

# Candidate Information Kit - Forms

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Candidates are encouraged to complete their nomination form, statement and questionnaire online using the VEC's Candidate Helper ([vec.vic.gov.au](http://vec.vic.gov.au)).

For more information including when and how to lodge the necessary forms, see the Candidate Handbook available at [vec.vic.gov.au](http://vec.vic.gov.au).

# Local Government elections 2020

## POSTAL

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The Candidate Handbook and the Scrutineer Handbook, are available to candidates at [vec.vic.gov.au](http://vec.vic.gov.au).

The mandatory local government candidate training is not delivered by the VEC you can access the training through Local Government Victoria or your local council.

Local Government Victoria has also published Safe Campaign Guidelines with information about campaigning in the COVID-19 environment.

More information regarding the training and guidelines are available from Local Government Victoria's website at [localgovernment.vic.gov.au](http://localgovernment.vic.gov.au).

**Please print this Candidate Information Kit one-sided to ensure that all forms are separate.**

# Local Government elections 2020

## POSTAL

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# LOCAL GOVERNMENT ELECTIONS 2020

## ELECTION TIMELINE

Council primary enrolment data	JUL 13	MON	(Date fixed by VEC)
Public notice of Close of Roll Date (Published during this period)	AUG 8	SAT	
	AUG 14	FRI	
Close of Roll	AUG 28	FRI	4.00 pm (57 days before Election Day)
Publication of Election Notice (Published during this period)	AUG 31	MON	
	SEP 5	SAT	
<b>Opening of election office</b>	SEP 16	WED	
Certification of voters' roll Opening of nominations	SEP 17	THU	
Nomination Day	SEP 22	TUE	Nominations close at 12 noon Ballot draw to follow
Lodgement of candidate statements, photographs and questionnaires	SEP 23	WED	Candidate statements, photos and questionnaires close at 12 noon
	SEP 25	FRI	
Mail-out of ballot packs/ Uncontested ward leaflets	OCT 6	TUE	
	OCT 7	WED	
	OCT 8	THU	
<b>CLOSE OF VOTING</b>	OCT 23	FRI	Voting closes at 6.00 pm
Election Day	OCT 24	SAT	
Postal vote receipt period	OCT 26	MON	
	OCT 30	FRI	Postal vote receipt closes at 12 noon
	NOV 3	TUE	(Melbourne Cup Day public holiday for parts of Victoria)

**All elections to be declared by Friday 13 November.**

\* AFL Grand Final public holiday - TBD

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

**OFFICE USE ONLY** ...../...../.....  
 Date and time lodged .....:.....am/pm

\_\_\_\_\_

Email	
-------	--

[illegible]

Email	
-------	--

Date ...../...../.....  
DD MM YYYY

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## DECLARATION

I, ....., declare that:  
(write candidate's name in full)

- I apply to be a candidate for the office of Councillor for;

..... Ward (strikethrough if ward does not apply)  
(write name of council ward here)

..... Council at the election in ..... ;  
(write name of council here) (YYYY)

Tick to  
Confirm

☐

- 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 read section 34 of the *Local Government Act 2020* and confirm that I understand the requirements to be qualified as a candidate and capable of becoming a Councillor;

☐

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

☐

- I have completed the mandatory Local Government Candidate Training session as detailed below.

☐

If you attended Local Government Candidate Training, provide the date and location of the training you attended below. If you completed the Local Government Candidate Training online, provide the date you were provided access to the training.

(date) ...../...../..... at ..... (location) (if applicable)

### To be signed by the candidate in the presence of the Election Manager:

Candidate's signature

Candidate's name (please print)

Date

.....

.....

...../...../.....  
DD MM YYYY

Election Manager's signature

Election Manager's name (please print)

Date

.....

.....

...../...../.....  
DD MM YYYY

**OFFICE USE ONLY:** Nomination fee (\$250) received by ☐ cash ☐ bank cheque

### 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*.
- 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.**

# Candidate Statement Lodgement Form

Date and time received

/ / : am/pm

Office Use Only

Affix  
Passport-style  
photograph  
here  
(if applicable)  
Office Use Only

<b>COUNCIL</b>	
<b>WARD</b> (if applicable)	
<b>Candidate's Name</b> (as on ballot paper)	

All details on submitting your personal statement are detailed in the *Candidate Handbook*. It is extremely important that you carefully follow the instructions in the handbook and use the checklist on the next page before submitting your statement to the Election Manager.

If you are not using the online Candidate Helper to assist you in typing your statement, then it should be typed in continuous text and sent as an attachment to the address provided by the Election Manager, or **clearly** handwritten below. **No more than 300 words.**

[illegible]

"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 authorised.....(name of person) to lodge my candidate statement on my behalf (complete if applicable).

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

Date:        /        /

-----  
**CANDIDATE'S SIGNATURE**

**CANDIDATE'S SIGNATURE**  
(This signature will **not** be printed on your statement)

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

**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]*

Record of any amendments to statement belonging to.....

Nature of Amendment	Date of Amendment	EMs Initial

## CANDIDATE'S CHECKLIST

To assist in the smooth processing of your statement and photograph, use the checklist below.

- Completed, signed and dated the declaration on page 1 (even if a representative is authorised to lodge it); ☐
- Read the instructions in the *Candidate Handbook*; ☐
- Made an appointment with the Election Manager or checked the prescribed email address for the submission of my statement; ☐
- Counted the words and ensured there are no more than 300; ☐
- Completed the section in the declaration if my statement is being lodged by another person; ☐
- Checked that the statement is not likely to mislead or deceive a voter in the casting of their vote and that my statement is not offensive or obscene; ☐
- Attached two identical passport-style photos to my statement and have written my <Council>, <Ward> and <Last name, First name> on the reverse of one (1) photograph (if not provided at time of nomination); **or** ☐
- Provided my photo in JPG format, using the file name convention of <Council>, <Ward> and <Last name, First name>, and sent as an attachment to the address provided by the Election Manager; ☐
- Submitted my statement in **one block of continuous text** and have not included any words in **consecutive capitals** unless they are acronyms as per the instructions in the *Candidate Handbook*; and ☐
- Checked spelling and grammar. ☐

### Additional checks that may not apply to every candidate

- I have mentioned another candidate in my statement and I have attached their written consent. ☐
- I am claiming endorsement or support by a party, organisation or person and have attached written documentation verifying this. ☐

**Important:** This form must be submitted to the Election Manager **before 12 noon** on the day following the close of nominations.

You or your authorised person may request to view the quality assurance copy of your submission once it is captured in the VEC's election management system.

# Candidate Questionnaire Lodgement Form

Date and time received

/ / : am/pm

Office Use Only

<b>COUNCIL</b>	
<b>WARD</b> (if applicable)	
<b>CANDIDATE'S NAME</b> (as on ballot paper)	

All information regarding submission of your completed questionnaire is detailed in the *Candidate Handbook*. It is extremely important that candidates carefully follow the instructions in the handbook and use the checklist on the next page before submitting the completed questionnaire to the Election Manager.

What is your vision for the municipality of the above Council?

(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)

.....

.....

.....

Circle your answer

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.

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

Yes / No

.....

Are you currently a Councillor?

Yes / No

Indicate one

If yes, what has been your attendance record at Council meetings during your current term of office?

**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

.....

.....

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

..... Date:     /     /  
**Candidate's Signature**

(This signature will **not** be printed on your questionnaire)

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

**(Complete if applicable)**     I have authorised.....(name of person)  
to lodge my completed questionnaire 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]*

Record of any amendments to questionnaire belonging to .....

Nature of Amendment	Date of Amendment	EM's Initial

## CANDIDATE'S CHECKLIST

To assist in the smooth processing of your completed questionnaire, use the checklist below.

I have:

- ☐ ensured declaration is signed by candidate (even if a representative is authorised to lodge it)
- ☐ read the instructions in the *Candidate Handbook*
- ☐ made an appointment with the Election Manager or checked the email address for the submission of my questionnaire provided by the Election Manager
- ☐ completed the section in the declaration if my completed questionnaire is being lodged by another person
- ☐ checked that my completed questionnaire does not contain offensive or obscene material and
- ☐ checked spelling and grammar.

### Additional checks that may not apply to every candidate

- ☐ I am claiming endorsement by a registered political party and have attached written consent of the registered officer of the party to my claim of endorsement.

### Important:

- **For all elections except for Melbourne City Council** this form must be submitted to the Election Manager **before 12 noon** on the day following the close of nominations.
- **For Melbourne City Council elections only** this form must be submitted to the Election Manager **before 12 noon** on the fourth working day following the close of nominations.

You or your authorised person may request to view the quality assurance copy of your submission once it is captured in the VEC's election management system.

# Appointment and Declaration of Scrutineer

COUNCIL	
WARD (If applicable)	

## Candidate

Name (Block letters)	.....	.....
	<i>Surname</i>	<i>Given names</i>

## Scrutineer

Name (Block letters)	.....	.....
	<i>Surname</i>	<i>Given names</i>
Address (Residential)	.....	
	.....	Postcode .....

## Appointment

I, the above-named candidate for the office of councillor for the above-mentioned electorate at the election/s to be held on ..... appoint the person named  
(Date of relevant election)  
above to be my scrutineer.

.....  
*Signature of candidate*

.....  
*Date*

## Declaration

I, the scrutineer mentioned above, declare that

- I undertake to be a scrutineer for the candidate; and
- I will not disclose any fact coming to my knowledge at the election which I am required by the *Local Government Act 2020* and Local Government (Electoral) Regulations 2020 not to disclose; and
- I am not a person who cannot be appointed as a scrutineer under the *Local Government Act 2020* and Local Government (Electoral) Regulations 2020\*.

.....  
*Signature of scrutineer*

.....  
*Date*

signed in the presence of:

.....  
*Signature (Election Official)*

.....  
*Date*

### 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]*

**NOTE:** Scrutineers must present their completed appointment form to the election officer in charge prior to the commencement of the activity (e.g. count). Election Managers will advise candidates of the proposed time for the activity to commence.

\*A person cannot be appointed as a scrutineer if he or she is -

- (a) a councillor of the above-named Council;
- (b) a candidate in the election or in any other election for the above named Council, conducted simultaneously with that election; or
- (c) a person appointed by the VEC in the conduct of the election.

# Candidate Photograph Guidelines

A guide for ensuring Candidate Photographs are in the correct format to be printed in Ballot Packs

## Photograph Requirements

- The Photograph should be recent, taken in the last 12 months.
- The background should be plain and light colored.
- Your head and shoulders should be visible.
- Photographs should have one subject only. Animals, distracting objects and other people will be cropped out if possible.

## To ensure the best quality photographs for printing;

- Do not use any digital zoom (this includes using zoom on your mobile phone camera)
- Do not crop your photograph
- Do not use filters
- Leave plenty of empty space around your head and shoulders



✓ **Acceptable Photograph**

The photograph quality should be minimum 378 x 449 pixels. See notes for checking the pixel range of your photograph at the bottom of the page. If you do not have a digital copy of the photograph and are planning to provide a hardcopy, you will not need to check the pixel range as digital and SLR cameras default to a higher pixel range than most mobile phone cameras.

The VEC will crop and resize the photographs to fit the specific printing requirements. All photographs will be printed in grayscale (black & white).

The VEC cannot accept any responsibility for the reproduction of photographs that do not meet the above requirements. If a candidate does not lodge a photograph, the ballot pack mailed to voters will contain a statement that a photograph was not provided.

**Left image:** this photograph has been cropped and formatted by the VEC for printing at the finished size of 38x32mm as it would appear on the ballot leaflet.

## Unsuitable Photographs

Some photographs will be unsuitable to reproduce on the ballot packs and should not be submitted.

Unsuitable photographs include:

- Side profiles
- Photocopies and Scans
- Draft quality prints
- Group photographs and pictures cut from group photographs
- Hard copy photographs printed to a low resolution
- Under or Overexposed photographs
- Photographs with distracting backgrounds



✗ **Unsuitable**  
Too dark:  
photo is  
overexposed



✗ **Unsuitable**  
Too light:  
photo is  
under-  
exposed



✗ **Unsuitable**  
Too small:  
photo will  
pixelate when  
enlarged



✗ **Unsuitable**  
Too large:  
shoulders  
should be  
visible



✗ **Unsuitable**  
Side profile:  
full face  
should be  
visible



✗ **Unsuitable**  
Group  
photograph:  
background  
is distracting

## Checking or changing the Pixel range of your Photograph

**Windows:** right-click on the saved JPEG file and select 'properties' then select the 'details' tab. The pixel count will be listed in the section titled 'image' against 'Dimensions'.

**Android:** in camera settings, select picture size, select a pixel range that is 378 x 449 pixels or above and take the photo. For an existing photo select details, the pixel range will be listed against 'resolution'.

**iOS (13.6):** in the Photos app, open the photograph and press the Share button (lower left corner of the screen). Scroll down and select 'Save to Files', select a folder and press save. Open the Files app and open the folder. Press down on the photograph until a list of options appears – select 'Info'. This will show you the photo's format (kind), size and dimensions in pixels.

## 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**.

### Candidate's information

Candidate's name.....

Preferred phone number.....

Street address.....

.....

Postal address (if different) .....

.....

Email address (for remittance advice only).....

### Electronic Funds Transfer information

Account name.....

Bank or institution  
name.....

BSB number (six digits).....Account number.....

### 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.

Signed by 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	VEC Finance Use Only
Date and time lodged:	Customer code:
Received by (name):	Initial and date entered:

**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:** <sup>1</sup>

Full name of donor	Address of donor	Date of Gift	Description or form of Gift <sup>2</sup>	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.<sup>3</sup>

Signature: ..... Date: .....

<sup>1</sup> 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.  
<sup>2</sup> 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).  
<sup>3</sup> 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.)

# Campaign donation returns

## Guidance material – Election Campaign Donation Returns

Election candidates are required under Victorian law to provide campaign donation returns. All candidates in Victorian local government elections must submit a return within 40 days of election day.

### What is a Campaign Donation Return?

A campaign donation return (CDR) is a record of donations or gifts, including in-kind support, during the donation period.

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 *Local Government Act 2020*.

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

### Submitting a CDR

Candidates must submit their completed CDR 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 CDR 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 CDR.

### What happens if I don't submit a CDR?

Submitting a CDR is a legal requirement and **your** responsibility as a candidate. Failure to submit a CDR, or providing false or misleading information on a CDR, can result in prosecution and fines of more than \$9900 (as of 1 July 2020).

### What details must my return contain?

All fields must be filled out and the declaration signed by you. If you received no gifts, you may 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 1989* and *Local Government Act 2020*, including electoral offences.

We 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 *Local Government Act 2020*.

### Further information

Read the *Local Government Act 2020* (Sections 306-310), Local Government (Electoral) Regulations 2020.

Should you have any queries or wish to discuss this matter further, please contact us by email with the subject 'Campaign donation returns query':  
[inspectorate@lgi.vic.gov.au](mailto:inspectorate@lgi.vic.gov.au)

Local Government Inspectorate

Encouraging higher standards of integrity, accountability and transparency in local government

email [inspectorate@lgi.vic.gov.au](mailto:inspectorate@lgi.vic.gov.au) website [www.lgi.vic.gov.au](http://www.lgi.vic.gov.au) tel 1800 469 359





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