Local council elections 2024

Candidate Bulletin No. 4

23 October 2024

Port Phillip City Council

Port Phillip City Council Election Office
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Port Melbourne. 3207
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1. Ballot paper extraction and counting plan

The plan for the extraction and counting of ballot papers for each ward election has been prepared based on an estimate of the number of returned ballot papers. The dates, times and description of each of the activities for each ward election are set out below. If any changes to the plan are required, you will be advised as soon as possible to ensure you have enough time to inform your scrutineers.

The ballot papers to be extracted and counted to first preferences in Group A comprise the ballot paper envelopes from the general mail-out received by the close of voting at 6 pm on Friday 25 October that are ready to be admitted for extraction at this stage.

The ballot papers to be extracted and counted to first preferences in Group B comprise any remaining ballot paper envelopes from the general mail-out and any other ballot paper envelopes, signed and dated no later than 25 October and received by 12 noon on Friday 1 November that can be admitted for extraction.

Please note that the extraction of ballot papers involves placing ballot papers face down once removed from the ballot paper envelope and therefore there will be no counting activities for scrutineers to view until the first preference count commences following completion of extraction activities.

At the conclusion of Group A activities for all wards, I will provide you with the first preference votes report for each ward in a bulletin. This information will be indicative only as further votes will be counted in Group B.

Once a successful candidate is known in each ward, either at the end of the Group B count or following the preference distribution, the results for each ward will be emailed to candidates. At this stage, these are referred to as provisional results. Provisional results will also be published on the VEC website. The results only become final after the formal declaration of the results.

Albert Park Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Wednesday 30 October	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**9** election officials
Wednesday 6 November	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**5** election officials
Friday 8 November	From 9:15 am	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials

Alma Park Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Wednesday 30 October	From 9:15 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials
Wednesday 6 November	From 1:30 pm	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 1:00 pm	**5** election officials
Friday 8 November	From 1:00 pm	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 12:30 pm	**7** election officials

Balaclava Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Thursday 31 October	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**9** election officials
Wednesday 6 November	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**5** election officials
Friday 8 November	From 9:15 am	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials

Elwood Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Tuesday 29 October	From 9:15 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials
Wednesday 6 November	From 1:30 pm	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 1:00 pm	**5** election officials
Friday 8 November	From 2:30 pm	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 2:00 pm	**7** election officials

Lakeside Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Wednesday 30 October	From 9:30 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 9:00 am	**7** election officials
Wednesday 6 November	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**5** election officials
Friday 8 November	From 9:15 am	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials

Montague Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Thursday 31 October	From 9:15 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials
Wednesday 6 November	From 1:00 pm	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 12:30 pm	**5** election officials
Monday 11 November	From 1:15 pm	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 12:45 pm	**7** election officials

Port Melbourne Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Thursday 31 October	From 9:30 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 9:00 am	**7** election officials
Thursday 7 November	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**5** election officials
Monday 11 November	From 9:15 am	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials

South Melbourne Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Tuesday 29 October	From 9:30 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 9:00 am	**7** election officials
Thursday 7 November	From 1:00 pm	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 12:30 pm	**5** election officials
Friday 8 November	From 2:45 pm	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 2:15	**7** election officials

St Kilda Ward					
Date	**Time**	**Activity**	**Location**	**Scrutineer registration time**	**Number of election officials involved in the activity**
Tuesday 29 October	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group A**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**9** election officials
Thursday 7 November	From 9:00 am	Extraction of ballot papers followed by the count to first preference - **Group B**	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:30 am	**5** election officials
Monday 11 November	From 9:15 am	Preference distribution, if required	Election Office, 333 Bay St, Port Melbourne. 3207	From 8:45 am	**7** election officials

2. Scrutineers

You are not permitted in election venues during ballot paper extraction and counting activities. Instead, you can appoint scrutineers to observe these activities and represent your interests. A person cannot be a scrutineer if they are:

- a candidate at the election
- a candidate at another ward's election occurring at the same time for the same council
- working for the VEC at the election.

The *Scrutineer handbook* available on the VEC website (vec.vic.gov.au/scrutineer-council-election) provides important information on the role of a scrutineer, their appointment, and the election activities they can observe. It is your responsibility to pass on the information communicated in this bulletin to your scrutineers, including the scheduled dates, times and locations, and the maximum number of scrutineers you can appoint for each activity.

You may appoint scrutineers to observe activities of the election you are contesting using a correctly completed *Appointment and declaration of scrutineer* form. Forms are available online at vec.vic.gov.au/scrutineer-council-election or in the *Candidate information kit.* You must sign an *Appointment and declaration of scrutineer* form for every scrutineer you appoint. Scrutineers cannot observe activities for other elections without being appointed.

Election activities may take place at different venues during the election period. You need to formally appoint scrutineers for each venue they attend. Scrutineers must provide a separate *Appointment and declaration of scrutineer* form for each venue before they can observe the election activities. The form must clearly identify the venue that the scrutineer is appointed to attend. Refer to the table above for the applicable location name and/or address to use when completing the *Appointment and declaration of scrutineer* form.

Scrutineers won't need to register with a new form each time they enter a venue for an election if they are already registered to scrutineer on your behalf for that election at that venue. If a person scrutineering on your behalf also wishes to be a scrutineer for a candidate in another election (including another ward in the same council), they must register with a new form signed by that candidate, even if the activity is taking place at the same venue.

Please encourage your scrutineers to arrive at the scrutineer registration time listed in the above table to allow time to register and participate in important scrutineer briefings.

Scrutineers must behave in accordance with the conditions of entry. If an issue does come up with scrutineers that you appoint, we will first try to resolve it directly with the scrutineer or by contacting you. For repeated disruptions or if the issue escalates, we may require the scrutineer to leave the venue.

Please ensure your scrutineers read the *Scrutineer handbook* provided in the *Candidate information kit* and also available on the VEC website: vec.vic.gov.au/scrutineer-council-election

3. Nomination fee refund for candidates

A reminder that the *Candidate refund of fees* form must be lodged with the election manager before the close of voting this week, in order to receive an electronic refund of your $250 nomination fee if you are eligible for a refund. A copy of the form is available in the *Candidate information kit*.

Nomination fees are refunded to candidates who are elected or receive at least 4% of the total formal first preference vote for their election. Eligible candidates who do not provide a completed copy of the form requesting an electronic refund will receive their refund by cheque.

4. Declaration of results

We are currently finalising arrangements for the formal declaration of the results from the election. Once these are finalised, we will detail them in a future bulletin.

Rodney Van Cooten
Election Manager