



Melbourne City Council elections 2024

Candidate kit

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MELBOURNE CITY COUNCIL LEADERSHIP TEAM ELECTION TIMELINE – 2024

		COUNTDOWN		
WED	12 JUN	136		Council primary enrolment data (Date fixed by Registrar)
SAT	27 JUL	91		Public notice of Close of the Roll Date
WED	7 AUG	80		Close of the Roll at 4 pm
SAT	10 AUG	77	}	Publication of Election Notice (published during this period)
THU	15 AUG	72		
MON	9 SEP	47		Election offices open Certification of voters' roll Nominations open
TUE	17 SEP	39		Close of nominations at 12 noon
THU	19 SEP	37		Close of team name request at 12 noon Ballot Draw after 3 pm
MON	23 SEP	29		Close of lodgement of joint statements, indication of preferences, and candidate questionnaires at 12 noon
TUE	24 SEP	28		Notification deadline for statement rejections
FRI	27 SEP	26		PUBLIC HOLIDAY – AFL Grand Final Friday - ELECTION OFFICE CLOSED
MON	7 OCT	19	}	Mail-out of ballot packs / uncontested ward leaflets
TUE	8 OCT	18		
WED	9 OCT	17		
THU	10 OCT	16		
FRI	25 OCT	1		CLOSE OF VOTING at 6 pm
SAT	26 OCT	0		Election Day
		DAYS PAST ELECTION DAY		
MON	28 OCT	2	}	Postal vote receipt period Close of postal vote receipt period at 12 noon on Friday 1 November
FRI	1 NOV	6		
TUE	5 NOV	10		PUBLIC HOLIDAY - MELBOURNE CUP
FRI	15 NOV	20		ELECTION TO BE DECLARED BY FRIDAY 15 NOVEMBER

MELBOURNE CITY COUNCIL COUNCILLOR ELECTION TIMELINE – 2024

		COUNTDOWN	
WED	12 JUN	136	Council primary enrolment data (Date fixed by Registrar)
SAT	27 JUL	91	Public notice of Close of the Roll Date
WED	7 AUG	80	Close of the Roll at 4 pm
SAT	10 AUG	77	} Publication of Election Notice (published during this period)
THU	15 AUG	72	
MON	9 SEP	47	Election offices open Certification of voters' roll Nominations open
TUE	17 SEP	39	Close of nominations at 12 noon
THU	19 SEP	37	Close of candidate groups and name registration at 12 noon Ballot Draw after 3 pm
MON	23 SEP	29	Close of lodgement of statements, group voting tickets, ungrouped indications of preferences, and questionnaires at 12 noon
TUE	24 SEP	28	Notification deadline for statement rejections
FRI	27 SEP	26	PUBLIC HOLIDAY – AFL Grand Final Friday - ELECTION OFFICE CLOSED
MON	7 OCT	19	} Mail-out of ballot packs
TUE	8 OCT	18	
WED	9 OCT	17	
THU	10 OCT	16	
FRI	25 OCT	1	CLOSE OF VOTING at 6 pm
SAT	26 OCT	0	Election Day
		DAYS PAST ELECTION DAY	
MON	28 OCT	2	} Postal vote receipt period Close of postal vote receipt period at 12 noon on Friday 1 November
FRI	1 NOV	6	
TUE	5 NOV	10	PUBLIC HOLIDAY - MELBOURNE CUP
FRI	15 NOV	20	ELECTION TO BE DECLARED BY FRIDAY 15 NOVEMBER

Notice of candidature

The candidates must submit this form in person to the Election Manager before the close of nominations.

Council

Melbourne City Council

Election

Lord Mayor

Date and time lodged (Office use only)

/ / : am / pm

Date and time amended (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

Please 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

Notice of candidature

Declaration

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

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

- I apply to be a candidate for the office of **Lord Mayor** at the **Melbourne City Council** 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	<input type="text"/>	Signature Election manager	<input type="text"/>
Candidate name	<input type="text"/>	Election manager name	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Notes to candidates

- You must nominate jointly with a candidate for Deputy Lord Mayor. Both candidates must lodge this form in person with the election manager for the joint nomination to be accepted.
- 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.

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

Notice of candidature

The candidates must submit this form in person to the Election Manager before the close of nominations.

Council

Melbourne City Council

Election

Deputy Lord Mayor

Date and time lodged (Office use only)

/ / : am / pm

Date and time amended (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

Principal place of residence 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

Notice of candidature

Declaration

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

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

I apply to be a candidate for the office of **Deputy Lord Mayor** at the **Melbourne City Council**

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 nominate jointly with a candidate for Lord Mayor. Both candidates must lodge this form in person with the election manager for the joint nomination to be accepted.
- 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

Nomination form

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

Council

Melbourne City Council

Election

Councillors

Date and time lodged (Office use only)

/ / : am / pm

Date and time amended (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

Please 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.

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

- I apply to be a candidate for the office of **Councillor** for **Melbourne City 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	<input type="text"/>	Signature Election manager	<input type="text"/>
Candidate name	<input type="text"/>	Election manager name	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

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 as a candidate 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

Request for team name

Closes 12 noon on the 2nd day after nomination day
(excluding weekends and public holidays)

Council

Melbourne City Council

Election

Leadership team

To the Election Manager:

We, being a pair of candidates standing jointly for the office of Lord Mayor and Deputy Lord Mayor of Melbourne City Council make a joint request that our names appear on the ballot paper with the following team name.

1 Team details

Please use BLOCK LETTERS.

Name of candidate
for Lord Mayor

Name of candidate
for Deputy
Lord Mayor

Team name
*No more than six
(6) words or letters
(if an abbreviation)*

2 Declaration

Candidates must sign a declaration under either (i) or (ii) and provide supporting evidence (if applicable) that the team is authorised to use the requested name.

(i) The team name requested implies an association with a registered political party.

We declare that we are authorised to use this name and we provide written authorisation from the registered officer of the registered political party (below).

Signature
Candidate for
Lord Mayor

Signature
Candidate for
Deputy Lord Mayor

Authorisation of registered officer of registered political party

Name
I, ,
authorise the use of the team name proposed on this form.

Signature
Registered officer

Date

RPP name

(ii) The team name requested is a name other than described in (i).

We declare that we have made enquiries and we are unaware of any other person, organisation, group or team that has claim to this team name.

Signature
Candidate for
Lord Mayor

Signature
Candidate for
Deputy Lord Mayor

Request for team name

3 Contact details of team representative

Please use BLOCK LETTERS.

Name	<input type="text"/>	
Address	<input type="text"/>	
Phone	<i>Mobile</i>	<i>Alternative phone</i>
	<input type="text"/>	

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]

EM use only

- Declaration signed
- Supporting evidence copied and attached to this form

Date and time received

Comments

Request for grouping and group name

Closes 12 noon on the 2nd day after nomination day (excluding weekends and public holidays)

Council

Melbourne City Council

Election

Councillor

To the Election Manager:

We, being candidates for the office of Councillor at the Melbourne City Council elections, request that our names be grouped on the ballot paper and printed in the following order under our specified group name.

1 Group details

Order	Ballot paper name (surname first)	Signature of candidate
1		
2		
3		
4		
5		
6		
7		
8		
9		

Group name
No more than six
(6) words or letters
(if an abbreviation)

2 Declaration

The group representative must sign a declaration under (i) or (ii) and provide supporting evidence (if applicable) that the group is authorised to use the requested name.

(i) The group name requested implies an association with a registered political party.

I declare that the group is authorised to use this name and I provide written authorisation from the registered officer of the registered political party (below).

Signature

Group representative

Authorisation of registered officer of registered political party

Name

I, ,

authorise the use of the group name proposed on this form.

Signature

Registered officer

RPP name

Date

(ii) The name requested is a name other than described in (i).

I declare that the group has made enquiries and is unaware of any other person, organisation, group or team that has claim to this name.

Signature

Group representative

Request for grouping and group name

3 Contact details of group representative

Please use BLOCK LETTERS.

Name	<input type="text"/>	
Address	<input type="text"/>	
Phone	<i>Mobile</i>	<i>Alternative phone</i>
	<input type="text"/>	

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]

EM use only

- Declaration signed
- Supporting evidence copied and attached to this form

Date and time received

Comments

Team statement lodgement form

Declaration

"We declare that our joint statement is true and correct, that it does not contain any matter that may mislead or deceive a voter in the casting of his or her vote and that we are aware we may be liable to prosecution if our joint statement contains matter that may mislead or deceive a voter in the casting of his or her vote.

We have counted the words in the statement and there are words".

Signature
Candidate for
Lord Mayor

Signature
Candidate for
Deputy Lord
Mayor

Date

Date

Complete if applicable

Name of person

We have authorised
to lodge our statement on our 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]

Team candidate photograph lodgement form

Council

Melbourne City Council – Leadership team

Team name (as on ballot paper)

Candidate name (as on ballot paper)

Date and time lodged (*Office use only*)

/ / : am / pm

Date and time amended (*Office use only*)

/ / : am / pm

Teams must lodge their statement with the election manager **before 12 noon on the fourth day after the close of nominations**. Each candidate in the team can provide a recent photograph to be included with their team statement.

"I confirm this photograph is a true likeness and request it be included in the ballot material provided to voters."

Signature
Candidate

Date

Complete if applicable

Name of person

I have authorised
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]

Group statement lodgement form

Declaration

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

"We declare that our group statement is true and correct, that it does not contain any matter that may mislead or deceive a voter in the casting of his or her vote and that we are aware we may be liable to prosecution if our group statement contains matter that may mislead or deceive a voter in the casting of his or her vote.

We have counted the words in the statement and there are words".

Signature
*Authorised
group
representative*

Date

An **authorised group representative** is a person authorised to sign an application to register a group voting ticket under clause 6(3) of Schedule 1 to the *City of Melbourne Act 2001*.

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]

Grouped candidate photograph lodgement form

Council

Melbourne City Council – Councillors – Group

Group name (as on ballot paper)

Candidate's name (as on ballot paper)

Date and time lodged (*Office use only*)

/ / : am / pm

Date and time amended (*Office use only*)

/ / : am / pm

Groups must lodge their statement with the election manager **before 12 noon on the fourth day after the close of nominations**. Each candidate in the group can provide a recent photograph to be included with their group statement.

"I confirm this photograph is a true likeness and request it be included in the ballot material provided to voters."

Signature
Candidate

Date

Complete if applicable

Name of person

I have authorised
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]

Ungrouped councillor 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

Name of person

I have authorised

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	Position
Melbourne City Council	Lord Mayor

Candidate's name (as on ballot paper)

Date and time lodged (Office use only)

Date and time amended (Office use only)

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 Lord Mayor? *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 12 noon** on the fourth day after 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 questionnaire lodgement form

Council	Position
Melbourne City Council	Deputy Lord Mayor

Candidate's name (as on ballot paper)

Date and time lodged (Office use only)

Date and time amended (Office use only)

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 Deputy Lord Mayor? *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 12 noon** on the fourth day after 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 questionnaire lodgement form

Council	Position
Melbourne City Council	Councillor

Candidate's name (as on ballot paper)

Date and time lodged (Office use only)

Date and time amended (Office use only)

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 12 noon** on the fourth day after 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

Received by
Name

VEC finance use only

Customer code

Initial

Date

Appointment and declaration of scrutineer (MCC)

Councillor or Leadership team election

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)* to make a statement that you know is false or misleading in any declaration or application in relation to an election under the *Local Government Act 2020 (Vic)*, the *Local Government (Electoral) Regulations 2020 (Vic)*, the *City of Melbourne Act 2001 (Vic)* and the *City of Melbourne (Electoral) Regulations 2022 (Vic)*. This includes spoken statements or statements in writing. For more information see section 293(1) of the *Local Government Act 2020 (Vic)*.

Candidate first and last name

Scrutineer first and last name

1 Appointment of a scrutineer

Candidate to complete. Please use BLOCK LETTERS.

I appoint of

to be a scrutineer at 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 for

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 *Local Government Act 2020 (Vic)* and the *Local Government (Electoral) Regulations 2020 (Vic)*. 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 *Local Government Act 2020 (Vic)* and the *Local Government (Electoral) Regulations 2020 (Vic)*.
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*



Campaign donation returns

Guidance material

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 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 [Local Government Act 2020](#).

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

Submitting a return

Candidates must submit their completed return form to the council's Chief Executive Officer within 40 days after election day – **by 11:59pm on 5 December 2024** – 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 \$11,855 (as of 1 July 2024).

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.

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](#).

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.)