

Guidance Note – Enrolment for the 2024 Local Government Election

Version 2.1: April 2024

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Change history

Version	Date	Author	Changes	Approved by
1.0	26/07/2023	Electoral Registrar		VEC and LGV
2.0	5/12/2023	Electoral Registrar	<p>Additions: Summary of requirement to send notices Recommendation to send a 'late' letter in response to applications received late Entitlement infographic (Appendix C) Case studies added throughout Information on handling applications from those previously automatically enrolled</p> <p>Amendments: Update to Silent Voter advice, including a change to advice relating to silent voter resignations Detail added to timeline Update to detail on how to access template forms Update to councils with unique circumstances Update of sample forms Update of sample letters Minor editing for clarity throughout</p>	VEC and LGV
2.1	18/04/2024	Deputy Electoral Registrar	<p>Deletions: Removed sample forms and sample letters from Appendices, as updated templates provided directly to council contacts. Appendices revised to list alphabetically.</p>	VEC Director EIR

Introduction

This document has been created to provide guidance in relation to the preparation of voters' rolls for the 2024 Local Government general election (LG2024).

The *Local Government Act 2020* replaced the *Local Government Act 1989*, and ushered in significant changes to the entitlement to be enrolled. These changes have been phased in over two general elections, the 2020 Local Government general election (LG2020) and LG2024. This document has been developed jointly by the Victorian Electoral Commission (VEC) and Local Government Victoria (LGV) to provide guidance on the requirements of the Act, and the responsibilities of the VEC and the local government sector in implementing them.

Any questions relating to information in this document, or the creation of voters' rolls for LG2024, can be directed to rollsupport@vec.vic.gov.au

Definitions

Word/term	Definition
The Act	<i>Local Government Act 2020 (Vic)</i> . Any references to sections are references to this Act.
CEO	Chief Executive Officer of Council
CEO List	The voters' list of ratepayers prepared by the CEO as required by s 248 of the Act. This list may be prepared at different stages of the roll production timeline, with the list provided for the certified roll being the correct and final list.
Certification roll	The voters' roll which is prepared for certification, then certified by the VEC and used for the election. This roll is prepared by combining the EC List and CEO List after the close of the rolls under s 249 of the Act. The certified voters' roll may be amended in accordance with s 250 of the Act.
Council elector	A person who is enrolled under ss 242, 243, 244 or 245.
EC List	The Electoral Commissioner's list of electors for the Legislative Assembly who are entitled to be enrolled on the voters' roll under s 241 of the Act. This list may be prepared at different stages of the roll production timeline, with the list provided for the certified roll being the correct and final list.
Last voters' roll	For the purpose of determining a s 243 entitlement for by-elections before LG2024, and the elections for Casey and Whittlesea at LG2024, this refers to the voters' roll prepared for LG2016 (or prepared for any ward by-election held prior to LG2020). Note this term is

Word/term	Definition
	used for a different purpose than ‘previous voters roll’ which is defined below.
LG2024	The Local Government general elections held in October 2024 (similarly 2016 and 2020)
Local government sector	The collective term for Councils, Local Government Victoria (LGV), Municipal Association of Victoria (MAV), the Victorian Local Governance Association (VLGA), Councillors, CEOs, council staff, and councils’ IT partners.
Preliminary roll	A sample voters’ roll created many months ahead of the election, which is used to test council and VEC systems and processes, as well as provide information to councils to assist them in creating the voters’ roll for the election.
Previous voters’ roll	<p>The previous voters’ roll is identified in ss 240(10) and 240(12), where voters who were on this roll must be sent a letter by council. This roll is the roll that was prepared for the most recent general election or by-election held for the ward.</p> <p>If a particular council has had changes to its ward boundaries or electoral structure, ratepayers should be identified for the previous ward or structure and re-allocated to the voters’ roll for LG2024.</p>
Primary roll	The first draft of a voters’ roll which is created by combining the EC List and CEO List, and includes all enrolled electors at the date that the primary roll is created. The primary roll is prepared in advance of the close of the roll. It is not the certified roll for the election.
State resident	A person who as at the close of the roll would be an elector in respect of an address in a municipal district if a roll of electors for the Legislative Assembly was compiled from the register of electors
Regulations	Local Government (Electoral) Regulations 2020 (Vic)

Scope

This guidance note applies to councils and the VEC with respect to their responsibilities under Part 8, Divisions 1 and 2 of the Act and Part 2 of the Regulations.

The information contained in this note does not apply to Melbourne City Council.

Statement of intent

LGV and the VEC seek to:

- Ensure clear business rules are developed which comply with all relevant legislation regarding the preparation of voters' rolls.
- To provide clarity to the local government sector to enable them to plan and implement activities required to prepare the voters' rolls.
- Instil confidence in Victorians, Victorian councils, and related local government bodies regarding the VEC's capability to generate merged voters' rolls that are complete and accurate.

State resident entitlements

The State resident entitlement is prioritised over any other entitlement for council elections. They comprise State residents who are on the Victorian register of electors, aged 18 or over on election day and residing at property addresses within the municipality at the close of the roll.

When a person has this entitlement for a council election, s 240(4) prohibits that person from claiming any other right of entitlement in that council election.

Council elector entitlements

From LG2024 onwards, the automatic entitlement of s 243 no longer applies. Casey, Whittlesea, and Moira Shire councils have unique circumstances which are detailed in the "Councils with unique circumstances" section of this document (page 14). All council electors are enrolled by application:

Entitlement Type	Reference	Entitlement description	Expires or is revoked
Owner Ratepayer	Section 242	A person aged 18 or over on election day who is the owner of a rateable property	<ul style="list-style-type: none">• On ceasing being entitled, or• On resigning the enrolment, or• On being enrolled as a resident in respect of an address in the municipality as a State resident under s 241.
Occupier Ratepayer	Section 244	A person aged 18 or over on election day who is the occupier of a rateable property and liable to pay rates	<ul style="list-style-type: none">• On ceasing being entitled, or• On resigning the enrolment, or• On the day before close of the roll for the general election following the close of the roll for which the application was made
Corporation	Section 245	A director or company secretary of a Corporation that is the owner (subsection 1) or occupier (subsection 2) and liable to	<ul style="list-style-type: none">• On a person ceasing being a director or company secretary (or dying), or• On a person delivering a notice of resignation to the Council, or

Entitlement Type	Reference	Entitlement description	Expires or is revoked
		pay rates, who is aged 18 or older on election day, has consented in writing to be appointed, and is not already enrolled though appointment by another corporation.	<ul style="list-style-type: none"> • On a person being entitled in their own right to be enrolled in the municipality under ss 241, 242 or 244, or • The corporation's entitlement ceases to exist, or • On the day before close of the roll for the general election following the close of the roll for which the application was made.

Voters who were previously automatically enrolled

The *Local Government Act 1989* required councils to automatically enrol 'non resident ratepayers' who own property but do not live in the council area. When the Act commenced in 2020, s 243 ensured that those who were previously automatically enrolled remained to be automatically enrolled for the LG2020 election and any by-elections until 2024.

If a person holds an automatic entitlement under s 243 they are not entitled to enrol under ss 242, 244, and 245. Therefore, if a person makes an application for enrolment while a by-election is still possible, Council must refuse to enrol the person.

To assist in providing certainty on the likelihood of any by-election, the VEC has made a determination that by-elections will not be held for any extraordinary vacancy that arises from 1 April 2024. In effect this means that Council may approve any applications for enrolment under ss 242, 244, or 245, where the ratepayer was previously entitled under s 243, after 1 April, or if a by-election is in progress at that date, after the close of roll for that by-election.

Compulsory voting

Under s 266, it is compulsory for every person enrolled to vote at LG2024. This requirement then continues for every council election and by-election thereafter. This applies whether they are a State resident or a Council elector.

Exemptions to compulsory voting are prescribed in regulation 84.

Enrolment limits – per person

A person may only exercise an entitlement to enrol once per council regardless of whether they are a resident, ratepayer, or corporation representative. A person must be 18 or older on election day to be enrolled.

Council should make efforts to prevent State residents from being submitted on a CEO list. Where a person makes an application for enrolment to council and indicates that they are an Australian citizen, and their residential address is within the same municipality, council should have reason to believe that the person is entitled under s 241. Rather than adding the person to the CEO List, council should make efforts to ascertain whether the person is, or should be, enrolled as a State elector.

A voter must resign an existing entitlement before a new entitlement is exercised. Council is responsible for ensuring that the correct entitlement is applied, and that only one entitlement is submitted to the VEC in the CEO List.

Where two or more applications for entitlement are submitted to council at exactly the same time, for example in a single envelope, Council should contact the ratepayer to seek confirmation on which one should be accepted.

Enrolment limits – per property

A property may have any number of State residents enrolled at a single address. A property may also have up to 2 joint owner ratepayers and up to 2 joint occupier ratepayers enrolled in respect of each property by council. In practice this means a property could have up to 4 council electors in addition to any State residents.

When council has 2 joint owners and/or 2 joint occupiers already enrolled for a property, s 240(6) states that subsequent applications by an owner or occupier, respectively, are void.

If multiple applications are received at the same time which exceed this limit, the CEO must decide which applications to accept within the limit. Council should contact the applicants to provide more information which may assist them in making this decision.

Council is responsible for ensuring that the correct entitlement is applied. No more than 2 joint owners and no more than 2 joint occupiers are to be submitted to the VEC in the CEO List in respect of each rateable property.

Enrolment limits – per corporation

A corporation may only exercise the right of entitlement under s 245 once in any municipal district, regardless of how many properties it owns or occupies or jointly owns or occupies in the municipal district. A corporation may only appoint one representative to enrol for this property.

Examples of owner ratepayers

- Nick has worked hard as a brickie since 1960 and now that he's retired, owns 2 houses in Council A (one to rent out and one to live in) and an apartment in Council B, which he rents out. Nick must vote for the address he lives at in Council A, as he would for state or federal elections. Nick doesn't get a second vote for the house he rents out in Council A, but he can apply to enrol for Council B because he is the owner and he pays the rates for the apartment. If Nick chooses to enrol, he must vote in all Council B elections.
- Aaron, Bethany, Chris and Declan are siblings who inherited a beach house in Council E when their mother passed away in July 2023. Although all 4 are joint owners and are listed on the rates notice, Council E can only enrol 2 owners. Chris and Declan applied to council to enrol on 20 August 2023, and their applications were accepted. Bethany feels a very close connection to the area after spending many summers there as a child, so she submitted an application on 25 August 2023. Council E rejected Bethany's application as there were already 2 owners enrolled to vote for the property. Bethany asked Declan to resign his enrolment so she could vote instead. Declan agreed, and filled in a council form to resign his enrolment. After council accepted Declan's resignation, Bethany was able to apply to enrol.
- Raj and Lakshmi moved from India to Australia in 2022 and bought a fixer-upper in Council B, for which they pay rates. Although they love Australia, they don't yet qualify for citizenship. They have 2 children and care deeply about their community, so they applied to enrol for Council B, and their applications were accepted. Raj and Lakshmi must vote in any election or by-election for Council B, but they cannot vote in state or federal elections until they become Australian citizens and enrol. They may vote in any by-elections before the 2024 local council general election, but it is not compulsory.

Example of an occupier ratepayer

- Gillian and Thibaut rent an old milk bar across the road from a train station in Council D, which they converted into a French bakery. Business is going great, as their croissants and coffee are a hit with morning commuters. Gillian and Thibaut's lease requires them to pay the rates for the property. They apply to enrol for Council D as occupiers so they could have a say on issues such as street lighting and car parking around their business. Once enrolled, Gillian and Thibaut must vote at the 2024 local council general election and for any by-elections in Council D after 2024.

If a by-election is called after they are enrolled but before the LG2024 election, their enrolment will only apply to the by-election and not the LG2024 election. It is not compulsory for them to vote in any by-election held before the LG2024 election. Council will send them an invitation to renew their enrolment for the LG2024 election.

Example of a corporation

- Benita is the company secretary of Widget Corp. At its most recent quarterly board meeting, it was unanimously agreed that she should be appointed to represent Widget Corp's business interests and vote in Council D elections. Benita agreed and applied to Council D. As she is a State resident for Council E and is not a representative for another corporation in Council D, the council accepted her application to vote for Widget Corp.

Council D have to revoke Benita's appointment if she moves and becomes a State resident for Council D, becomes eligible to be a council-enrolled voter for Council D or ceases to be the company secretary or a director. Benita can resign her appointment.

Format of applications for enrolment

The Regulations require that applications for enrolment must be provided to council in a prescribed format:

- Application by owner ratepayer as detailed in regulation 7
- Application by occupier ratepayer as detailed in regulation 10
- Appointment of corporation representative as detailed in regulation 12

Template forms which meet the requirements of the Regulations as well as data capture requirements for the production of voters' rolls are available from the VEC. To access these forms in .doc or pdf fillable format, please contact rollsupport@vec.vic.gov.au. Form templates are not being made publicly available by the VEC or LGV, to avoid the risk of ratepayers using a form which does not meet an individual councils' requirements. These forms may be added to by Council or copied for online use, however no fields may be removed. It is strongly recommended that Council prepares an online version of the form to enable efficient processing of applications for enrolment.

The Regulations state that applications for enrolment must include a signed and dated declaration. This signature may be filled using a signature capture on an online form, or signed in ink on a paper form. This signature must be that of the person being enrolled and must not be blank, a typed name, or a check box. The VEC may request council CEOs provide copies of applications to compare signatures on other election-related material such as ballot material received from the same person. Documents containing this signature must be retained as long as the entitlement is active.

Processing of applications for enrolment

On receiving an eligible notice of an appointment under s 245 or an application for enrolment under ss 242 or 244, s 246 (1) requires that the CEO must enrol the person unless they are not entitled. The VEC recommends that applications are processed within the council's system as soon as possible after they are received, to reduce the risk of delays at key moments.

Council CEOs must determine eligibility of applicants before enrolling them and under s 246(3) may contact them orally or in writing where more information is required. Council CEOs requesting more information in writing may request under s 246(4) a valid written response that is signed by the person giving the information.

Where a person is already enrolled under ss 242 or 244, and they seek to apply for enrolment as an owner or occupier under a different property within the municipality, they must resign their existing enrolment using the approved form before an application for enrolment can be accepted.

Council CEOs must accept applications which are valid and are received before the close of the rolls. If an investigation takes place after the close of the rolls and this determines that the application was valid when it was received, then this application must be accepted.

Council CEOs must refuse applications which are invalid and are not rectified before the close of the roll. Council CEOs must notify the person in writing and provide a reason for the refusal of enrolment. See further details below in the “Writing to people whose enrolment is refused” section (page 11).

Where a valid application is received after the close of the roll, the VEC recommends that council sends the applicant a ‘late’ letter which advises that the application was received too late for the person be included on the voters’ roll for the election, but the applicant will be on the voters’ roll for any subsequent by-elections or elections (as appropriate to the application).

When enrolling an eligible applicant, councils must ensure all information required for a CEO’s voters’ list extract is accurately captured in their systems including:

- Date of receipt
- Enrolment coding based on the type of application
- Ward coding for the property address
- Expiry date recorded when applicable (occupiers and corporation reps)
- Email address and telephone number for the voter wherever it is available.

A detailed list of requirements for the CEO List extract is provided in Appendix C.

Resignation, revocation, or loss of entitlement

A voter can resign their enrolment if they are enrolled as an owner ratepayer, occupier ratepayer, or corporation representative under ss 242, 244, and 245 respectively. The Regulations require notices of resignation or revocation to be provided to council in a prescribed format:

- Owner ratepayer as detailed in regulation 8
- Occupier ratepayer as detailed in regulation 11
- Resignation of corporation representative as detailed in regulation 13
- Revocation of corporation appointment as detailed in regulation 14.

On receiving an eligible notice of revocation or resignation of enrolment prior to the close of the roll, Council must remove the person’s enrolment. Council CEOs may contact them orally or in writing where more information is required.

The VEC recommends councils process enrolment resignations/revocations on the same working day received and before further enrolment applications are processed to avoid disenfranchising any subsequent applicants.

Where a council elector no longer holds an entitlement as at close of the roll, the person ceases to be enrolled. Council must ensure that the person is removed from the roll and any subsequent CEO List. Circumstances which may lead to this include:

- the death of a voter
- a voter becoming entitled to be enrolled as a State elector under s 241, or
- an owner ratepayer or corporation selling their property.

If a person is no longer enrolled as at close of the rolls, but the change has not yet been processed by council, then council must process it before the CEO List is provided to the VEC.

The Act does not require a Council to write to a person to acknowledge a resignation or revocation, or to advise of a loss of entitlement, however best practice would be to do so.

Requests that address not be shown (Silent Voter)

Council voters must complete a separate application to council accompanied by a statutory declaration to request suppression of their address in council voters' rolls. This form must be in accordance with the Regulation 17.

Regulation 19 requires that the CEO ensure that *only those who are authorised by the CEO* can access to silent voter information.

Council CEOs must flag voters' approved requests appropriately ensuring the Silent elector flag and all address details are included in the CEO voters' lists provided to the VEC. VEC requires the address for entitlement validation in the preparation of the voters' roll. Subsequent roll products will suppress the address.

Under regulation 18, the CEO must maintain a list of people whose requests to be a silent voter were granted. Notations on ratepayer records could satisfy the requirement for the person to be listed as a silent voter. A silent voter should remain listed as a silent voter even if the person resigns their enrolment, or if their occupier or corporation enrolment expires; they may only be removed if they no longer hold any entitlement to be enrolled as a ratepayer.

Section 247(4) requires that the CEO notify a person in writing of a decision to grant or refuse a request to be a silent voter.

Writing to people whose enrolment is refused

Under s 246(2)(b), council must write to a person whose application for enrolment is refused, giving reasons for the refusal. Examples of reasons for refusal may include:

- The application form is not properly completed
- The applicant is not entitled to enrol, for instance,
 - Does not own rateable property in the municipality
 - Is not liable to pay rates for occupied property
 - Is not a director or company secretary of an applicant corporation

- Is not aged 18 or over as at election day
- The CEO has reason to believe that the application was made by a person other than the named ratepayer (for example the VEC identifies the ratepayer as deceased)
- The applicant is a State elector for an address within the municipality
- The applicant is already exercising an entitlement as a council elector, for instance
 - A person applying under the category for which they are already enrolled
 - An occupier ratepayer also applying to be an owner ratepayer for another property, or vice versa, or
 - A corporation applying to appoint a person who is entitled to be enrolled as an owner or occupier ratepayer
- Applicant is applying for enrolment at an address that already has 2 owners joint and/or 2 joint occupiers.

These letters must be written and sent by council, even if the basis for the decision is on information provided by the VEC to council.

By-elections before LG2024

The transitional entitlement scheme for council elections continues to apply for any by-election held before the general election of October 2024. At these by-elections voting is compulsory for people enrolled as a State resident, but ***not those enrolled as a council elector.***

Reference	Entitlement description
Section 242	Owner ratepayer by application – enrolment is ongoing until resigned.
Section 243(1)	Owner ratepayer who held an entitlement under section 13 of the <i>Local Government Act 1989</i> – automatic enrolment based on <i>last voters' roll</i> (see definition above). This enrolment cannot be resigned.
Section 243(2)	Regulation 9 allows for owner enrolment to be varied: for example, if an owner ratepayer was not on the last voters' roll as they were the third or subsequent owner ratepayer, they may apply to be enrolled in place of a person who was automatically enrolled under s243(1).
Section 244	Occupier ratepayer by application – enrolment has effect from the next close of the roll after it is accepted and continues in force until the day before the subsequent close of the roll for a general election. Any applications received before a by-election held after LG2020 will expire on 29 August 2024 and not be valid for the general election.
Section 245	Corporation owner or occupier by application - enrolment has effect from the next close of the roll after it is accepted and continues in force until the day before the subsequent close of the roll for a general election. Any applications received before a by-election held after LG2020 will expire on 29 August 2024 and not be valid for the general election.

Council are responsible for ensuring the removal of voters entitled under s 243 where an application under s 242 or s 245 has been received.

Requirement to send notices inviting renewal

Councils must send a notice to occupier ratepayers and corporation representatives who were enrolled on the previous voters' roll, inviting them to renew their enrolment, along with an application form.

Councils must send a notice to owner ratepayers who were automatically enrolled for the 2020 general election which invites them to renew their enrolment, along with an application form.

Casey and Whittlesea councils must send the notices prescribed in section 240(12).

Further details of these requirements are described immediately below.

Writing to non-resident owners whose entitlement expires for LG2024

Section 240(12) requires councils (or VEC by agreement) to send a notice, by no later than 31 July 2024, advising voters enrolled on the previous voters' roll under s 243 of the information prescribed by the Regulations. This legislated date is after the primary roll production date of 14 June 2024 for LG2024, and therefore VEC recommends that all notifications are sent in the month of May 2024 to ensure any applications for enrolment are included within the primary roll.

The VEC will not send the notices by agreement, as the VEC considers councils are best placed to control the inbound and outbound communications impact, ensure appropriate resources are available to enrol applicants and respond to any enquiries.

The notice must comply with regulation 6. Under s 8 of the *Electronic Transactions (Victoria) Act 2000* this notice may be provided by email if the Council has consent of the ratepayer to communicate the notice electronically.

Writing to occupier and corporation ratepayers before each general election

Section 240(10) requires council (or VEC by agreement) to write to people who are enrolled under s 244 or s 245, advising them that their entitlement expires before the general election, and inviting them to re-apply for the next 4 years.

The VEC considers it appropriate for council to send the notifications for the same reasons as above. The notice must comply with Regulation 6. Under s 8 of the *Electronic Transactions (Victoria) Act 2000* this notice may be provided by email if the Council has consent of the ratepayer to communicate the notice electronically.

Writing to new ratepayers who are not currently enrolled

There is no requirement under the Act for council to write to ratepayers who were not enrolled by virtue of the transitional entitlement scheme. Effectively, this means that a person who became a ratepayer after October 2016 (to whom s 241 does not apply) does not need to be advised of their opportunity to enrol and vote. However, to promote high rates of enrolment and participation in the election, the VEC and LGV recommend councils write to all ratepayers with the following entitlements to encourage them to complete an application in the month of May 2024:

- All non-resident ratepayers that have purchased a rateable property since LG2016/previous voters' roll and have not enrolled
- All non-resident ratepayers that were not the first 2 named ratepayers in LG2016/previous voters' roll and have not enrolled
- All ratepayers who are entitled as an occupier under s 244 and have not enrolled

- All corporations who are entitled as an owner or occupier under s 245 and have not appointed a representative.

VEC will assist councils to review their lists of ratepayers by using CEO Lists to create a set of preliminary roll products in early 2024. These products will identify any invalid or duplicate voters before returning a cleansed list to council.

Timeline for preparation of voters' rolls for LG2024

The timelines for roll production are currently under development. An indicative timeline is as follows:

Date	Activity
15 January 2024	<p>Councils to provide a stage 1 preliminary CEO List. This file is to be in the existing format, or the new format (see Appendix C) which includes:</p> <ul style="list-style-type: none"> • All ratepayers enrolled or entitled to be automatically enrolled under s 243 • Voters who have applied under ss 242, 244 and 245 • Ratepayers who are not currently enrolled, and who: <ul style="list-style-type: none"> - purchased property after the entitlement date for the last general election under LG Act 1989, or - were not one of the first 2 named ratepayers on the <i>last voters' roll</i>.
30 April 2024	<p>The VEC will provide council with feedback including:</p> <ul style="list-style-type: none"> • ratepayers identified on CEO lists who are invalid or duplicate voters. • a list of ratepayers who must receive a mandatory notice under ss 240 (10) or (12) • a list of ratepayers to whom Council may wish to send notices encouraging enrolment
1 to 31 May 2024	<p>Councils to send notices and application forms under s 240(10) and (12)</p> <p>Casey and Whittlesea to send notices to ratepayers entitled to be enrolled under s 243, advising they will be automatically enrolled for LG2024. The s 240 (12) notices for these councils should be sent on 31 July.</p>
From 1 May onwards	<p>Councils to process enrolment applications as they are received</p>
14 June 2024	<p>Deadline for councils to provide stage 2 CEO Lists of primary roll data. The file <u>must</u> be in the new file format as detailed in Appendix C and include completed forms that will be valid as at close of the roll.</p> <p>Casey and Whittlesea council lists should include those subject to section 243, being owner ratepayers who were entitled to be enrolled without application and whose entitlement hasn't changed.</p> <p>VEC will review the records contained in the CEO list and by 23 August identify any errors that council must correct before close of the roll.</p>
31 July 2024	<p>Casey/Whittlesea to send notices and application forms under s 240(10) and (12)</p>

Date	Activity
4pm 30 August 2024	<p>Close of the roll.</p> <p>Every form, whether physical or electronic, should have the date and time of receipt recorded. Council should continue to process enrolment applications for all forms received before 4pm.</p> <p>Forms received after 4pm should be sent 'late' letters.</p>
2 September 2024	<p>Deadline for stage 3 CEO Lists to be provided to the VEC for certification roll production. The file <u>must</u> be in identical format to the CEO list submitted at stage 2, and as detailed in Appendix C.</p> <p>This list is to contain updated council-enrolled records incorporating new enrolments processed up to close of the roll. Councils should remain available to make decisions on any anomalies identified by the VEC.</p>
19 September 2024	Certification of the rolls

Councils with unique circumstances

Council	Circumstance	Details
Casey City Council	Casey City Council did not have a general election in October 2020. An amendment to s 243 of the Act requires that the transitional entitlements remain for the LG2024 election. These entitlements are listed in the "By-elections before LG2024" section above (page 12), with the key difference that voting is now compulsory for enrolled voters.	<p>Ratepayers with entitlement under s 243 are not able to exercise an entitlement under ss 242, 244 or 245 (see "Voters who were previously automatically enrolled" on page 6) for LG2024.</p> <p>Voting is compulsory for all enrolled voters who are enrolled under s 243, which is a unique circumstance and will require additional clear communications to voters.</p>
Whittlesea City Council	Whittlesea City Council did not have a general election in October 2020. An amendment to s 243 of the Act requires that the transitional entitlements remain for the LG2024 election. These entitlements are listed in the "By-elections before LG2024" section above (page 12), with the key difference that voting is compulsory for enrolled voters.	<p>Ratepayers with entitlement under s 243 are not able to exercise an entitlement under ss 242, 244 or 245 (see "Voters who were previously automatically enrolled" on page 6) for LG2024.</p> <p>Voting is compulsory for all enrolled voters who are enrolled under s 243, which is a unique circumstance and will require additional clear communications to voters.</p>
Moira Shire Council	Council is currently in administration and no election will be held until October 2028	As there is no election in 2024, there is no immediate impact. In 2028 this council will be required to comply with s 240(12) and write to voters who

Council	Circumstance	Details
		were enrolled under s 243 for the LG2020 election.
South Gippsland Shire Council	The first general election for South Gippsland Shire Council was held in October 2021.	The requirements for South Gippsland are consistent with councils that held their first general election in October 2020.

Examples for Whittlesea and Casey Councils

- Minh grew up in Frankston and has been a State resident for Frankston City Council since 1990. In 2014, he bought an investment property in Cranbourne, Casey City Council, which he still rents out. In the 2016 election he received 2 ballot packs: one for Frankston City Council, and one for Casey City Council, where he was automatically enrolled as a non-resident owner. He didn't vote for Casey City Council in 2016 because it was not compulsory. In the 2020 election, no election was held for Casey so he didn't receive a ballot pack for that council. As his circumstances haven't changed since 2016, for the 2024 election Minh will receive 2 ballot packs again, but this time he must vote in both council elections or risk getting a fine.
- Silvana lived in Mill Park in Whittlesea City Council until she moved into a retirement village in Preston in Darebin City Council in 2015, but kept her old family home as an investment to give to her grandchildren one day. At the 2016 election, she received 2 ballot packs: one for Darebin City Council and one for Whittlesea City Council. In 2018, she subdivided the Mill Park property so her son could build a house and live there, but kept the other half as an investment. At the 2024 council election, Silvana will automatically receive a ballot pack for Darebin City Council. However, as her circumstances have changed for Whittlesea City Council since 2016, Silvana must apply to enrol for the Whittlesea City Council election if she would like to vote for the investment property.
- Margaret, who lives in St Kilda, in Port Phillip City Council, bought a house in Clyde North, in Casey City Council, in 2019 to add to her investment portfolio of 4 properties. At the 2020 election, she received a ballot pack for Port Phillip City Council, plus 3 other councils where she owned properties and was automatically enrolled. Margaret did not receive a ballot pack for Casey City Council because there was no election held for that council that year. In the 2024 election, she will receive a ballot pack for the Port Phillip City Council election, where she is a State resident. If she wants to vote for councils where she has investment properties, she will need to apply to enrol to vote with each relevant council, including Casey City Council.

Guidance note updates or amendments

This is a joint guidance note developed by the VEC and LGV. The VEC and LGV may amend or update the guidance in line with advice, feedback or legislative change. Any changes will be noted in the version history.

Councils to seek own advice

This guidance note is designed to assist councils in their application of the legislation. It does not constitute legal advice and councils should seek their own advice about the application of the legislation to their municipality.

Appendices

Appendix A. Summary of entitlement changes from 2016 to 2024 elections

Entitlements under LGA 1989 (applies to by-elections prior to LG2020)		Entitlements during LGA 2020 transition period (applies to LG2020 & by-elections prior to LG2024)		Entitlements under LGA 2020 for LG2024 onwards (LGA 2020 fully implemented)	
1. State elector AUTOMATIC ENTITLEMENT • Voting is compulsory (over 70s exempted)	S12	1. State elector AUTOMATIC ENTITLEMENT • Voting is compulsory	S241	1. State elector AUTOMATIC ENTITLEMENT • Voting is compulsory	S241
2. Owner ratepayers (non-resident owner) AUTOMATIC ENTITLEMENT • Voting not compulsory	S13	2. Owner ratepayers (non-resident owner) AUTOMATIC ENTITLEMENT • Specific, individual non-resident owner ratepayers who were: 1. previously automatically enrolled on the last voters' roll for the Council, and 2. continue to be entitled to be enrolled. • Expires on the day before close of roll for the 2024 general election • Voting not compulsory <i>*An S243 entitlement is lost if an S242/S245 owner application is accepted for the property at which the S243 entitlement was held.</i>	S243	2. For Whittlesea and Casey only: • Automatic entitlement based on the same criteria as the transition period • Expires at the close of roll for the LG2024 election – this entitlement will not apply for any subsequent by-elections • Voting is compulsory. <i>An S243 entitlement is lost if an S242/S245 owner application is accepted for the property at which the S243 entitlement was held</i>	S243
3. Owner ratepayers (non-citizen resident ratepayer) • By application • Expires at close of roll for next general election • Voting not compulsory.	S14	3. Owner ratepayers • By application • An ongoing entitlement. Entitlement remains until actively resigned. • Voting not compulsory.	S242	3. Owner ratepayers • By application • An ongoing entitlement. Entitlement remains until it is actively resigned. • Voting is compulsory	S242
4. Occupier ratepayer • By application • Expires at close of roll for next general election • Voting not compulsory.	S15	4. Occupier ratepayer • By application • Expires the day before close of roll for next general election* • Voting not compulsory.	S244	4. Occupier ratepayer • By application • Expires the day before close of roll for next general election* • Voting is compulsory	S244
5. Corporations (company director/secretary) • By application • Expires at close of roll for next general election • Voting not compulsory.	S16	5. Corporations (company director/secretary) • By application • Expires the day before close of roll for next general election* • Voting not compulsory.	S245	5. Corporations (company director/secretary) • By application • <u>Expires</u> the day before close of roll for next general election* • Voting is compulsory	S245

*Note: If a s 244 or s 245 application is made before a by-election, it will expire before the next general election

Appendix B. CEO list format

Specification for Chief Executive Officer's Voters List

Data sent to the VEC must be clearly labelled and accompanied by a Council Data Information Sheet (use the proforma on page 6), so that the VEC has all the information required to process Council data. If your system produces these details with a different layout, there is no need to transcribe the information, just include the output with the datafile. A record layout, if available, will also help with processing.

Please do not send unidentified files, as the resultant delays could jeopardise Municipal Voters roll production.

The following format is a guide to the required data. The VEC can cope with different data formats and would rather do this than lose any data. Standard formats have been established for each software supplier, to which councils are expected to adhere.

- **The most important principle in extracting the CEO's List is that all information is retained in the export process. Provide the fields as you store them in preference to truncating or concatenating fields to fit the following format. Format variations are easier to deal with than missing data.**
- **Please do NOT open** an extracted file in Excel or Access before sending it to us; both are liable to corrupt data in quite complex ways which can be very difficult to detect. Make a copy of the file if you want to do any checking but send us the untouched original file.
- Data should NOT be truncated.
- A delimited file is preferred, using the pipe symbol | or TAB rather than comma (commas can appear in data fields). Records may also be fixed-length and fixed-format. A record layout of your data would help considerably.
- Variations to this format may be negotiated, as long as all necessary fields are provided in full.
- Separate ward files are not required; it is preferable that only one file is provided with the ward code on each record.
- **A voter should not appear more than once in a municipality, regardless of many properties they own.**
- **A maximum of 2 Owners and 2 Occupiers per property.**

FIELDS REQUIRED (mandatory fields are marked * others may be blank)
(New fields are highlighted in green)

FIELD	COMMENTS
MUNICIPALITY ID *	Mandatory 3-character text field e.g. 522 allocated by the VEC.
WARD ID *	Mandatory 2-character text field e.g. 03
PERSON ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
SURNAME *	e.g. van der Walt
GIVEN NAMES *	e.g. Paul Andrew William
GENDER	M or F or leave blank. Do not use U for unknown
BIRTH DATE	Date format DD/MM/YYYY. Councils should have DOB on 80% of records
PROPERTY ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
CAPITAL IMPROVED VALUE	Numeric – whole \$ value. DO NOT include comma separators. 0 if not rated. To allow decisions on duplicates.
PROPERTY NAME	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property. e.g. Kadina Caravan Park, Bellbird Hospital, Killara, Westfield Retirement Village.
ADDRESS NUMBER	Unit 4 } or Flat 18 or Lot 34B or RMB 7654 etc
STREET NUMBER	237A } TEXT field, not numeric. Include Street Number Suffixes
STREET NAME *	Oxford } or address string if separate fields are not available Unit 4/237A Oxford St
STREET TYPE *	Street }
PLACE NAME *	Mandatory – no parish names
POST CODE	TEXT field, not numeric
CONTACT ADDRESS LINE1	Used for mailing ballot papers and voter cards as well as for duplicate matching. Where 3 addresses are stored, ratepayer's Residential Address is more useful in these fields than Contact Address. Ideally not more than 5 fields – but include extra fields if data will be lost.
CONTACT ADDRESS LINE2	
CONTACT ADDRESS LINE3	
CONTACT ADDRESS LINE4	
CONTACT ADDRESS LINE5	
APPLICATION DATE	Date the application form was received by Council
MOBILE NUMBER	Ratepayers Mobile number (e.g. 0412987654)
EMAIL ADDRESS	Ratepayers Email address (e.g. iam.ratepayer@gmail.com)
CORPORATION NAME	Corporation Name (only populated for Corporate Owner/Occupier entitlements)
CORPORATION A.C.N.	Corporation A.C.N. (only populated for Corporate Owner/Occupier entitlements)
CORPORATION STREET ADDRESS	The Street address of the Corporations Registered Address (Cannot be a PO Box)
CORPORATION PLACE NAME	The place name of the Corporations Registered Address
CORPORATION STATE	The State of the Corporations Registered Address
CORPORATION POST CODE	The postcode of the Corporations Registered Address
NOMINATED PROPERTY	Y/N flag - indicates owner wants voting entitlement based on this property. Leave blank if not relevant.
SILENT *	Y/N flag - indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.

VICMAP identifier	Use <u>Property PF</u> from Land Victoria's Physical Data Model - <u>Vicmap</u> Property (Standard) or leave blank if not available.
VOTER STATUS CODE *	Indicates legislative basis for this voting entitlement (single character – see below)
CHANGE TYPE *	L for CEO's List

A more detailed explanation of these fields appears on the following two pages.

MUNICIPALITY ID	The ID allocated by the Victorian Electoral Commission for this municipality. See page 7 for a complete list of municipalities and the relevant code.
WARD ID	The ID allocated to the ward in which this voter is entitled to vote. (The Municipality and Ward IDs together comprise the 5-digit 'LGA code', which uniquely identifies the ward within the state).
PERSON ID	From council system. To facilitate feedback to council, duplicate identification, and efficient processing of "Update" files.
SURNAME GIVEN NAMES	Surname and Given Names should be provided separately, so names can be appropriately presented for mailouts and on printed rolls.
GENDER	M or F or blank if unknown. Do not use U for unknown.
BIRTH DATE	Date format DD/MM/YYYY Leave blank if not available.

The following address fields make up the ENTITLEMENT ADDRESS; the basis on which the voter is included on the roll.

PROPERTY ID	From council system. To facilitate feedback to council, duplicate identification, and efficient processing of "Update" files.							
CAPITAL IMPROVED VALUE	Numeric – whole \$ value only. DO NOT include comma separators. 0 if not rated.							
PROPERTY NAME	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property.							
ADDRESS NUMBER	<table border="0"> <tr> <td>Unit 4</td> <td rowspan="2">} or Flat 18 or Lot 34B or RMB 7654 etc</td> </tr> <tr> <td>237A</td> </tr> <tr> <td>Oxford</td> <td rowspan="2">} or address string, if separate fields are not available</td> </tr> <tr> <td>Street</td> <td>e.g. Unit 4/237A Oxford St or RMB 1419 Western Highway</td> </tr> </table>	Unit 4	} or Flat 18 or Lot 34B or RMB 7654 etc	237A	Oxford	} or address string, if separate fields are not available	Street	e.g. Unit 4/237A Oxford St or RMB 1419 Western Highway
Unit 4		} or Flat 18 or Lot 34B or RMB 7654 etc						
237A								
Oxford		} or address string, if separate fields are not available						
Street	e.g. Unit 4/237A Oxford St or RMB 1419 Western Highway							
STREET NUMBER								
STREET NAME								
STREET TYPE								
PLACE NAME	The name of the City/Suburb/Town/Locality. These should be gazetted placenames; parish names are NOT acceptable.							
POST CODE	The Postcode of the Entitlement Address. Postcodes should always be treated as text.							

*The next set of address lines relate to the **contact address**. This must be different from the entitlement address, or the record should be omitted as a resident owner (except applicants).*

If you store the contact address as one free format field, please supply it in the same way regardless of size; do not split it into fields and do not truncate it.

This is the address used for mailing voter cards, information brochures and ballot papers. If your system stores Residential Address as well as Contact Address, extract the Residential Address for preference as this will give better matching in the duplicate identification process and is generally more satisfactory for mailing ballot papers. Real Estate agent addresses are highly undesirable as ballot papers should not fall into the wrong hands.

CONTACT ADDRESS LINE1
CONTACT ADDRESS LINE2
CONTACT ADDRESS LINE3
CONTACT ADDRESS LINE4
CONTACT ADDRESS LINE5

Postcodes should always be treated as text to prevent errors such as Northern Territory postcodes appearing as 827 instead of 0827. Include Country for overseas addresses, but do not include "Australia" for Australian addresses.

APPLICATION DATE	Date council receives an application – Must be before close of the roll to be included.										
MOBILE NUMBER	Applicant’s Mobile Number. Land-line numbers excluded if possible.										
EMAIL ADDRESS	Applicant’s Email address.										
CORPORATION NAME	Only required for Corporation entitlements. Used in the event the appointed corporation representative does not vote.										
CORPORATION ACN	Only required for Corporation entitlements – Australian Company Number										
CORPORATION STREET ADDRESS	Only required for Corporation entitlements										
CORPORATION PLACE NAME	Only required for Corporation entitlements										
CORPORATION STATE	Only required for Corporation entitlements										
CORPORATION POSTCODE	Only required for Corporation entitlements										
NOMINATED PROPERTY	Y/N Flag - Y indicates that this multiple property owner wants their voting entitlement based on this property rather than others they own. Leave blank if not relevant.										
SILENT	Y/N Flag indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.										
VICMAP IDENTIFIER	Use <i>Property_PFI</i> from Land Victoria’s Physical Data Model - Vicmap Property (Standard) or leave blank if not available.										
VOTER STATUS CODE	This field should contain the code used by the municipality to indicate the voter’s category of entitlement, i.e. Owner Ratepayer, Occupier Ratepayer etc. A list of the council codes used, and their descriptions must be provided on the Council Data Information Sheet, otherwise we have to guess which of the following codes your voters belong to. Council codes will be standardised by conversion to one of the following to be displayed on the printed roll: <table border="0"> <tr> <td>N</td> <td>Non-resident Owner (automatic for City of Melbourne only)</td> </tr> <tr> <td>A</td> <td>Owner Ratepayer</td> </tr> <tr> <td>P</td> <td>Occupier Ratepayer</td> </tr> <tr> <td>O</td> <td>Owner Corporation Representative</td> </tr> <tr> <td>T</td> <td>Occupier Corporation Representative</td> </tr> </table>	N	Non-resident Owner (automatic for City of Melbourne only)	A	Owner Ratepayer	P	Occupier Ratepayer	O	Owner Corporation Representative	T	Occupier Corporation Representative
N	Non-resident Owner (automatic for City of Melbourne only)										
A	Owner Ratepayer										
P	Occupier Ratepayer										
O	Owner Corporation Representative										
T	Occupier Corporation Representative										
CHANGE TYPE	L For CEO’s List.										

The Council Data Information Sheet on the following page must be provided every time data is sent to the Victorian Electoral Commission. Record counts and Voter Status Codes enable verification that data has been correctly read and interpreted. Ward numbers and names are needed to check that the VEC coding is correct.

Please upload all data and the completed Council Data Information Sheet to dex.vec.vic.gov.au

Council Data Information Sheet

Please upload all data and this completed form to dex.vec.vic.gov.au

Name of the Municipality _____
Contact _____ Phone No _____
E-mail address _____

Software Used

What software is used to run the database that this data was extracted from? Please supply the record layout for the data if different to the standard format.

Ward Names

We need to check that we are using the correct ward names for each ward identifier in your file.

Ward ID	Ward name

Voter Count

Number of voters in file	
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Voter Status Code Information

This is the code you use to identify the different legislative categories of entitlement to be on your Roll

Standardised Voter Status Code	Your Council Voter Status Code (if different)
N Non-resident Owner (City of Melbourne only)	
A Owner Ratepayer	
P Occupier Ratepayer	
O Owner Corporation Representative	
T Occupier Corporation Representative	

Who can vote in the 2024 Victorian local council elections?



You can only vote **once** in each municipality, no matter how many properties you own or occupy.
You must enrol before **4 pm on Friday 30 August 2024**.



2024 Voters Roll

Voting is compulsory for everyone who is enrolled.

*[Whittlesea City Council](#) and [Casey City Council](#) did not have a general election in 2020, and have different rules for the 2024 election. Some property owners will be automatically enrolled. For further information [check our website](#).

*²Moira Shire Council's next general election will be in October 2028.

*³Melbourne City Council has different rules for enrolling and voting. For further information [check our website](#).