

Cardinia Shire Council, Westernport Ward By-Election 2021

Candidate Information Session

6 pm Wednesday 16 June 2021

Information session overview

Conducting the by-election

Candidate resources

Key candidate activities and responsibilities

Key dates

Contact details and questions

Conducting the by-election

- Governing legislation:
 - *Local Government Act 2020*
 - Local Government (Electoral) Regulations 2020
- The *Local Government Act 2020* sets out the key considerations the VEC must follow when establishing the by-election timeline
- Postal voting
- Election office open full-time throughout the election period
- Election Manager contactable throughout the election

Conducting the by-election: COVID-19 response

- Nominations by appointment
- Limits on attending certain election events
- Scrutiny of extraction and count
- Successful candidate declaration

Candidate resources

- Candidate information kit
- Handbooks:
 - *Candidate Handbook*
 - *Scrutineer Handbook*
 - Available at vec.vic.gov.au
- Online Candidate Helper

Eligibility

- Enrolled on the voters' roll for this council
- Check your enrolment:
 - State entitlements at vec.vic.gov.au
 - CEO list entitlements through council
- Australian citizen (or qualified British subject)
- Not disqualified from standing under the *Local Government Act 2020*
- Complete the mandatory candidate training before nominating

It is an offence to nominate for election if you are not qualified to become a councillor. Check your enrolment. Confirm your eligibility. Seek advice if unsure.

Nominating for this by-election

- Nominations open **9 am on Thursday 17 June**
- Nominations close **12 noon on Tuesday 22 June**
- Nominate by appointment at the Election Office – sign in will be required
– Koo Wee Rup Tennis Club, Cochrane Park, 243 Rossiter Road, Koo Wee Rup
- To make an appointment: 1300 226 029
- Use the online Candidate Helper available at **vec.vic.gov.au** to pre-complete your nomination form before lodging it at the election office
- \$250 nomination fee to be paid by cash or bank cheque
- Ballot draw will occur after nominations have closed

Your nomination appointment

- Nomination form entered on Election Management System
 - Voters' roll checked
 - Nomination form details are checked
- Declaration signed
- Candidate confirms details on the system is correct
 - Any detail changes authorised
- Nomination fee paid
- Nomination added to VEC system

Candidate statement, photo & questionnaire

- Candidate statement (up to 300 words) and photograph
- Candidate questionnaire
- Not compulsory
- Use the online Candidate Helper
- **Due by 12 noon on Wednesday 23 June**

Campaigning

- Authorisation requirements apply to all electoral matter
- Rules also apply to social media and online posts
- Name and a physical or PO Box address must be included at its end
- Cannot be an email address
- Candidates can authorise their own campaign material
- Not be misleading in the casting of a vote
- Rule of thumb: If in doubt, authorise

An example authorisation statement

Electoral campaign matter

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Molestie enim leo, egestas id, condimentum at, laoreet magna, massa. Sed eleifend nonummy diam. Praesent magna ante, elementum et, bibendum at, posuere sit amet. Duis tincidunt lectus quis dui viverra vestibulum. Suscipit disce vulputate aliquam dui. Nulla enim interdum augue. Aliquam vehicula mi at mauris. Vestibulum placerat, nisl at consequat rhoncus, sem vel. In justo, quis eleifend arcu velit quis lacus. Morbi magna, tincidunt a mattis non, imperdiet vitae, tellus. Sed odio est, auctor ac, sollicitudin in, consequat vitae, orci. Fusce id felis. Vivamus sollicitudin metus eget eros.

**Authorised by Jo Candidate,
4 Sample Street, Sample Town**

Access to the voters' roll

- Candidates may request access to the voters' roll if the by-election is contested
- Conditions apply to the roll's access and use

Voting

- Ballot packs mailed to voters via staggered mail out
- Ballot packs mailed out from Tuesday 6 - Thursday 8 July
- Voting closes at 6 pm on Friday 23 July
- Postal vote receipt period closes 12 noon on Friday 30 July
- No voting on Election Day for postal elections

Extraction and Count

- Scrutineers may be appointed by candidates
- Appointment and Declaration of a Scrutineer form needs to be completed by candidates for each venue
- See *Scrutineer Handbook*
- Extraction and count will commence after Close of Voting
- More information on arrangements available prior to close of voting

Result

- Declaration of result
- Date to be confirmed after completion of counting activities
- Declaration no later than Monday 2 August

Election campaign donations

- All candidates must submit an election campaign donation return
- Submit it to the Chief Executive Officer of Cardinia Shire Council
- You must lodge your return within 40 days from Election Day
- No donations? A nil return is still required
- Summary of returns published on the council's website
- Election campaign donation returns are monitored by the Local Government Inspectorate. Visit lgi.vic.gov.au for more information.

Key dates

Close of roll	Friday 28 May at 4 pm
Nominations open	Thursday 17 June at 9 am
Nominations close	Tuesday 22 June at 12 noon
Ballot draw	Tuesday 22 June from 1 pm
Candidate statements, photos & questionnaires close	Wednesday 23 June at 12 noon
Mail-out of ballot packs	Tuesday 6 to Thursday 8 July
Close of voting	Friday 23 July at 6 pm
Election Day	Saturday 24 July
Postal vote receipt period ends	Friday 30 July at 12 noon

Key points to remember

- Check your enrolment. Confirm your eligibility. Seek advice if unsure.
- Complete the mandatory candidate training before nominating
- Be prepared – use the resources on the VEC website from vec.vic.gov.au
 - *Candidate Handbook* and *Scrutineer Handbook*
 - Candidate information kit
 - Online Candidate Helper
- Strict election timeline and non-negotiable deadlines
- COVID-19 protocols in place
- It's your responsibility to get to know and comply with the laws that apply to you

Further information and questions

Amanda Golding

Election Manager, Cardinia Shire Council Westernport Ward by-election

Election Office Address:

Koo Wee Rup Tennis Club, Cochrane Park, 243 Rossiter Road, Koo Wee Rup

Office hours:

Wednesday 16 June to Wednesday 21 July - 9 am to 5pm

Thursday 22 July - 9 am to 8 pm

Friday 23 July - 9 am to 6 pm

Election Office Telephone no: 1300 226 029

vec.vic.gov.au

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.