KNOX CITY COUNCIL, BAIRD WARD BY-ELECTION TIMELINE 2026/27

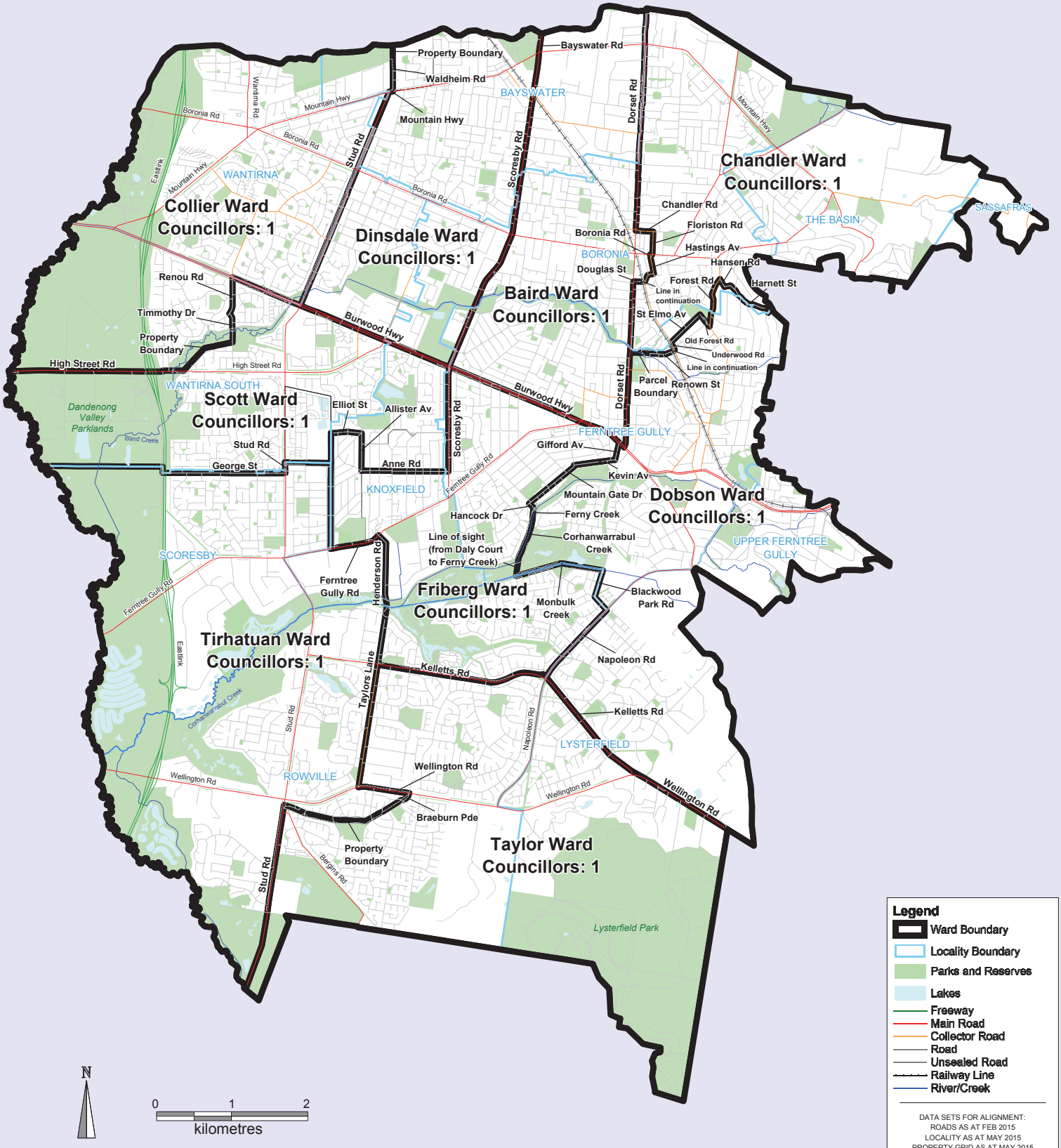
		COUNTDOWN	
THU	**29 OCT**	100	**DATE VACANCY OCCURRED**
TUE	**3 NOV**	95	Public Holiday - Melbourne Cup Day
THU	**5 NOV**	93	**Publication of by-election date in Victorian Government Gazette**
FRI	**6 NOV**	92	**Public notice of close of roll** (at least 10 days before COR)
WED	**25 NOV**	73	Close of Roll at **4 pm**
TUE	**1 DEC**	67	Publication of Election Notice – not less than 50 days before Election Day
MON	**14 DEC**	54	**Opening of election office** **Certification of voters' roll** **Opening of Nominations** **Close of Redirections**
TUE	**15 DEC**	53	**Close of Registration for Braille and Large Print ballot packs**
TUE	**22 DEC**	46	**Close of Nominations at 12 noon** Close of lodgement of candidate statements, photographs, and questionnaires at **12 noon** Ballot draw from 1 pm
FRI	**25 DEC**	43	Public Holiday – Christmas Day
MON	**28 DEC**	40	Public Holiday – Boxing Day
FRI	**1 JAN**	36	Public Holiday – New Year's Day
MON	**11 JAN**	26	Publication of Voting details notice
MON	**18 JAN**	19	Mail-out of ballot packs
TUE	**19 JAN**	18	
WED	**20 JAN**	17	
THUR	**21 JAN**	16	
TUES	**26 JAN**	11	Public Holiday – Australia Day
FRI	**5 FEB**	1	**CLOSE OF POSTAL VOTING AT 6 PM**

		DAYS PAST ELECTION DAY		
SAT	**6 FEB**		0	Election Day
MON	**8 FEB**		2	Postal vote receipt period Postal vote receipt closes at **12 noon Friday 12 FEB**
FRI	**12 FEB**		6	
FRI	**26 FEB**		20	**BY-ELECTION TO BE DECLARED BY FRIDAY 26 FEB**

Knox City Council

ELECTRAL STRUCTURE OF KNOX CITY COUNCIL

NOTE: By Order in Council under the section 220Q(k) of the Local Government Act 1989, Knox boundaries of wards of the City Council are fixed as described in this plan.



Legend

- Ward Boundary
- Locality Boundary
- Parks and Reserves
- Lakes
- Freeway
- Main Road
- Collector Road
- Road
- Unsealed Road
- Railway Line
- River/Creek

DATA SETS FOR ALIGNMENT:
ROADS AS AT FEB 2015
LOCALITY AS AT MAY 2015
PROPERTY GRID AS AT MAY 2015

I hereby certify that the electoral boundaries shown on this map have been aligned to:

Vicmap data to represent those boundaries as presented in the Electoral Representation Review Final Report for Knox City Council, submitted to the Minister for Local Government on 3 June, 2015.

Warwick Gately AM, Electoral Commissioner

Electoral Structure of Knox City Council

LEGL./15-283

Map prepared by the Victorian Electoral Commission
Vicmap spatial data provided by Department of Environment and Primary Industries
Parks digital data used with the permission of Parks Victoria
Copyright © 2015 - State Government Victoria

Disclaimer: This content is provided for information purposes only. While every effort has been made to ensure accuracy and authenticity of the content, the Victorian Government does not accept any liability to any person for the information provided

Nomination form

Each candidate must submit this form in person to the Election Manager before the close of nominations.

Council

Ward (if applicable)

Date and time lodged *(Office use only)*

/ / : am / pm

1 Candidate details

Please use BLOCK LETTERS.

Silent elector ☐ Yes ☐ No

Title

Date of birth for roll checking purposes / /

Given name/s (in full)

Surname (in full)

Address on voters roll

Postcode VIC

Residential address *If different from above*

Postcode

Postal address *If different from above*

Postcode

Mobile phone

Alternate phone

Email

Preferred contact

If elected, candidate contact details will be provided to the relevant Council.

2 Form in which candidate's name is to appear on the ballot paper

Complete surname in BLOCK LETTERS, given name/s in Title Case, and clearly indicate capitalisation and accents.

Surname

Given name/s

3 Contact person

The following details will be made available for public and media enquiries.

Name

Mobile phone

Alternate phone

Email

Signature *Candidate*

Date / /

Nomination form

Declaration
To be signed by the candidate in the presence of the Election Manager.

I, Write candidate's name in full _____, declare that:

☐ I apply to be a candidate for the office of Councillor for; Write name of council ward here _____

Write name of council here _____ Council at the election in Year _____;

☐ I am qualified to be a Councillor under the *Local Government Act 2020*;

☐ I am aware that it is an offence under section 286 of the *Local Government Act 2020* for a person who is not entitled to nominate as a candidate for an election under section 256 of the *Local Government Act 2020* to nominate as a candidate for an election;

☐ I have completed the mandatory Local Government Candidate Training session on / / ;

☐ I have not nominated as a candidate for more than one election of Councillors to be held on the same day.

Signature *Candidate*		Signature *Election manager*	
Candidate name		Election manager name	
Date	/ /	Date	/ /

Notes to candidates

- You must inform the person named as contact person that the contact details provided on this form will be made available for public and media enquiries.
- Candidates are obliged to follow the law and should familiarise themselves with the contents of the Candidate Handbook.
- More information on eligibility to nominate can be found on the VEC website vec.vic.gov.au
- Particular offences apply to local government elections and are prescribed in the *Local Government Act 2020*.

False information — Penalty: 600 penalty units or imprisonment for 5 years.
A person must not make a statement knowing that it is false or misleading in a material particular in any information provided orally or in writing in relation to voter enrolment or in any declaration or application in relation to an election under this Act or the regulations. [section 293, Local Government Act 2020]

Nomination offence — Penalty: 240 penalty units or imprisonment for 2 years.
A person who is not entitled to nominate as a candidate for election under section 256 of the Local Government Act 2020 must not nominate as a candidate for an election. [section 286, Local Government Act 2020]

This list is not exhaustive and further offences exist.

Office use only

Nomination fee ($250) received by ☐ cash / ☐ bank cheque

Candidate statement lodgement form

Council

Ward (if applicable)

Candidate's name (as on ballot paper)

Date and time received
(Office use only)

/ / : am / pm

Affix passport-style photograph here if applicable
(Office use only)

Instructions for submitting your statement are detailed in the Candidate Handbook. It is extremely important that you carefully follow the instructions in the handbook before submitting your statement to the Election Manager.

Candidate statement lodgement form

Declaration

Note: The declaration below must be signed by the candidate, even if the form is submitted by an authorised representative.

"I declare that my candidate statement is true and correct, that it does not contain matter that may mislead or deceive a voter in the casting of the voter's vote and that I am aware I may be liable to prosecution if my candidate statement contains matter that may mislead or deceive a voter when casting a vote.

I have counted the words in my statement and there are ☐ words".

Signature
Candidate

Date / /

This signature will **not** be printed on your statement.

Complete if applicable

I have authorised Name of person ☐ to lodge my candidate statement on my behalf.

False Information — Penalty: 600 penalty units or imprisonment for 5 years

A person must not make a statement knowing that it is false or misleading in a material particular in any information provided orally or in writing in relation to voter enrolment or in any declaration or application in relation to an election under this Act or the regulations. [section 293, Local Government Act 2020]

Candidate photo guidelines

Guidelines
Please read these guidelines carefully. Your photo must:

1. show your head and shoulders
2. be recent (taken in the last 12 months)
3. be 5MB or less in size
4. be larger than 354 x 472 pixels
5. be 300ppi resolution or higher
6. be a .PNG, .JPG, .BMP, .SVG or .HEIF file format.

We will format your photo to fit the aspect ratio the candidate leaflet requires (3:4).

Acceptable photos
It is important your photo meets these requirements, or we will not be able to include it in the candidate leaflet.

1. The background should be plain and light coloured.
2. You should leave some empty space around your head and shoulders.
3. You must be the only thing in the photo. Do not include any animals, other people, or other distracting objects.

Examples of acceptable photos





Unacceptable photos
Some photos cannot be printed on the candidate leaflet. Unsuitable photos include:

1. side profiles
2. photocopies and scans
3. under or overexposed photos
4. photos where the subject is too small or too large
5. photos with distracting backgrounds
6. group photos and pictures cut from group photos

Examples of unacceptable photos



Too dark
Photo is underexposed



Too light
Photo is overexposed



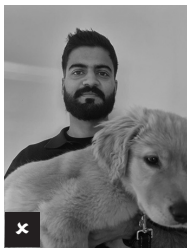
Too small
Head and shoulders should be visible



Too large
Shoulders should be visible



Side profile
Full face should be visible



More than one subject
You should be the only thing in the photo

Candidate questionnaire lodgement form

Council

Ward (if applicable)

Candidate's name (as on ballot paper)

Date and time received *(Office use only)*

/ / : am / pm

You may provide answers to the following questions for publication on the VEC website. If you choose not to answer a question a statement "Answer not submitted" will be displayed in place of the question. More information on completing your candidate questionnaire can be found in the Candidate Handbook.

What is your vision for the municipality of the above council? *Provide details (maximum 50 words)*

What expertise or attributes do you have which would help you in undertaking the role of councillor? *Provide details (maximum 50 words)*

Have you read the current council plan for the council named above?

☐ Yes ☐ No

Have you read the current Councillor Code of Conduct for the council named above?

☐ Yes ☐ No

Are you endorsed by a registered political party?

Note: *Registered political party has the same meaning as in Part 4 of the Electoral Act 2002.*

☐ Yes ☐ No

If yes, provide the name of the registered political party.

Are you currently a councillor?

☐ Yes ☐ No

If yes, what has been your attendance record at council meetings during your current term of office? *Indicate one*

Note*: Council meetings means council meetings referred to in section 61 of the Local Government Act 2020 but does not include meetings held for which a councillor has been granted leave from attending by the council.*

☐ <50% ☐ 50–<75% ☐ 75–90% ☐ >90%

What are your contact details (so that voters can contact you)? *Provide details*

Candidate questionnaire lodgement form

Declaration

Note: The declaration below must be signed by the candidate, even if the questionnaire is submitted by an authorised representative.

"I declare that the answers provided above are true and correct."

Signature
Candidate

Date / /

This signature will **not** be printed on your questionnaire.

This form must be submitted to the Election Manager **before the close of nominations**. You can authorise someone to lodge this form on your behalf by completing the section below.

If you are endorsed by a registered political party you will need to provide a copy of your written endorsement from the registered officer of the party to the Election Manager with this form.

Complete if applicable

Name of person

I have authorised _____ to lodge my completed questionnaire on my behalf.

Complete if applicable

Name of registered political party

I am endorsed by _____ and have attached written consent of the registered officer of the party to my claim of endorsement.

False Information — Penalty: 600 penalty units or imprisonment for 5 years

A person must not make a statement knowing that it is false or misleading in a material particular in any information provided orally or in writing in relation to voter enrolment or in any declaration or application in relation to an election under this Act or the regulations. [section 293, Local Government Act 2020]

Candidate – refund of fees
Electronic transfer request

Council

Ward (if applicable)

Nomination fees may be refunded to candidates under Regulation 81 of the Local Government (Electoral) Regulations 2020. The eligibility requirements for a refund are discussed in the Candidate Handbook.

If you are eligible for your nomination fee to be refunded after the election, a cheque will be sent out to you unless you choose for the refund to be deposited directly to your nominated bank account by completing and submitting this electronic transfer request to the Election Manager **prior to the close of voting for the election**.

1 Candidate's information

Name

Preferred phone number

Street address

VIC Postcode

Postal address
If different

Postcode

Email address

Email address is for remittance advice only.

2 Electronic funds transfer information

Account name

Bank or institution name

BSB number

Account number

3 Declaration

I confirm that the above details are true and correct. If I am eligible for my nomination fee to be refunded, I wish for it to be deposited into the bank account nominated on this form.

Signature
Candidate

Date / /

Privacy statement
The Victorian Electoral Commission respects your privacy. The details provided on this electronic transfer request will not be disclosed to any third party and will not be used for any other purpose.

Election office use only

Date and time received / / : am / pm

Received by
Name

VEC finance use only

Customer code

Initial

Date / /

Appointment and declaration of scrutineer

Council and ward

Election date
/ /

Before completing this form

1. A candidate can sign this original form by hand, or can sign by:
   - digitally pasting a copy of the candidate's signature into the form
   - signing a PDF on a tablet, smartphone or laptop using the 'draw' option (not a typed signature)
   - signing and scanning a hardcopy.
2. Scrutineers should make sure you have read the Scrutineer handbook on the VEC website at vec.vic.gov.au/scrutineer-council-election. It includes further details about this form, and useful information on scrutineer activities and expected behaviours.
3. It is an offence under the *Local Government Act 2020* (Vic) (**the Act**) to make a statement that you know is false or misleading in any declaration or application in relation to an election under the Act or the *Local Government (Electoral) Regulations 2020* (Vic) (**the Regulations**). This includes spoken statements or statements in writing. For more information see section 293(1) of the Act.

Candidate first and last name

Scrutineer first and last name

1 Appointment of a scrutineer

Candidate to complete. Please use BLOCK LETTERS.

I appoint — Scrutineer name — of — Scrutineer residential address

to be a scrutineer at — Venue scrutineer will be attending — for the election on the above date.

Candidate signature — Date / /

2 Scrutineer declaration

Scrutineer to complete in the presence of an election official. Please use BLOCK LETTERS.

I — Scrutineer name — , scrutineer for — Candidate name

at the election for the council ward named above, declare that:

1. I agree to be a scrutineer for the above candidate.
2. I am eligible to be a scrutineer under the Act and the Regulations.

   I am aware that a person cannot be appointed as a scrutineer if they are:

   a) a councillor of the council the candidate has nominated in
   b) a candidate in this election or any other election for this council, held on the same day
   c) an election official for the VEC.
3. I agree to obey all legal requirements in my capacity as a scrutineer.
4. I agree to follow all requirements set out in the *Conditions of entry for scrutineers*, outlined in the *Scrutineer handbook*.
5. I am aware it is an offence for a scrutineer to:
   - interfere with, or attempt to influence, any elector
   - communicate with any person except so far as is necessary for the role
   - handle any ballot papers.
6. I will not disclose any fact coming to my knowledge which I am required not to disclose according to the Act and the Regulations
7. While performing the role as a properly appointed scrutineer I will not use any device to record or photograph:
   - a ballot paper
   - a declaration or form
   - any agent, appointee, contractor, or employee of the VEC (including election managers and election officials).
8. I am aware that failing to meet the conditions of this declaration may result in action taken against me, including (but not limited to) removal from the venue or prosecution.

Scrutineer signature — Date / /

Office use only

Declared before me at

Venue suburb or locality

in the State of Victoria on

Date / /

Name and signature *Election official witnessing the declaration*



By-election fact sheet:
Campaign donation returns

What is a campaign donation return?

A campaign donation return is a record of donations or gifts, including in-kind support, during the donation period (section 3 of the Local Government Act 2020).

The return is supplied to candidates as a form, enabling candidates to fill in details of donations or gifts they have received above the $500 threshold, as applicable under section 306 of the Act.

Candidates must also disclose if they have not received any donations or gifts.

You can download an Election Campaign Donation Return form here.

Examples of completed Campaign Donation Return forms can be found on the following page of this fact sheet.

Submitting a return

Candidates must submit their completed return to the council's Chief Executive Officer **within 40 days after election day**, even if they were not elected and/or did not receive gifts.

You should receive a blank form and submission instructions before Election Day, and also receive a reminder to submit your return during the 40-day submission period.

Each individual candidate **must** submit a campaign donation return.

What happens if I don't submit a return?

Submitting a return is a legal requirement and your responsibility as a candidate.

Failure to submit, or providing false or misleading information on a return, can result in prosecution and fines of more than $12,546 (as of 1 July 2026).

What details must my return contain?

All fields must be filled out and the declaration signed by **you**.

If you received no gifts, you can indicate this in the "Details of Gifts" section by writing "No disclosable gifts" in the table provided.

What is the Local Government Inspectorate?

The Inspectorate, led by the Chief Municipal Inspector, is the integrity agency for local government in Victoria and investigates alleged offences under the Local Government Act 2020, including the enforcement of electoral offences.

The Inspectorate will be monitoring the submission of campaign donation returns by candidates and may prosecute any candidate who fails to comply with section 306 of the Act.

Examples of Campaign Donation Return forms

When completing their own Campaign Donation Return forms, candidates should refer to the below examples of correctly completed forms for assistance. **Please note that candidates must include their own personal information in all sections and sign and date the forms themselves.**

No disclosable gifts

If candidates **do not** have any gifts of the type to disclose, their forms should be filled out as such:

Election Campaign Donation Return [Local Government Act 2020, Section 306] [Local Government (Electoral) Regulations 2020, Regulation 46]

Election Details: Name of Council: Rivers Shire Council
Ward *(if applicable)*: Rivergum Ward Election Date: 26 / 10 / 2024

Candidate Details: Full Name of Candidate: Jane D Oe
Address of Candidate: 1 Riverview Road
Riverside 3333

Details of Gifts: [1]

Name of donor	Address of donor	Date of Gift	Description or form of Gift [2]	Value of Gift ($)
NO DISCLOSABLE GIFT				

Candidate Declaration:

I, Jane D Oe, declare that this election campaign donation return includes a complete record of all gifts required to be disclosed by me under section 306 of the *Local Government Act 2020* and in accordance with Regulation 46 of the *Local Government (Electoral) Regulations 2020* and that the details provided in this election campaign donation return are a true and accurate record.[3]

Signature: Date: 3/11/2024

[1] If no gifts of the type that must be disclosed have been received, write the words "***No disclosable gift***" on the form, complete the declaration and lodge as described below.
[2] For a gift in the form of goods or services, describe the gift. For a gift in the form of money, describe the form in which the gift was given (e.g. cash, cheque).
[3] Election Campaign Returns must be lodged with the Chief Executive Officer of the council within **40 days** after the election day.
(IF INSUFFICIENT SPACE, ATTACH ADDITIONAL FORMS, NUMBER AND INITIAL ALL PAGES AND SIGN THE LAST PAGE.)

Disclosable gifts

If candidates **do** have gifts of the type to disclose, their forms should be filled out as such:

Election Campaign Donation Return [Local Government Act 2020, Section 306] [Local Government (Electoral) Regulations 2020, Regulation 46]

Election Details: Name of Council: Rivers Shire Council
Ward *(if applicable)*: Rivergum Ward Election Date: 26 / 10 / 2024

Candidate Details: Full Name of Candidate: Jane D Oe
Address of Candidate: 1 Riverview Road
Riverside 3333

Details of Gifts: [4]

Name of donor	Address of donor	Date of Gift	Description or form of Gift [5]	Value of Gift ($)
Joe Bloggs	333 Riverview Lane, Riverside	15 October 2024	Cash donation for printing of electoral material	$600

Candidate Declaration:

I, Jane D Oe, declare that this election campaign donation return includes a complete record of all gifts required to be disclosed by me under section 306 of the *Local Government Act 2020* and in accordance with Regulation 46 of the *Local Government (Electoral) Regulations 2020* and that the details provided in this election campaign donation return are a true and accurate record.[6]

Signature: Date: 31/10/2024

[4] If no gifts of the type that must be disclosed have been received, write the words "***No disclosable gift***" on the form, complete the declaration and lodge as described below.
[5] For a gift in the form of goods or services, describe the gift. For a gift in the form of money, describe the form in which the gift was given (e.g. cash, cheque).
[6] Election Campaign Returns must be lodged with the Chief Executive Officer of the council within **40 days** after the election day.
(IF INSUFFICIENT SPACE, ATTACH ADDITIONAL FORMS, NUMBER AND INITIAL ALL PAGES AND SIGN THE LAST PAGE.)

© 2026 State of Victoria (Local Government Inspectorate)
Accessibility: For an accessible version, contact 1800 469 359 or media.comms@lgi.vic.gov.au
Local Government Inspectorate
Encouraging higher standards of integrity, accountability and transparency in local government
Level 27, 1 Spring Street, Melbourne, VIC 3000 | inspectorate@lgi.vic.gov.au | 1800 469 359 | www.lgi.vic.gov.au

Election Campaign Donation Return [*Local Government Act 2020*, Section 306] [Local Government (Electoral) Regulations 2020, Regulation 46]

Election Details: Name of Council: ……

Ward *(if applicable)*: …… Election Date: …… / …… / ……..

Candidate Details: Full Name of Candidate: ……

Address of Candidate: ……

……

Details of Gifts: [1]

Full name of donor	Address of donor	Date of Gift	Description or form of Gift [2]	Value of Gift ($)

Candidate Declaration:

I ……. declare that this election campaign donation return includes a complete record of all gifts required to be disclosed by me under section 306 of the *Local Government Act 2020* and in accordance with Regulation 46 of the Local Government (Electoral) Regulations 2020 and that the details provided in this election campaign donation return are a true and accurate record.[3]

Signature: …… Date: ……

[1] If no gifts of the type that must be disclosed have been received, write the words "***No disclosable gift***" on the form, complete the declaration and lodge as described below.

[2] For a gift in the form of goods or services, describe the gift and provide an estimated market value of the gift. For a gift in the form of money, give the exact value of the gift and describe the form in which the gift was given (e.g. cash, cheque).

[3] Election Campaign Returns must be lodged with the Chief Executive Officer of the council within **40 days** after the election day.

(If insufficient space, attach additional forms, number and initial all pages and sign the last page.)