

Hindmarsh Shire Council East Ward By-Election 2020

Candidate Information Session

Tuesday 27 October 2020, 7.00 pm

Information session overview

Conducting the election

Candidate resources

Key candidate activities and responsibilities

Key dates

Contact details and questions

Conducting the election

- Governing legislation:
 - *Local Government Act 2020*
 - Local Government (Electoral) Regulations 2020
- The governing legislation establishes the election timeline
- Postal voting
- Election office open on all business days

Conducting the election: COVID-19 response

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

Candidate resources

- Candidate information kit
- Handbooks:
 - *Candidate Handbook*
 - *Scrutineer Handbook*
 - Available at www.vec.vic.gov.au/candidates-and-parties/candidate-forms-and-handbooks
- 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 **9.00 am on Thursday 29 October**
- Nominations close **12 noon on Wednesday 4 November**
- Nominate by appointment at your Election Office – sign in will be required
- Nominate by appointment: Jeparit Hall, 10-12 Roy Street, Jeparit
- To make an appointment: 1300 112 757
- Use the online Candidate Helper vec.vic.gov.au to pre-complete your nomination form before pre-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 Thursday 5 November**

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, authorize

An example authorisation statement

Electoral campaign matter

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Molestie ut mi. Nam enim leo, egestas id, condimentum at, laoreet magna, massa. Sed eleifend nonummy diam. Praesent malesuada ante, elementum et, bibendum at, posuere sit amet nunc. Duis tincidunt lectus quis dui viverra vestibulum. Suscipit disce vulputate aliquam dui. Nulla enim tunc dui augue. Aliquam vehicula mi at mauris. Moris placerat, nisl at consequat rhoncus, sem nunc justo, quis eleifend arcu velit quis lacus. Moris tincidunt a mattis non, imperdiet vitae, tellus 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 the voters' roll if the 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 17 - Thursday 19 November
- Voting closes at 6.00 pm on Friday 4 December
- Postal vote receipt period closes 12 noon on Friday 11 December
- 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

Results

- Declaration of results
- Date to be confirmed after completion of counting activities
- Declaration no later than Friday 11 December

Election campaign donations

- All candidates must submit an election campaign donation return
- Submit it to the Chief Executive Officer of Hindmarsh Shire
- 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 August at 4 pm
Nominations open	Thursday 29 October at 9 am
Nominations close	Wednesday 4 November at 12 noon
Ballot draw	Wednesday 4 November from 1 pm
Candidate statements, photos & questionnaires close	Thursday 5 November at 12 noon
Mail-out of ballot packs	Tuesday 17 to Thursday 19 November
Close of voting	Friday 4 December at 6 pm
Election Day	Saturday 5 December
Postal vote receipt period ends	Friday 11 December 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 at www.vec.vic.gov.au/candidates-and-parties/candidate-forms-and-handbooks
 - *Candidate Handbook* and *Scrutineer Handbook*
 - Candidate information kit
 - Online Candidate Helper
- Strict election timeline and non-negotiable deadlines
- COVIDSafe election plan and 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

Lynne Sargent

Election Manager, Hindmarsh Shire Council

Election Office Address:

Jeparit Hall, 10-12 Roy Street, Jeparit.

Election Office Telephone no: 1300 112 757

[www vec.vic.gov.au](http://www.vec.vic.gov.au)

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