# Information resource for intending candidates

#### Are you thinking of standing or assisting someone to stand for election for your organisation? If so, you will need a clear understanding of the requirements you must meet, and of your role and responsibilities under the law. Remember, you and your supporters can play a significant role in helping to ensure, as far as possible, that every vote cast in an election counts.

## What’s new at this election?

COVID-19 safety measures for the industrial elections.

The AEC is committed to protecting the welfare of voters, staff, and other participants during the COVID-19 pandemic environment. Key changes include social distancing of 1.5 metres, use of hand sanitiser, and wearing of masks.

You and your scrutineers must adhere to the COVID-19 safety measures the AEC and the health authorities have in place. It is also your responsibility to check with the relevant state government for local information on what you can and cannot do.

COVID-19 is also impacting on how elections are conducted.

Intending candidates must follow the instructions in the Election Notice in regards to accessing, creating and submitting nomination forms.

The AEC is also only conducting ballots, where a contest ensues, by post. Postal vote periods are longer due to the pandemic to ensure voters have an opportunity to participate.

Local restrictions may require the execution of business continuity plans, which may mean a scrutiny is moved to another State. Your Returning Officer will advise you if this is required.

## Campaigning and electoral communications

If your organisation utilises Candidate Statements in elections, you will find the lodgement form on the website or via this link: [Candidate Statement Form](https://formupload.aec.gov.au/Form?FormId=iebCandStatement)

Upload your photo (if this is a feature of your statements) when providing your statement.

Lodgement timeframes and word count restrictions will be detailed on the Election Notice.

Please contact the Returning Officer if you wish to contact voters directly to discuss options.

## Scrutineers

Access the Scrutineer Form from the website or via this link: [IEB Scrutineer Appointment Form](https://www.aec.gov.au/ieb/files/scrutineer-appointment-form.pdf)

## Some common issues with nomination forms

The table below details some of the more frequent issues that may render your nomination form defective.

Contact the Returning Officer if you are unsure of what the requirements are for your organisation.

| **Issue** | **Reject Outright** | **Remediable before close of nominations** | **Candidate to provide proof** | **Remediable after close of nominations** |
| --- | --- | --- | --- | --- |
| Not signed by candidate | No | Yes | \_ | Yes |
| Not signed by nominator | No | Yes | \_ | Yes |
| Office for which the nomination is for is not clear | No | Yes | \_ | Yes |
| Workplace, occupation, address not shown (details only necessary if required for checking purposes or if included on ballot paper) | No | Yes | \_ | Yes |
| Not shown in records as a member | No | Yes | \_ | Yes/No - depends on circumstances |
| Candidate/nominator not financial | No | Yes, in some circumstances | Yes | Yes, in some circumstances |
| Nominator not eligible | No | Yes | Yes | Yes |
| Insufficient number of nominators | No | Yes | Yes | No |
| Non-attendance at required number of meetings | No | No | \_ | No |
| Insufficient time as a member | No | No | Yes | Yes/No - depends on circumstances |
| Insufficient time a financial member | No | No | Yes | No |
| Inadequate quality of financial membership (e.g. continuous) | No | No | Yes | No |
| Not occupying a required office (e.g. collegiate elections) | No | No | Yes | Yes |
| Correct office nominated for, but not correct location | No | Yes | \_ | Yes |
| Candidate does not consent to act if elected | No | Yes | \_ | Yes |
| Signature not correctly witnessed | No | Yes | \_ | Yes |
| Nomination for more than one office where prohibited by rules | No | Yes | \_ | Yes |
| Person already elected to office at previous ‘half-committee’ election | No | Yes, in some circumstances | Candidate to advise if not already holding office | No |
| Person nominating is not the representative of the member shown in the organisation’s records (employer organisations) | No | Yes, in some circumstances, as per after the close of nominations | \_ | Yes, sometimes (person may become the representative of the member during the defect period, if rules do not require eligibility to be determined at a prior point in time, e.g. the opening of nominations) |
| Person nominating declares that they are disqualified to hold office under section 215(5) of the *Fair Work (Registered Organisations) Act 2009* | Yes | No (unless Court has granted leave under s.216 or s.217) | Yes | No |

## Feedback welcome

The AEC welcomes your views on the conduct of the election, including suggestions for modernising the election process. The [Industrial Elections and Ballots Service Plan](https://www.aec.gov.au/ieb/files/ieb-service-plan.pdf) provides information on how events will be conducted.

We invite you to send your feedback via the AEC website at [Contact Us](https://formupload.aec.gov.au/Form?FormId=ieb) .