2026 and close at 9am (AEDT) on 19/03/2026.

#### Scrutineers

The appointment of scrutineers closes 9am (AEDT) on 19/03/2026. A form is available from the Returning Officer for the purposes of appointing Scrutineers.

#### Replacement Voter Pack

If you do not receive your postal vote pack within 10 days after the postal ballot opens, please contact the AEC to request a replacement by email at [IEBEvents@aec.gov.au](mailto:IEBEvents@aec.gov.au) or by phone at 02 9375 6366 or 03 9285 7111.

Replacement ballot packs will be mailed by regular post to voters on the roll of voters for this event.

#### Other Information

If you have changed your postal address, please inform your organisation immediately. Postal vote packs are sent to the address currently registered with the AEC by your organisation.

#### Privacy

The AEC handles personal information in accordance with our [Privacy Policy](#). Further information can also be found in the relevant [AEC Privacy page](#) and the [IEB collection notice](#).

Jackie McHenry  
Returning Officer  
Telephone: 03 9285 7111  
Email: [IEBEvents@aec.gov.au](mailto:IEBEvents@aec.gov.au)