

Nomination Form

Australian Retail Council
Scheduled Election
E2026/120 – Stage 1

Instructions: Please complete this form clearly using BLOCK LETTERS. For detailed guidance, refer to the instructions on the following page. It is your responsibility to ensure that your nomination is received by the Returning Officer **before** nominations close.

CANDIDATE:

(Full name)

Membership number:

(Print clearly)

For the office of:

Board Member

(Name of office as shown in the election notice)

The full name of the corporate entity the candidate will be representing if elected to the Board:

(see Rule 25.14b)

The number of retail stores the candidate represents:

(see Rule 25.14c)

The candidate's current position or role:

(see Rule 25.14d)

Nominator/s (At least one (1) financial member of the Association as per ARC Rule 25.12f)

I/We, the undersigned members of the Australian Retail Council, nominate the person named above:

Nominators Name (First name and last name)	Membership number	Signature	Date
			__/__/__
			__/__/__

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*].

I also consent to the publication of the information which has been supplied under sub-paragraphs (b) - (g) of Rule 25.14 on a ballot paper or other related documentation in the event of a contested election under Rule 25.17.

Preferred title: (e.g. Mr, Mrs, Miss, Ms, Other)	Gender ¹ (Please specify)
	MALE ☐ FEMALE ☐ NOT SPECIFIED

Personal email: _____
(AEC's preferred method of communication)

Residential Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Mobile Telephone Number: _____

Signed: _____

¹ Rule 25.14a) states that the gender of the candidate is required.

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 open on 14/09/2026 and must be received by the Returning Officer **no later than** 12pm Australian Eastern Daylight Time (AEDT) on 5/10/2026, using the lodgement method(s) specified below.

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. 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.

PLEASE NOTE:

- 2.1 Nomination forms may be submitted as PDF files, with each candidate's form in a separate PDF. Candidate statements must be provided in Microsoft Word or RTF format, and photos (where applicable) should be submitted in JPG, JPEG, or TIF format.
- 2.2 When sending nominations via email, please use the subject line as: "ANDJO – E2026/120 – Nomination [Name of candidate]"
- 2.3 If a candidate would like a third party to submit their nomination form on their behalf, they should email IEBnominations@aec.gov.au with the full name and email address of the third party. This email should provide the candidate's authorisation for third-party submission.

IMPORTANT INFORMATION ON EMAILS:

- 2.4 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.
- 2.5 Emails and attachments must not exceed 6 MB in total size.

Qualifications

ARC Rule 25.14b: 'A candidate is entitled to represent a corporate entity during the period that they own (in part or whole) that entity, or they are a director, officer or employee of that entity, or they are an Authorised Representative of that entity;'

ARC Rule 25.4 'No person shall be eligible to be elected to the Board unless they are a financial member or Appointed Representative of a financial member of the Association on the day that the roll of voters closes.'

ARC Rule 25.5 'A person elected to the Board is entitled to seek re-election to it for an unlimited number of terms, provided that such member may not serve any more than two terms of office consecutively.'

After nominations close and acknowledgment

After nominations close, all submissions will be reviewed to ensure they meet 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.

Candidates will be informed of the outcome of these eligibility checks when the nominations accepted report is issued.

You will receive an acknowledgment email confirming receipt of your nomination. Please note that this acknowledgment may be sent before nominations close.

Enquire about the status of your nomination by emailing IEBNominations@aec.gov.au or by calling 02 9375 6366 or 03 9285 7111.

Candidate Statements

Candidates may submit a statement to be included with the ballot material. Please email your statement to IEBnominations@aec.gov.au following these guidelines:

- Submit your statement in Microsoft Word format.
- Keep your statement **to no more than** 100 words or fewer per candidate.
- Include relevant information as per your organisation's rules. This may comprise your position, a concise summary of your experience, and any goals or objectives you intend to pursue if elected.

Statements that comply with the organisation's rules and are received by the returning officer by 12pm AEDT on 5/10/2026 will be accepted.

If a candidate would like a third party to submit their candidate statement on their behalf, they should email IEBnominations@aec.gov.au with the full name and email address of the third party. This email should provide the candidate's authorisation for third-party submission.

Recall of Nominations (if required)

Rule 25.26 provides that if at any election, the number of nominations received is less than the minimum number of required Board members prescribed by Rule 20.1, then the returning officer shall invite nominations again for the relevant office(s).

Recall nominations open on 12/10/2026 and must be received by the Returning Officer **no later than** 12pm AEDT on 19/10/2026, using the lodgement method(s) specified above.

Candidate Statements are to be received by the Returning Officer **no later than** 12pm AEDT on 19/10/2026 will be accepted.

Voting Period

If a ballot is required, it will open on 19/10/2026 and close at 10am AEDT on 16/11/2026.

For a vote to be valid, voters must follow the instructions in the ballot pack. This includes completing the ballot paper as instructed, signing the declaration envelope and posting back to the returning officer using the reply-paid envelope provided.

Voting Period (if recall of nominations required)

After recall of nominations close, if a ballot is required, it will open on 02/11/2026 and close at 10am AEDT on 30/11/2026.

Scrutineers

ARC Rule 25.23 states that *'The Association will appoint scrutineers (not exceeding two) to represent the candidates and supervise all relevant stages of the election following the close of nominations.'*

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 or by phone at 02 9375 6366 or 03 9285 7111.

Please provide the event number: E2026/120 – Stage 1.

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](#).

Post-election report

A copy of the AEC's post-election report can be obtained from the organisation or from the returning officer after the completion of the election.

Robert Zammit
Returning Officer
Telephone: 02 9375 6366 or 03 9285 7111
Email: IEBevents@aec.gov.au
Date: Monday 14 September 2026