



LOCAL GOVERNMENT  
INFORMATION SERIES

**2016**

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# MUNICIPAL VOTERS ROLL INFORMATION

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## Introduction to the voters' roll

The voters' roll for a council election is produced by combining two separate lists of voters: the Victorian Electoral Commissioner's (EC's) List of State electors; and the Chief Executive Officer's (CEO's) List of council entitled voters.

The EC's List for council is, on average across the State, about 85% of the complete voters' roll, the remainder being the CEO's List. In some wards of some councils (popular holiday areas), the CEO's List data can be as high as 72% of the ward roll.

**Note that this booklet is not relevant to the City of Melbourne,** which has its own legislation.

## Outline of voting entitlements

- A person must be at least 18 years of age on election day to be on the roll.
- A person can be on the roll for only one address in a council area.
- A person with multiple entitlements cannot choose which right of entitlement to exercise, but must be placed in the first group for which he or she is eligible. The groups are explained in the following pages.
- Voting is compulsory for those enrolled on the EC's List.
- Voters enrolled on the CEO's List are encouraged, but not obliged, to vote in council elections.
- State electors and the first two non-resident owners of a rateable property are **automatically entitled** to be on the roll.
- Other entitlements are by application only and all categories of applications are valid for one election cycle.
- There must be no more than two voting entitlements of any kind for any one rateable property on the CEO's List. EC's list electors enrolled at the property are in addition to this.

## Electoral Commissioner's list

To be eligible to enrol on the EC's List (Victorian State roll), a person must:

- be at least 17 years of age (only voters at least 18 years of age on election day will be included on the EC's List); and
- be an Australian citizen (or a British subject who was on a State or Federal roll at any time during the three months before 26 January 1984); and
- be enrolled at an address within the council boundaries on the entitlement date; and
- have lived at his or her address for a month.

## Chief Executive officer's list

To be eligible to enrol on the CEO's List, a person must enrol in one of the following categories.

### First two named non-resident owners – automatically enrolled

People who do not live in the council area but own rateable land in that council area are automatically entitled to be on the CEO's List.

If one person owns the land, that person must be included on the CEO's List; and does not have to apply to be on the list.

If the land is jointly owned, the first two owners on the council's rate records must be automatically included on the CEO's List.

Only the first two named owners on the rates notice are entitled to be on the CEO's List. However third and subsequent owners can apply to be enrolled instead of the first two named. This requires an application and consent of the first two named.

If a person owns multiple properties, council will choose which property carries the voting entitlement. Multiple property owners have the ability to specify which property is used for voting purposes by application to council.

### Resident owners not automatically enrolled – application

A person who lives in the council area and pays rates on property in the council area and is not on the EC's List (eg non-citizen) are entitled to be enrolled by application to council.

### Occupiers who are liable to pay rates – application

Occupiers of property who are liable to pay the rates in respect of any rateable property may apply with the owner's consent and replace the owner's voting entitlement. The owner's consent is not needed if council records show that the occupier is receiving the rate notice. Local Government Victoria indicates that the intention is that occupiers OR owners should be on the roll (not one of each, for example) since liability for the rates is a criterion and only one of the parties can be paying the rates. An occupier is typically a person (not a company) who operates a business in rented premises within the council area.

### Appointees of corporations – application

A corporation which owns or occupies, solely or jointly, any rateable property in a council area - and is liable to pay the rates - may appoint a person to represent it on the voters' roll.

A corporation appointee must be a director or company secretary (however styled), at least 18 years old on election day, with no other entitlement or appointment within the council area and must consent to the appointment in writing. Only one appointee is allowed.

A corporation may only exercise a right of entitlement once, regardless of how many properties it owns or occupies.

An appointment is revoked if:

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| • the appointee ceases to be a corporation director or company secretary;                     |
| • the appointee dies;   |
| • the appointee delivers a notice of resignation as a nominee to the council;                 |
| • the appointee becomes entitled in his or her own right to be enrolled for the council area; |
| • the corporation delivers a notice of revocation of appointment to the council;              |
| • or the corporation ceases to be entitled to appoint a representative.                       |

### Applications – general information

All applications must reach council by 4.00 pm on the entitlement date and must be in accordance with section 11(6) of the *Local Government Act 1989*. They must be from persons who have no other entitlement in a council area. If the CEO considers that the applicant is not entitled to be enrolled, the CEO must advise the applicant in writing of the reasons for not enrolling them.

Applications are only valid for one election cycle and the CEO must mail a renewal form to all applicants at least 42 days before the entitlement date for the next election.

The basic conditions for CEO's List entitlements are:

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| • Only persons can be on the roll, not companies.  |
| • The person must be a ratepayer or company nominee.   |
| • The person must be at least 18 years old on election day.  |
| • The person can only be on the roll for one address in the council area.  |
| • Entitlements are hierarchical - a person must be in the first group for which they have an entitlement (the lowest numbered section of the <i>Local Government Act 1989</i> ). |
| • There must be no more than two voting entitlements of any kind for any one rateable property on the CEO's List.  |

## Municipal voters' roll summary of voting entitlements

Electoral Commissioner's list	Chief Executive Officer's list			
<ul style="list-style-type: none"> <li>Automatically entitled if on the State roll in the council area</li> </ul>	<p><b>Non-resident owner</b></p> <ul style="list-style-type: none"> <li>18 years +</li> <li>First two named</li> <li>Automatically entitled</li> </ul>	<p><b>Resident owner</b></p> <ul style="list-style-type: none"> <li>Resident owner(s) (up to 2)</li> <li>18 years +</li> <li>Must apply</li> <li>Application expires</li> </ul>	<p><b>Occupier</b></p> <ul style="list-style-type: none"> <li>Liable for rates</li> <li>18 years +</li> <li>Owners consent</li> <li>Must apply</li> <li>Application expires</li> </ul>	<p><b>Corporation owner / occupier</b></p> <ul style="list-style-type: none"> <li>Liable for rates</li> <li>May apply to appoint voting rep</li> <li>Director or Secretary</li> <li>18 years +</li> <li>Application expires</li> </ul>
<b>VEC PROVIDES DATA</b>	<b>COUNCIL PROVIDES DATA</b>			

All **applications** must reach council by 4.00 pm on the entitlement date.  
They must be from persons who have no other entitlement in a council area



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## OTHER BOOKS IN THE SERIES

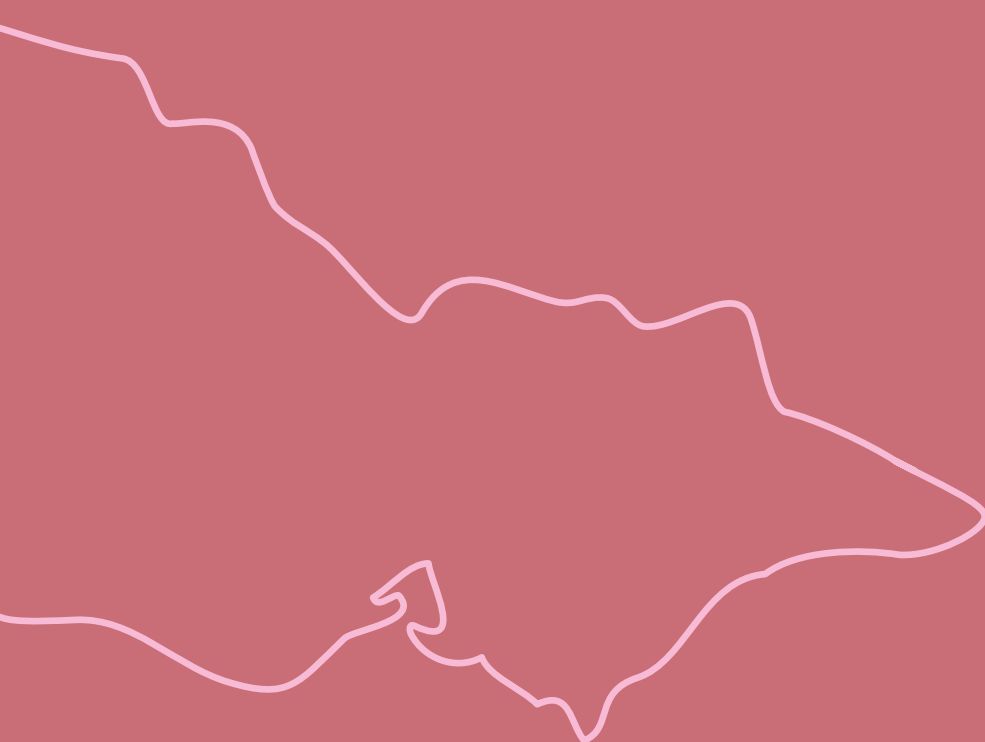
Costing Local Government Elections

Counting Arrangements

Electoral Advertising and Campaign Material

Structural Overview and Key Dates

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