

Yarra Ranges Shire Council Streeton Ward by-election 2022

Candidate Information Session

This session will commence at 6 pm, Tuesday 11 January 2022



The VEC pays its respects to the Traditional Custodians of Country throughout Victoria, and acknowledges their connections to land, sea and community.

We welcome and pay our respects to elders – past and present – and extend our respect to all Aboriginal peoples watching this candidate information session.

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 governing legislation establishes the by-election timeline
- Postal voting
- Election office open on all business days
- Election Manager contactable throughout the election

Conducting the by-election: COVID-19 response

- Nominations by appointment
- Registration of details on arrival at the election office
- 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 13 January**
- Nominations close **12 noon on Tuesday 18 January**
- Nominate by appointment at the Election Office – sign in will be required
- Silvan Public Hall, 271 Monbulk Road, Silvan VIC 3795
- To make an appointment: 1300 202 885
- 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 19 January**

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 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. Suspendisse 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 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 1 - Thursday 3 February**
- Voting closes at **6 pm on Friday 18 February**
- Postal vote receipt period closes **12 noon on Friday 25 February**
- 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 28 February 2022

Election campaign donations

- All candidates must submit an election campaign donation return
- Submit it to the Chief Executive Officer of Yarra Ranges 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 10 December 2021 at 4 pm
Nominations open	Thursday 13 January at 9 am
Nominations close	Tuesday 18 January at 12 noon
Ballot draw	Tuesday 18 January from 1 pm
Candidate statements, photos & questionnaires close	Wednesday 19 January at 12 noon
Mail-out of ballot packs	Tuesday 1 to Thursday 3 February
Close of voting	Friday 18 February at 6 pm
Election Day	Saturday 19 February
Postal vote receipt period ends	Friday 25 February 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

Genevieve Hammerton

Election Manager, Yarra Ranges Shire Council, Streeton Ward by-election

Election Office Address: Silvan Public Hall, 271 Monbulk Road Silvan VIC 3795

Office opens: Wednesday 12 January 2022 – 9am to 5 pm

Office hours for the final week of voting:

Monday 15 February – Wednesday 17 February 2022 - 9 am to 5 pm

Thursday 18 February 2022 - 9 am to 8 pm

Friday 19 February 2022 - 9 am to 6 pm

Election Office Telephone no: 1300 202 885

vec.vic.gov.au

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