

First Peoples' Assembly of Victoria – 2023 General Elections

# CANDIDATE INFORMATION GUIDE

**ASSEMBLY  
ELECTIONS**



March 2023



## **ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Traditional Owners of Country throughout Victoria. Land that has never been ceded.

We also acknowledge all other First Peoples living in Victoria. We pay our respects to the Elders and ancestors who came before us; who have taught us culture, kinship, connection and Lore. We say thank you to the trailblazers who made this journey possible and who we follow in solidarity today. From coastal mob, to river mob, from the highland to the desert, the cities and towns and all of the areas that the First Peoples' Assembly of Victoria represents, and whose spirit has touched this Treaty process. We admire your strength, courage, and fight.

The Assembly also offers its gratitude to the many people who have shared their thoughts, hopes and expectations and thanks them for taking the time to contribute to advancing Treaty for Victoria.

Thank you for continuing to walk along this journey with us.



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# LET'S GET TREATY DONE!

**Treaty is our opportunity to make sure we always have the freedom and power to make the decisions that affect our communities, our culture and our Country.**

The next step on the shared journey to Treaty is for the First Peoples' Assembly of Victoria to hold its general elections.

This is mob's opportunity to choose who we want negotiating the statewide Treaty in Victoria!

If you've put your hand up to run as a candidate, or are thinking about it, this guide is for you.

It contains information about the election process and the support offered by the Assembly to candidates during the election campaign.

You will find information about:

- the work of the Assembly and Members,
- the election process,
- timelines for the election,
- how to nominate,
- tips about campaigning,
- Election Rules and the Code of Conduct,
- how to access campaign support and training,
- the process for resolving disputes,
- a handy checklist for candidates and
- the next steps in the process.

So have a read and if you have any questions or want support, please contact us.

## **First Peoples' Assembly of Victoria**

For questions regarding the support available to candidates – including how to order your candidate posters or flyers about Treaty and why people should vote in the Assembly Elections, contact the Assembly:

**Phone: 1800 TREATY (87 32 89)**

### **Candidate Support Officer**

Bronwen Davies

**e:** [candidates@firstpeoplesvic.org](mailto:candidates@firstpeoplesvic.org)

**m:** 0474 170 228

## **Independent Election Administrator**

For all other questions relating to the Election or standing as a candidate, contact the independent election administrator.

### **Returning Officer**

Gavin Ryan

**e:** [fpav.returningofficer@gmail.com](mailto:fpav.returningofficer@gmail.com)

**m:** 0403 336 829

# THE ASSEMBLY ELECTION

## What is the Assembly and what does it do?

The Assembly is the democratic body that represents Victorian Traditional Owners and Aboriginal and Torres Strait Islander people living in Victoria in the Treaty process.

It's mob making decisions for mob to get Treaty done.

In its next term, the Assembly will negotiate a statewide Treaty to tackle the big overarching statewide issues like improving health, education, and justice.

The Assembly will also help empower the diverse Traditional Owner groups in Victoria to negotiate Treaties in their areas that reflect their specific aspirations and priorities.

The Assembly will continue its work in relation to the Treaty Authority, Treaty Negotiation Framework and the Self-Determination Fund. It may also work on functions and powers secured through early Treaty agreements.

## Who is part of the Assembly?

The Assembly is made up of elected Members – all proud Traditional Owners of Country in Victoria, representing all First Peoples in or from Victoria.

There are two types of Members – General Members, who are elected at a statewide election, and Reserved Members, who are chosen by their Traditional Owner groups.

Members are the voice for mob in the Treaty process, they represent our collective hopes, needs and aspirations for Treaty.

## Why is there an election?

The term of the current Assembly Members is ending and so there needs to be a statewide election for Community to choose the next representatives on the Assembly.

The election is to elect the next General Members.

There will also be a separate process for Traditional Owner groups to appoint their next Reserved Members.

## How many General Members will be elected?

22 General Members will be elected from five voting regions across Victoria.

Region	Number of General Members to be elected in that Region
Metropolitan	10
South East	3
South West	3
North East	3
North West	3
<b>TOTAL</b>	<b>22</b>

Find your region here:

[www.firstpeoplesvic.org/find-your-region/](http://www.firstpeoplesvic.org/find-your-region/)

The Assembly has a gender quota for elections. This means that at least 40% of vacancies in each region must be filled by non-male identifying candidates.

### **What is the role of a General Member?**

General Members are the representatives for their communities.

They are expected to yarn with mob in their region and make sure the Assembly discussions and decisions are informed by Community views, ideas and aspirations.

Ultimately, the Members have to make the decisions and vote about how the Assembly will get Treaty done.

Members are required to attend and actively participate in committee and Assembly meetings. These meetings are where the work of the Assembly is progressed and decisions are made.

Members are paid a stipend – a type of allowance – for their time. The stipend Members receive depends on their duties, but all Members will receive at least \$84,416.

General Members are expected to dedicate an average of one to two days per week on Assembly business and attend engagement activities and events with Community. Members who nominated and are elected to specific positions on the Assembly with additional responsibilities receive higher stipends.

In addition to the stipends, Members receive a contribution to their superannuation. They are reimbursed for expenses incurred whilst undertaking Assembly work.

Members will sit on the Assembly until the next election is held, which will be in approximately three years.

Members will receive support from Assembly staff to carry out their work.

### **Who is eligible to nominate in the election?**

You are eligible to stand in the election if you are:

1. Enrolled with the Assembly
2. Over 18 years of age
3. A Victorian Traditional Owner
4. Not disqualified from acting as the director of a company under the *Corporations Act 2001* (Cth).
5. Not:
  - a. in prison
  - b. the subject of an order under the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* (Vic); or
  - c. restricted by bail, parole or other legal mechanisms from travelling within Victoria.
6. Able to comply with the rights and responsibilities of a Member of the Assembly, as set out in the Constitution and the Members' Charter. The Constitution, Member's Charter and other relevant documents, can be found at [www.TreatyElections.org/documents](http://www.TreatyElections.org/documents)

### **Which region can I nominate for?**

You can nominate in the region containing your Country as a Victorian Traditional Owner or the region where you live – it is your choice.

# ELECTION TIMELINE

Below is a timeline of key election dates.

Candidate information sessions and campaign training	When is it happening?
North East Region	Monday 3 April at 6:00pm
North West Region	Monday 3 April at 7:30pm
South East Region	Tuesday 4 April at 6:00pm
South West Region	Tuesday 4 April at 7:30pm
Metro Region	Wednesday 5 April at 6:30pm
Alternate session for candidates from any region	Thursday 20 April at 7:00pm

What's happening?	When is it happening?
Enrol to vote in this election	Now until 3 June
Notice of Election issued	Monday 20 March
Candidate support information available online	Friday 31 March
Candidate nominations open	Monday 3 April at 9:00am
Candidate campaign materials support opens	Tuesday 4 April at 9:00am
Candidate nominations close	Monday 24 April at 4:00pm
Announcement and publication of candidates	Friday 5 May at 4:00pm
Ballot draw (online) for all regions	Monday 8 May from 11:00am
Voting opening day	Saturday 13 May at 7:00am
First day of in-person polling	Saturday 13 May
Last day to request a postal vote	Wednesday 24 May
Candidate campaign materials support closes	Friday 26 May at 5:00pm
All voting closes and postal votes to be sent	Saturday 3 June at 11:00pm
Scrutineer Training Session 1 (online)	Tuesday 6 June at 7:00pm
Scrutineer Training Session 2 (online)	Thursday 8 June at 7:00pm
Postal votes must be received	Friday 16 June at 6:00pm

What's happening?	When is it happening?
Votes counted	Saturday 17 June at 10:00am
Results announced	As soon as practicable after the votes have been counted

### Meet the candidate events

Region	Date and location
North West Region	Monday 8 May in Horsham
Metro Region	Monday 8 May in Melbourne
North East Region	Tuesday 9 in May Shepparton
South East Region	Tuesday 9 May in Warragul
South West Region	Tuesday 9 May in Geelong
North West Region	Wednesday 10 May in Robinvale
Metro Region	Thursday 11 May in Melbourne
South West Region	Thursday 11 May in Warrnambool
North East Region	Friday 12 May in Seymour
South East Region	Friday 12 May in Bairnsdale

Details re times and locations will be available at [www.TreatyElections.org](http://www.TreatyElections.org)



# HOW TO NOMINATE FOR THE ELECTION

**You can nominate to be a candidate in the election between nominations opening on Monday 3 April and closing at 4:00pm on Monday 24 April.**

You can nominate in the election by:

1. Completing the nomination form (available at [www.TreatyElections.org](http://www.TreatyElections.org)) and then giving it to the Returning Officer, or
2. Completing the nomination Google Form (also found at [www.TreatyElections.org](http://www.TreatyElections.org) or here <https://forms.gle/dQeHyjmMVRAdkGTx5>).

The nomination form will ask you to provide:

1. Personal and contact details
2. Information to confirm that you meet the eligibility criteria, including that you are a Victorian Traditional Owner
3. Confirmation about which region you wish to stand for in the election
4. Consent about how the Returning Officer and the Assembly uses the personal information you provide in your nomination form
5. A candidate statement under 200 words (this is optional, but highly recommended as it will be used on Assembly materials such as the meet the candidate page on our website and media kits etc)
6. A high resolution, colour, photo of you clearly showing your face (optional but strongly recommended).

After your nomination has been received, you will be required to undertake a National Police Check to ensure that you meet the eligibility criteria to nominate. The election staff will be in contact with you once they have received your nomination to advise you on how to complete that process and make sure you are reimbursed for the costs. To find out more about a National Police Check, click here: [www.afp.gov.au/what-we-do/national-police-checks](http://www.afp.gov.au/what-we-do/national-police-checks)

The deadline for nominations is strict and the Returning Officer cannot accept any late nomination forms. **Nominations close at 4:00pm on Monday 24 April.**

See the timeline on the previous pages for details of all election deadlines.

# ELECTION RULES AND CODE OF CONDUCT

## The Election Rules is the key document which governs the election process for the Assembly.

It sets out the rules about nominating, voting and determining the results of an election.

Schedule 3 of the Election Rules is the Code of Conduct. The Code of Conduct applies to all candidates and any campaigners like family or friends who are helping you.

It outlines the expected behaviour of candidates and campaigners throughout the election. It sets out that all behaviour must be grounded in respect – respect for fellow candidates, Community and Country.

The Election Rules and other relevant documents, can be found at [www.TreatyElections.org/documents](http://www.TreatyElections.org/documents)

Candidates' and campaigners' conduct must be fair and honest, free of any violent or abusive conduct or conduct that could threaten the integrity of the election.

Candidates and campaigners must respect those working in the election and comply with dispute resolution processes.

As a candidate, all your conduct must comply with the Election Rules and the Code of Conduct. This includes your campaign materials, public comments and what you post and share on social media. Please familiarise yourself with these documents before you begin your campaign.

Candidates will receive limited financial support for things like printing or social media promotion of up to \$1,000 per candidate – see more in the campaign support section below. This support will only be given for material which complies with the Code of Conduct. For example, this means that the material must not contain defamatory, deceptive or misleading statements.

All election participants must follow the rules of the election at all times, otherwise you may face sanctions or disqualification.

For any election questions, you can contact the Returning Officer or election staff who will give assistance and advice.



# CAMPAIGNING

## **Our communities have a long history of political activism and organising around a range of issues to bring about positive change for our people.**

When you campaign, highlight your strengths and let voters know what you stand for and why they should vote for you.

You can talk to Community about the opportunities that Treaties offer, your experience of working with your community and advocating for your people, and what you want Treaty to deliver for mob.

As many people won't be very familiar with the details of the journey to Treaty, you may have to explain why we are holding the Assembly Elections and let them know that **this is mob's opportunity to choose the people who will negotiate the statewide Treaty.**

You can explain that Treaty is about putting Aboriginal people in the driver's seat when it comes to decisions that affect our communities, our culture and our Country.

The Assembly mob elects will negotiate a statewide Treaty that will improve the lives of our kids through truth telling, better education, more jobs, affordable housing, better health, justice and more.

### **How to campaign**

As you know, it is essential to engage with our people, families, organisations and communities when running your campaign.

There are a number of ways to connect with Community in your region. You could hold information events, distribute campaign materials such as brochures and posters, use social media and door-knock.

The more you talk to Community in your region, and the more information you get out to communities, the more visibility you will have in the election and the stronger your campaign will be.

People must enrol if they want to vote in the Assembly Elections. This means it is extremely important that you encourage people to enrol and vote.

When we grow our electoral roll, we grow our collective strength. So explain to people that their participation matters – the more numbers we have registered and voting, the stronger the Assembly's hand will be in Treaty negotiations with the Government.

Most of all, make sure you outline the opportunities that Treaty will deliver for mob and the ideas you have and how you will listen to and represent your community.

### **Campaign materials**

The Assembly has enrolment forms and a range of general materials about the Assembly Elections and the journey to Treaty which can be provided to you to use.

The Assembly can also help you with the production of a limited range of campaign materials specific to you. For example, we have a template design for candidate posters. More information can be found in the next section.

In the meantime, there are things you can do right now to begin campaigning:

1. Speak to your friends, family, and local networks. Inform them about this historic election and explain why it is important for them to enrol.
2. Contact your local newspaper or other media outlets and tell them you are a nominee in the Assembly election. Seek out media coverage for yourself, and share what your priorities for Treaty are!
3. Use social media to promote yourself and why you are running. This could be a video or a post about why you decided to run and encouraging people to enrol and vote for you.

# CAMPAIGN SUPPORT AND TRAINING

To assist you to communicate with mob in your region, candidates will receive a range of financial and non-financial support for campaign activities.

## FREE SUPPORT

### Candidate information sessions

You can access free training to help with your campaign. This training is an opportunity for you to learn about the Election Rules and some basic campaigning skills and the support options available.

The information sessions will be run online before the opening of nominations and again after nominations close.

See [www.TreatyElections.org](http://www.TreatyElections.org) for information about the session in your region.

### Scrutineer (observer) training

Scrutineers are the people who are appointed by candidates to observe the counting of the votes.

You may appoint one scrutineer to be present at each in-person voting place in the region in which you are standing. You also have the option to appoint one scrutineer to be present for the return, processing, validation and counting of votes.

If you would like to appoint a scrutineer/s you must complete a Scrutineer Appointment Form which will be sent out to all candidates and will be made available at [www.TreatyElections.org](http://www.TreatyElections.org)

Scrutineer training will be offered as optional training in the week after voting closes. Please refer to the official election timeline for information on the scrutineer training sessions.

Please contact the Returning Officer for further information.

### Templates for flyers, posters and social media

Candidates will have access to a variety of campaign templates. These are available to help create a visually engaging campaign, alert voters about the election and encourage them to vote for you.

There are templates for a flyer, a poster and a social media graphic.

You can use these templates yourself, or you can ask Assembly staff to populate the templates with your photo, candidate quote/statement (limited length) and contact details.

Templates can be downloaded at [www.TreatyElections.org](http://www.TreatyElections.org) or contact the Assembly's Candidate Support Officer for help. (The Candidate Support Officer can also arrange printing and delivery of the posters and flyers, the cost of which can be taken from your "candidate budget" – more on this below.)

There will be information and guidance on how to access and use the templates at the candidate information sessions.

Of course, you do not have to use the templates the Assembly provides. You can produce your own campaign materials, but remember, they must be in line with the Election Rules and Code of Conduct.

**All material for the election must be emailed to the Returning Officer, before it is made public, to ensure it complies with the Election Rules.**

All material must include the following authorisation line:

*'This message is authorised by [your full name] candidate of the [Insert region you are standing for election in] region, in the 2023 election of the First Peoples' Assembly of Victoria.'*

As explained in further details below, the Assembly is offering a "candidate budget" which can be used for limited print runs of campaign materials (to be delivered to your chosen address). The candidate budget can be used for printing regardless of whether you have used the Assembly's templates or created your own posters and flyers.

You are allowed to order additional printed materials at your own cost to the print runs. The Assembly's Candidate Support Officer can help you arrange that with our preferred printer Indigi-print. Further details are below in the section about printing.

## Candidate booklet

Once the candidate nominations are closed, the Assembly will develop a candidate booklet that will publish your name, photograph and candidate statement.

The booklet will inform community members of the Candidates who are standing in their region and may assist them when deciding who to vote for.

The booklet will be placed at polling locations, on the [www.TreatyElections.org](http://www.TreatyElections.org) website and be sent to all people who have requested a postal vote. If you have consented to your contact details being published, these will also be included in the candidate booklet.

It is strongly recommended you provide your details, photo and candidate statement otherwise your profile will be left blank.

## Election materials

You can request from the Assembly, materials that explain the election and encourage people to enrol.

There is no cost for the brochures, and the Assembly will cover the cost of postage to a street address in Victoria that you choose. You can request any number of brochures and enrolment materials within reason and subject to availability.

You can request the following materials:

- Brochures providing an overview about Treaty, the Assembly and the election to encourage people to enrol and vote.
- Up to 100 copies of our enrolment forms.
- Up to 100 reply paid envelopes to return completed enrolment forms.

Contact the Assembly's Candidate Support Officer to place your orders.



## Non-financial support

The following table is an overview of the non-financial support available to candidates.

Type of campaign support	Details	What you need to do	Last date to request
<b>Candidate information session</b>	Candidate information sessions will be held online by region	Register for online session via <a href="http://www.TreatyElections.org">www.TreatyElections.org</a>	Thursday 20 April by 5:00pm
<b>Scrutineer (observer) training</b>	Scrutineers can be appointed by candidates to observe the counting of the votes. Scrutineer training is optional.	When you receive the form to register a scrutineer, please register your scrutineers to attend the scrutineer training.	Thursday 8 June by 5:00pm
<b>Templates for flyers, posters and social media</b>	The Assembly has templates for posters, flyers and graphics for social media. Assembly staff can help you prepare personalised versions and arrange printing.	You can either submit your content to the Assembly's Candidate Support Officer for use in the set Assembly-provided candidate templates and Assembly staff will prepare the files. Or you are free to create your own on your own or with external support.  The templates can be accessed at <a href="http://www.TreatyElections.org">www.TreatyElections.org</a>	Monday 1 May by 5:00pm  If you miss this deadline, we can't guarantee you'll have your materials before voting begins, so get in touch with Assembly staff as early as possible.
<b>Candidate booklet</b>	A Candidate Booklet will be available to voters at polling booths and online. The booklet will include the name, photographs and candidate statements from all candidates (if provided).	Inform the Assembly's Candidate Support Officer about how many copies you would like. This can be done when you provide a photo and candidate statement for the booklet.	Thursday 27 April by 5:00pm
<b>Brochures about the elections in general</b>	You can request brochures from the Assembly that encourage and help people to enrol and to cast their vote. Giving out these brochures can help increase the vote in your region.	To place your order please contact the Assembly's Candidate Support Officer.	The sooner you order them, the sooner you will have them!

# ASSEMBLY-PROVIDED CANDIDATE BUDGET

## Financial support

The Assembly will provide you with a budget of \$1,000 to help cover printing, social media advertising and travel costs – this is called your “candidate budget”.

You can spend more than \$1,000 on your campaign, but the Assembly will only provide or reimburse up to \$1,000 of your expenditure.

You can decide to allocate all your \$1,000 candidate budget to either printing, social media advertising or travel or you could split it across each – it’s up to you, but the total financial support from the Assembly is \$1,000 across all three things.

If you use your candidate budget for printing the Assembly will pay the printers directly. The cost of printing will be based on the costs in the table below and deducted from your candidate budget. (If you add more copies to your print run – which the Assembly’s Candidate Support Officer can help you do – you will need to pay the additional costs to the printing company Indigi-print.)

If you use this budget for travel or social media advertising costs, you will need to make the payments yourself, but you can be reimbursed by the Assembly within your budget limit.

It’s important to keep track of what you choose to spend your Assembly-provided candidate budget of \$1,000 on and keep the Assembly informed by communicating with the Candidate Support Officer.

If you have any questions, our Candidate Support Officer is there to help and will happily talk you through a range of options, the printing costs and help arrange your materials.

## Printing

To help ensure all materials relating to the Elections look consistent and to make it easier for candidates, the Assembly is offering to help candidates prepare certain campaign materials – like candidate posters – using the templates and can help arrange printing.

We recommend that you use the Assembly’s templates, but you can supply your own print-ready files, so long as the materials align to the printer’s specifications listed below.

You must provide a street address as we cannot ship to PO Boxes.

## Printing prices

These are the options available at Indigi-print.  
All amounts include GST and delivery.

	Qty	Price
<b>DL Flyers</b>	500	\$150
(Colour 2 sides on 250gsm silk)	1000	\$200
	2000	\$300
	4000	\$500
	7000	\$750
	10,000	\$1000
<b>A3 Posters</b>	50	\$125
(Colour 1 side on 250gsm silk)	100	\$150
	200	\$200
	1000	\$500
	2000	\$750
	3000	\$1000
<b>A1 Corflutes</b>	5	\$275
(Colour 1 side on 5mm corflute)	10	\$450
	15	\$600
	22	\$800
	30	\$1000

## Package prices

\$500 Package	\$750 Package	\$1000 Package
500 DL Flyers	1000 DL Flyers	2000 DL Flyers
50 A3 Posters	100 A3 Posters	200 A3 Posters
5 A1 Corflutes	10 A1 Corflutes	15 A1 Corflutes

## Specifications for print-ready artwork

(These are relevant if you are preparing your own files for print)

**DL Flyers:** 210 x 99mm

**A3 Posters:** 420 x 297mm

**A1 Corflutes:** 840 x 594mm

Files need to be PDF format and include bleed and trims.

You can contact Indigi-print directly via [www.indigi-print.com.au](http://www.indigi-print.com.au) if you are preparing your own files for print and need technical support.

## Timeframes for printing

You must allow at least 7 working days from when the Assembly receives the final documents to your order being received.

These timeframes are subject to production and delivery times, and print material being compliant with both the printer's specifications and the Election Rules.

## What you need to do

1. Have a think about how you want to allocate your budget and what you want to order
2. Liaise with the Candidate Support Officer to submit your photos, campaign quotes etc for use in the Assembly templates (or prepare your own print-ready files)
3. Confirm you are happy with the final files
4. Have them approved by the Returning Officer
5. Confirm your order

### **Social media advertising**

Social media may assist in spreading the word about the upcoming election in your communities. You can use it to promote your campaign, your aspirations for Treaty, and why people should vote for you.

#### **How social media advertising will work**

If you choose to allocate funding towards social media, you must provide the Assembly's Candidate Support Officer with a receipt of the social media advertising you are seeking reimbursement for.

Remember it's important to keep the Candidate Support Officer informed about how you plan to allocate your \$1,000 budget and ensure you are eligible for reimbursement. For example, if you've already ordered \$1,000 of printed materials, you won't receive reimbursement for social media advertising.

### **Contribution to travel expenses**

You may wish to travel to communities in your region to distribute campaign materials to local businesses and Aboriginal organisations, and to talk with Aboriginal community members about what you will bring to the Assembly if you are elected.

You can allocate some or all of your candidate budget to help cover your travel costs.

Where your costs are covered within the limit of your candidate budget, reimbursement funds will be transferred into your bank account after you submit your receipts for fuel, accommodation or public transport receipts. Please allow around two weeks for this.

The receipts must be dated within the campaign period (13 May until 3 June) and the Assembly will only contribute to travel within Victoria.



## Paid support

Type of campaign support	Details	What you need to do	Last date to request
<b>Printing and distribution</b>	You can choose for Assembly staff to have campaign materials printed and delivered to your chosen address	<p>Assembly staff can arrange the print run and deliver materials to your chosen address – the cost of printing will be taken from your candidate budget in accordance with the costs set out on on pages 13 and 14. OR you are free to arrange your own printing – in this case the Assembly will reimburse you if it's within your candidate budget limit.</p> <p>Contact the Assembly's Candidate Support Officer to let them know your plans for printing.</p>	<p>Monday 1 May by 5:00pm</p> <p>If you miss this deadline, we can't guarantee you'll have your materials before voting begins, so get in touch with Assembly staff as early as possible.</p>
<b>Social media advertising</b>	You can choose to allocate some or all of your candidate budget to advertising on social media, within the budget provided.	Inform the Assembly's Candidate Support Officer how much of your candidate budget of \$1,000 you want to spend on advertising and then submit relevant receipts for reimbursement.	Friday 16 June by 5:00pm
<b>Travel expenses</b>	You will be reimbursed for travel expenses into your bank account upon presentation of fuel or public transport receipts. Please allow around two weeks for this process. The receipts must be dated within the campaign period and you will only be reimbursed for travel within Victoria. You must also provide details of the point of origin, destination and purpose of trip.	Inform the Assembly's Candidate Support Officer how much of your candidate budget of \$1,000 you want to spend on travel and then submit relevant receipts for reimbursement.	Friday 16 June by 5:00pm



### When can I access this support?

The support will be available to you once you are confirmed as a candidate by the Returning Officer (in accordance with the Election Rules).

### How do I access this support?

Once your candidacy is confirmed, it's a good idea to touch base with the Assembly's Candidate Support Officer to discuss what you would like to do and the various options available to help.

All you have to do is:

1. Decide how you would like to allocate your candidate budget for your print, social media and/or travel needs
2. Develop your print or social media material (with Assembly assistance or by using the templates yourself) and/or plan your travel
3. Get in contact with the Assembly's Candidate Support Officer to place your order for the materials you want and also let them know how much reimbursement you will seek for travel and social media advertising (if any).

#### The Assembly

Phone: 1800 TREATY (87 32 89)

#### Candidate Support Officer

Bronwen Davies

e: [candidates@firstpeoplesvic.org](mailto:candidates@firstpeoplesvic.org)

m: 0474 170 228

If the Assembly's Candidate Support Officer helps you set up your designs using the Assembly template, they can help you get that approval from the Returning Officer.

If you are preparing material on your own, it is your responsibility to have it approved by the Returning Officer before it is used.

The Returning Officer may withdraw support for any such campaign materials at any time.

#### Independent Election Administrator Returning Officer

Gavin Ryan

e: [fpav.returningofficer@gmail.com](mailto:fpav.returningofficer@gmail.com)

m: 0403 336 829

**Please note you need to make sure that all campaign materials are in line with the Election Rules.**

**All campaign materials need to be approved by the Returning Officer.**

# ELECTION COMPLAINTS

**A process for managing election complaints is available throughout the election. It can be used by candidates, campaigners, scrutineers and voters to make a complaint.**

A complaint could be about the conduct of a person, how the Election Rules have been applied, the validity of an election or any other issue reasonably connected to the election.

Complaints will be resolved in accordance with the Election Rules. Depending on the nature of the complaint, it may be determined by the Returning Officer or a Dispute Resolution Panel, which is a panel of respected Aboriginal community members. Aboriginal Peacemakers may be appointed for the election process with the purpose of seeking to

resolve disputes in a culturally-based way, including seeking informal resolutions or de-escalating complaints wherever possible. A person making a complaint may be given the option of using this service.

If you disagree with a decision on a complaint you are involved in, you may be able to appeal the decision to the Dispute Resolution Panel.

Complaints need to be made in writing to the Returning Officer using the contact details on the last page of this guide.

It should include the reasons for the complaint and the persons involved. Complaints can be made at any time during the election, until seven days after the announcement of election results. You cannot make an election complaint after this time.



# NEXT STEPS

**1.**

Register to attend the candidate information session in your region. Details to be listed on [www.TreatyElections.org](http://www.TreatyElections.org)

**2.**

Familiarise yourself with the Election Rules and Code of Conduct

**3.**

To nominate, complete the nomination form at [www.TreatyElections.org](http://www.TreatyElections.org) (which is submitted to the Returning Officer) after the Nomination Opening date and before the Nomination Closing date

**4.**

Encourage Aboriginal community members, friends, family and contacts to enrol and vote

**5.**

Provide the Assembly support staff with the information required for the posters, flyers, and graphic templates, or download and use the templates yourself

**6.**

Submit your final artwork/content to the Returning Officer for approval

**7.**

Place your print orders with the Assembly and provide a delivery address

**8.**

Expect more communications from us. After nominations close, you will be contacted with more information about the election logistics and process (where to enrol and vote in person etc)

**9.**

If you require more information or have any questions, please use the contact details below.

# CANDIDATE CHECKLIST

## You've decided to nominate to run in the Assembly's General Election.

Before you submit your nomination to the Returning Officer, please go through the following checklist to make sure you have included all the information you need.

The Returning Officer and election staff are able to assist you if you have any questions or need any help with the process.

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Attend a candidate information session (see details of when these are being held on the election website)

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Read this Candidate Information Pack

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Read the Election Rules within the Assembly Constitution, available on the election website

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Complete all your personal details in the nomination form

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Provide evidence to verify your name, date of birth and address (see the nomination form for acceptable evidence)

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Provide information to verify that you are a Victorian Traditional Owner (refer to the nomination form)

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Provide a candidate statement (this is optional, refer to the nomination form for tips on what to include in this statement). This doesn't need to be sent to the Returning Officer until 5:00pm on Thursday 27 April

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Provide a photo (this is optional, refer to the nomination form for how to take the ideal candidate photo). This doesn't need to be sent to the Returning Officer until 5:00pm on Thursday 27 April

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Complete the declaration and consent on the nomination form

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**Send your nomination form to the Returning Officer so it is received by him before 4:00pm on Monday 24 April**

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Complete your National Police Check. The Returning Officer will be in contact with you after you submit your nomination form about how to complete the National Police Check.

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Send the Returning Officer the National Police Check (when you receive this)

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# CONTACT US

## Independent Election Administrator

Gavin Ryan

Returning Officer

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m: 0403 336 829

Jessica Fox

Deputy Returning Officer

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m: 0417 613 866

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## The First Peoples' Assembly of Victoria (candidate support)

Phone: 1800 TREATY (87 32 89)

[elections@firstpeoplesvic.org](mailto:elections@firstpeoplesvic.org)

[www.firstpeoplesvic.org](http://www.firstpeoplesvic.org)

Candidate Support Officer

Bronwen Davies

e: [candidates@firstpeoplesvic.org](mailto:candidates@firstpeoplesvic.org)

m: 0474 170 228

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FIRST PEOPLES'  
ASSEMBLY OF  
VICTORIA

