

Voters' Roll - Form B

Enrolment of Joint Owners' or Joint Occupiers' Representatives

City of Melbourne Act 2001, Section 9C(1)



This form is for the appointment of representatives as enrolled voters for Melbourne City Council elections where the rateable property is jointly owned or jointly occupied and one of the entities is a corporation.

If rateable property is jointly owned or jointly occupied by:

- two or more corporations; or
- a combination of at least one person and one corporation - the joint owners or joint occupiers are entitled to appoint two people to represent it or them in Melbourne City Council elections.

Corporations include –

- (a) any body corporate, whether formed or incorporated within or outside the State of Victoria; and
- (b) any incorporated association within the meaning of the *Associations Incorporation Act 1981* – but does not include a Council or any other body incorporated or constituted by or under the *Local Government Act 1989*.

A corporation or individual may only exercise a right of entitlement once, regardless of how many rateable properties it, or they, own or occupy (solely or jointly) in the City of Melbourne.

Representatives must be:

- in the case of a corporation voting representative; a director or company secretary, or a member of a governing body or public officer of an incorporated association;
- at least 18 years of age, or will attain the age of 18 on or before the 22 October 2016; and
- not already entitled to vote in Melbourne City Council elections (this includes people enrolled as residents, owners, occupiers or appointees of other corporations).

How to enrol:

Complete this form, sign and return it:

1. **by email** to elections@melbourne.vic.gov.au
2. **in person** to the Front Desk, Melbourne Town Hall, 120 Swanston Street, Melbourne, 3000; or
3. **by mail** to the Elections Enrolments Officer, City of Melbourne, GPO Box 1603, Melbourne, 3001.

For further information or assistance telephone the Enrolments Officer on **1300 735 427**.

For this application to be effective it must be received by the Council **no later than 4pm on 26 August 2016**.

Voting in Melbourne City Council elections is compulsory for every enrolled elector.

Please note:

1. **This form must be signed by persons being appointed as the voting representatives** (the 'appointees'). Representatives appointed by a corporation must be a director or company secretary, or a member of a governing body or public officer of an incorporated association.
2. If one new corporate voting representative is being appointed to replace an existing corporate voting representative, the appointment of the existing representative **must be revoked** (see Section 2 on next page). If the existing representative whose appointment is being revoked is not identified in Section 2, the Chief Executive Officer must refuse to enrol the new appointee. Section 2 must be completed and **signed by a person authorised by the corporation to revoke appointments on its behalf**.
3. If two representatives are appointed, all previous appointments will be automatically replaced.
4. An occupier must have an ongoing and exclusive right of use of an area.
5. If the property is solely owned or solely occupied by a corporation, this form is not applicable. Please refer to **Form A – Enrolment of Corporate Representatives**.

Privacy statement: Information provided on this form is collected for the purposes of compiling the voters' roll and conducting council elections. The voters' roll will only show the address of the property owned/occupied along with the appointed voters' names and postal addresses. It will not show any other details about the joint owners' or joint occupiers' or its appointed voters, and dates of birth and telephone numbers are treated as confidential. Voters' rolls are only available for purposes connected with a council election, to enable the council to communicate with constituents in regard to council functions or for a public interest purpose approved by the Commissioner for Privacy and Data Protection. Sections 11F and 11G of the City of Melbourne Act 2001 require that the voters' roll be available for public inspection for a specified period and candidates may use copies of the voters' roll for election purposes only.

Property details – Section 1

Please provide details of the rateable property in the City of Melbourne municipality that entitles the joint owners/joint occupiers to appoint representatives.

Address of rateable property: _____

Postcode: _____

Are you a joint owner, joint occupier or joint owner and occupier of this property? (please tick only one box below)

Joint owner

Joint occupier

Joint owner and occupier

(Note: proof of ownership or occupation may be required)

Revocation of previous appointment – Section 2

(You only need to complete this section if one new corporate representative is replacing one previously appointed corporate representative)

I revoke the previous appointment of: _____ as the corporation's voting representative and request that his/her name be removed from the voters' roll. I declare I am a person authorised by the abovementioned corporation to revoke appointments on its behalf and declare that the information provided on this form is correct.

Name: _____

Signature: _____

Position in corporation: _____

Date: _____

Declaration by appointee/s – Section 3

I consent to my appointment as the voting representative of the abovementioned entity and declare that the information about my position, name, date of birth and address is correct. I declare that I am not already enrolled on the voters' roll and would not be an elector in respect of an address in the City of Melbourne municipal district if a roll of electors for the Legislative Assembly were compiled. I declare the information in Section 1 is correct.

Appointee 1

(Please tick only one box below)

Director

Member of Governing Body

Company Secretary

Public Officer

Individual

Corporation details (if relevant):

Corporation name: _____

ACN: _____

Registered address: _____

Appointee 2

(Please tick only one box below)

Director

Member of Governing Body

Company Secretary

Public Officer

Individual

Corporation details (if relevant):

Corporation name: _____

ACN: _____

Registered address: _____

Surname: _____

Surname: _____

Given names: _____

Given names: _____

Date of birth: _____

Date of birth: _____

Residential address: _____

Residential address: _____

Postcode: _____

Postcode: _____

Postal address (if different): _____

Postal address (if different): _____

Postcode: _____

Postcode: _____

Contact phone number: _____

Contact phone number: _____

Signature: _____

Date: _____

Signature: _____

Date: _____