

Member list format specifications

Member list file format requirements

These guidelines set out the form in which a list of members provided under sections 45(2)(f) and 58B(f) of the *Electoral Act 2002* (Vic) (Electoral Act) must be provided. The list of members must:

- be in Microsoft Excel format, using the template we provide on our website
- contain the details of at least 500 members of the party (note: there is no upper limit on the number of members that may be included)
- contain up-to-date member details that accurately match those on the register of electors, i.e. full member name and residential address (not a postal address)
- only contain a postal address if it is different from the residential address
- where a date of birth is provided, the date is in Australian date format (i.e. dd/mm/yyyy), including a leading 0 where a day or month is less than 10.
- not contain ineligible entries such as incomplete member details, duplicate members, or members who are not on the register of electors.

Examples of issues to avoid are shown on page 2 of this document.

We may return member lists that do not comply with these requirements to the party for correction before we accept an application.

If you are unsure of the correct address format e.g. St Kilda or Saint Kilda, please refer to the mapshare.vic.gov.au/MapShareVic website which is the authority on the appropriate naming convention. Where a street doesn't have a street type, e.g. "The Cove" or "The Esplanade", you may leave the street type field blank.

Ineligible entries

Once we have received all the required information, we will conduct checks on the submitted member list to remove ineligible entries. Ineligible entries include duplicate entries, entries with missing name and/or residential address details and individuals not on the Victorian register of electors. This removal of ineligible entries will result in a reduction in the total number of members in the submitted member list.

Privacy

The Electoral Act only requires you to provide the VEC with your members' name and residential address. However, providing members' date of birth, phone number and email address may assist in demonstrating that your members are in the register of electors, which is one of the criteria for achieving registration.

For further information, refer to our Privacy statement – How the VEC uses member information

To protect member data, we strongly recommend that the member list be password protected, with the password provided in a separate email to rppregistration@vec.vic.gov.au.

Compliance

It is an offence under the Electoral Act to provide false or misleading information to the VEC. Member data that the VEC identifies as fraudulent may be investigated and referred to an external agency or authority.

Examples of eligible and ineligible entries

Row	First name	Middle names	Surname	Address 1	Address 2	Suburb	State	Postcode	Postal address	Postal suburb	Postal postcode	Date of birth	Email address	Phone number
1	Jane	Sarah	Voter	Unit 1	1 Ballot Road	Melbourne	VIC	3000	PO Box 1234	Suburbville	3825	01/01/1900	Janevoter@vec.vic.gov.au	0400 XXX XXX
2	Jane	Sarah	Voter	Unit 1	1 Ballot Road	Melbourne	VIC	3000						
3	John and Jane	Sarah	Voter	Unit 1	1 Ballot Road	Melbourne	VIC	3000						
4	Jane	Sarah	Ms Voter	Unit 1	1 Ballot Road	Melbourne	VIC	3000						
5	Simon	Michael	Jones	Unit 1	Ballot Road	Melbourne	VIC	3000						
6	Simon	Michael	Jones	Unit 1		Melbourne	VIC	3000						
7	Simon	Michael	Jones	Unit 1	1 Ballot Road	Melbourne	VIC	3000				1/1/00		

Eligible examples

Rows 1 and 2 reflect correctly formatted entries. A member's date of birth, email address and phone number are optional, however, where they are provided, they assist us in verifying that a person is on the register of electors. Postal addresses can be provided if different to the residential address.

Ineligible examples

Row 3 – The first name cell contains the name of 2 members in the one cell. Applicants should ensure that each row only includes a single member.

Row 4 – The surname cell contains titles. The surname column should only contain the surname of a given member.

Row 5 – The street number for the member is not provided. Each entry requires a street number for a given member to enable us to contact the member and verify that they are an eligible member.

Row 6 – The street number, street name and street type for the member is not provided. Each entry requires a street number, street name and street type for a given member to enable us to contact the member and verify that they are an eligible member.

Row 7 – The date of birth is not in DD/MM/YYYY format. An entry should contain leading 0s where the day or month is less than 10. The date of birth in this example should be presented as 01/01/2000