



Department of
**Local Government, Sport
and Cultural Industries**

Standing for council

Local Government Elections - October 2017



What is local government?

- “Grass roots” level of government
- Closest to the community



Image: City of Stirling, Aboriginal Engagement Project
National Awards for Local Government
Promoting Indigenous Recognition Category Winner 2016

Why stand for council?

- Contribute to the development and well-being of your community.
- Opportunity to empower a sense of purpose and commitment across your community.
- More info: Local Government Election [Fact Sheet 1](#)



Image: City of Bunbury Community Consultation 2015

Role and responsibilities

Key responsibilities include:

- Represent the interests of all electors, ratepayers and residents
- Participate in council's decision making process
- Contribute to council's strategic direction and planning with community input
- Perform other functions as directed under *Local Government Act 1995*.
- More information: Local Government Election [Fact Sheet 2](#)

Values and characteristics

- Openness and transparency in decision making
- Tolerance and respect in all relationships
- Awareness of potential conflict of interests (consider diverse interests and needs across the community and make decisions in best interests of the district)
- Fairness in promoting community issues (observe principles of good governance and act with integrity)
- More information: Local Government Election [Fact Sheet 2](#)

Essential skills of a councillor

General skills include an ability to:

- communicate, debate and actively participate in meetings; enhance discussion and assist discussions to reach closure; disagree, without being disagreeable
- develop and maintain effective working relationships; manage interpersonal conflicts
- exercise independent judgements
- More information: Local Government Election [Fact Sheet 2](#)

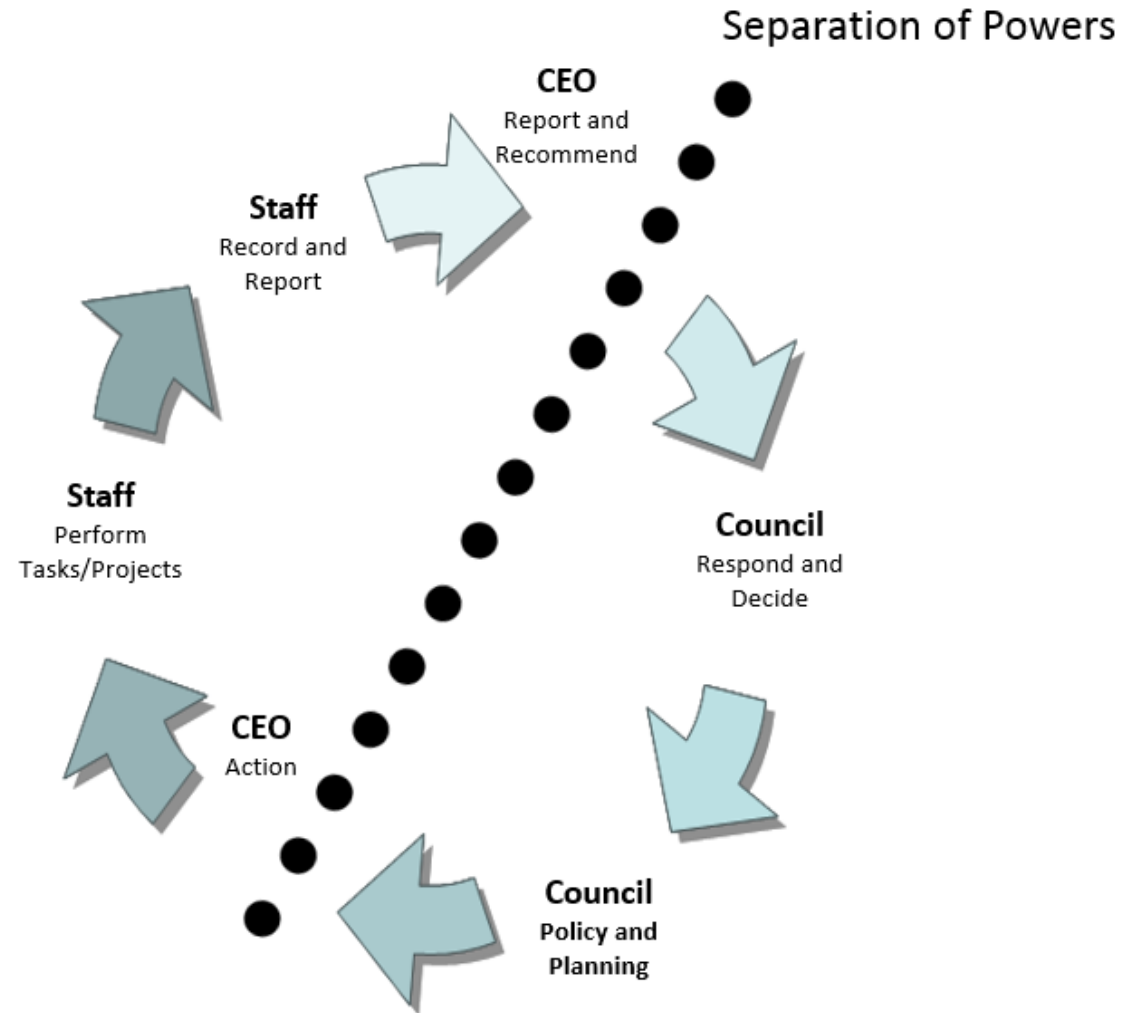
Commitment to the role

- Attend all meetings
- Listen to, and consider different points of view
- Prepared to participate in the decision making process at meetings
- Share the workload
- Networking and community consultation
- Participate in 'on the job' training and personal development opportunities
- More information: Local Government Election [Fact Sheet 2](#)

Decisions you might make as a councillor

- Determining Policy
- Planning for the future
- Managing assets
- Governing finances
- Reviewing policy
- More information: Local Government Election [Fact Sheet 2](#)

Local government decision making process



More information: Local Government Election [Fact Sheet 1](#)

2017 Local Government election process



Shire of Shark Bay, Denham Foreshore Playground
Parks and Leisure WA Awards 2017 Award Nominee
Category: Play space

Nominations

- Who is eligible to nominate for council?
 - 18 years or older on election day
 - elector of the district.
- Note: A nominee may be disqualified from being elected as council member or may be ineligible to nominate as a councillor
- More information: Local Government Election [Fact Sheet 4](#)

Requirement to be an elector

- You are eligible to be an elector of the district if:
 - You live in the district and are enrolled on the State Electoral Roll for the address where you live or
 - You own rateable property in the district, live outside the district and are enrolled on the State or Commonwealth Electoral Roll for the address where you live, or
 - You occupy rateable property in the district (e.g. business owner) live outside the district and are on the State or Commonwealth Electoral Roll for the address where you live.

Requirement to be an elector (continued)

- Enrolment status can be checked online at WA Electoral Commission website.
- Note: If you are an owner or occupier of rateable property **but do not live in the district** you need to make an application to the relevant local government to go on the Electoral Roll.

Call for nominations

- The returning officer for your local government election will publish an advertisement in newspapers, local government offices and libraries calling for nominations.
- This will take place between **Saturday 26 August** and **Wednesday 6 September**.
- The notice will include the:
 - number of vacancies to be filled
 - nomination place
 - nomination period

Nomination period

- The nomination period runs for one week
- Nominations open **Thursday 7 September 2017**
- Nominations close **4.00pm Thursday 14 September 2017**

How to nominate

- Steps required to nominate:
 - Fill out a nomination form (Form 8) **or ask an agent to complete a nomination for you (Form 9).**
 - Write a candidate's profile.
 - Include a deposit of \$80.
 - Provide these items to the Returning Officer between 7 and 14 September.
- More information: Local Government Election [Fact Sheet 4](#)

Note: \$80 nomination fee will be refunded to successful candidates and unsuccessful candidates who achieve 5% of overall votes.

Candidate's profile

- Will be displayed on local government notice boards
- Must be written in English and:
 - Be no more than 150 words (excluding your name and contact details)
 - only include biographical information and statements about your policies or beliefs not contain false, misleading or defamatory information
 - be printable on a single A4 page
 - include your full name and contact details
 - may include a recent passport size photo
- More information: Local Government Election [Fact Sheet 4](#)

Preparing your campaign

| Event | Date |
|--|--|
| Last day to enrol | Friday 1 September 2017 |
| Nominations open | Thursday 7 September 2017 |
| Nominations close | Thursday 14 September 2017 at 4.00 pm |
| Commencement of early and absent voting (only applies to voting in person elections) | Publication of the <i>Election Notice</i> in <i>The West Australian</i> newspaper |
| Close of early voting | Friday 20 October 2017 at 4.00pm |
| ELECTION DAY! Saturday 21 October 2017 | |

Preparing your campaign (continued)

- Prepare a campaign strategy
- Find out if your local government is holding:
 - a voting in person election (usually conducted by local government) or
 - a postal voting election (conducted by Western Australian Electoral Commission)
- Check your local government's local laws regarding election signs
- More information: Local Government Election [Fact Sheet 6](#)

Campaigning – postal voting

- Start as early as possible!
 - 50% of electors vote within 2 days
 - 60% vote by end of first week
 - only a small number hand their votes at a polling place on election day
- More information: Local Government Election [Fact Sheet 7](#)

Campaigning – in person voting

- On election day:
 - campaigning peaks
 - most electors vote
 - You may need to appoint campaign assistants at polling places to assist electors
- More information: Local Government Election [Fact Sheet 7](#)

Campaigning – alternative methods

- Where a 'voting in person' election system is in place, electors may apply for:
 - Postal voting (apply to Local Government CEO)
 - Absent voting (available at any local government)
 - Early voting (available at place nominated in election notice)
- More information: Local Government Election [Fact Sheet 7](#)

Campaigning strategies

- Person to person strategies include:
 - Get to know your area and neighbours
 - Telephone people you know
 - Respond to issues raised by electors
 - Make contact with local organisations
- Community wide strategies include:
 - Develop online profile via website and social media
 - Expand your 150 word profile and distribute
 - Give interviews to local media
 - Advertise in local newspapers
 - Distribute leaflets and pamphlets
- More information: Local Government Election [Fact Sheet 6](#)

Declaring donations

- Both you and your donors must disclose donations:
 - Of \$200 or more in value
 - Given, or promised, within six months prior to election day
- Disclosures must be:
 - made in writing on Form 9A (Disclosure of Gifts Form)
 - lodged with local government CEO
 - Penalty \$5,000 for non disclosure

Declaring donations (continued)

- On nominating for council, you and your donors must disclose any existing gifts, or promises of gifts, within 3 days.
- Any gifts or promises made after this must be disclosed within 3 days of being made.
- Any gift of \$200 or more received from an unidentified donor is to be provided to the CEO for disposal.
- More information: Local Government Election [Fact Sheet 5](#) and [Fact Sheet 9](#)

Appointing scrutineers

- A candidate is not permitted in the polling place other than to cast a vote.
- Scrutineers are authorised by the candidate to observe the conduct of the election at the polling place and to scrutinise ballot papers at the counting of votes.
- Scrutineers must not take custody of postal votes.
- Appointment of scrutineers is made on Form 18 available from the returning officer.
- More information: Local Government Election [Fact Sheet 5](#)

Support for prospective and successful candidates



Image: Shire of Bridgetown-Greenbushes, Bridgetown Public Library
National Awards for Local Government – 2014 Finalist
Category: Infrastructure Development Project

What to expect if you are elected

- New councillors will:
 - Make a Declaration of Office
 - Receive an Induction
- Be briefed by the Mayor/President and/or CEO
- Attend the first council meeting after election (this meeting usually introduces new council members and makes new appointments to various committees)
- Be expected to look beyond the council for sources of information
- More information: Local Government Election [Fact Sheet 8](#)

Online support for candidates

- Resources on the department's website (under 'Advice and Support' tab)
 - [2017 Local Government Elections Timetable](#)
 - [Election Fact Sheets](#)
 - [FAQs](#) (use drop-down menu to select 'Elections')
 - [Local Government Elections Bulletins](#)
- Other websites
 - Each local government has information about its own election
 - For support provided by WA Local Government Association (WALGA) visit www.walga.asn.au
 - WA Electoral Commission support for local government elections is available at <https://www.elections.wa.gov.au/>

Support for successful candidates

- When you are elected you are encouraged to proactively seek support.
- Departmental support includes:
 - Post election support programs
 - Publications
 - Telephone and email advice
- WALGA support includes a range of resources, particularly training. Visit www.walga.asn.au for details.
- More information: Local Government Election [Fact Sheet 8](#)

Department of Local Government, Sport and Cultural Industries

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WA Local Government Elections
21 October 2017

