



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

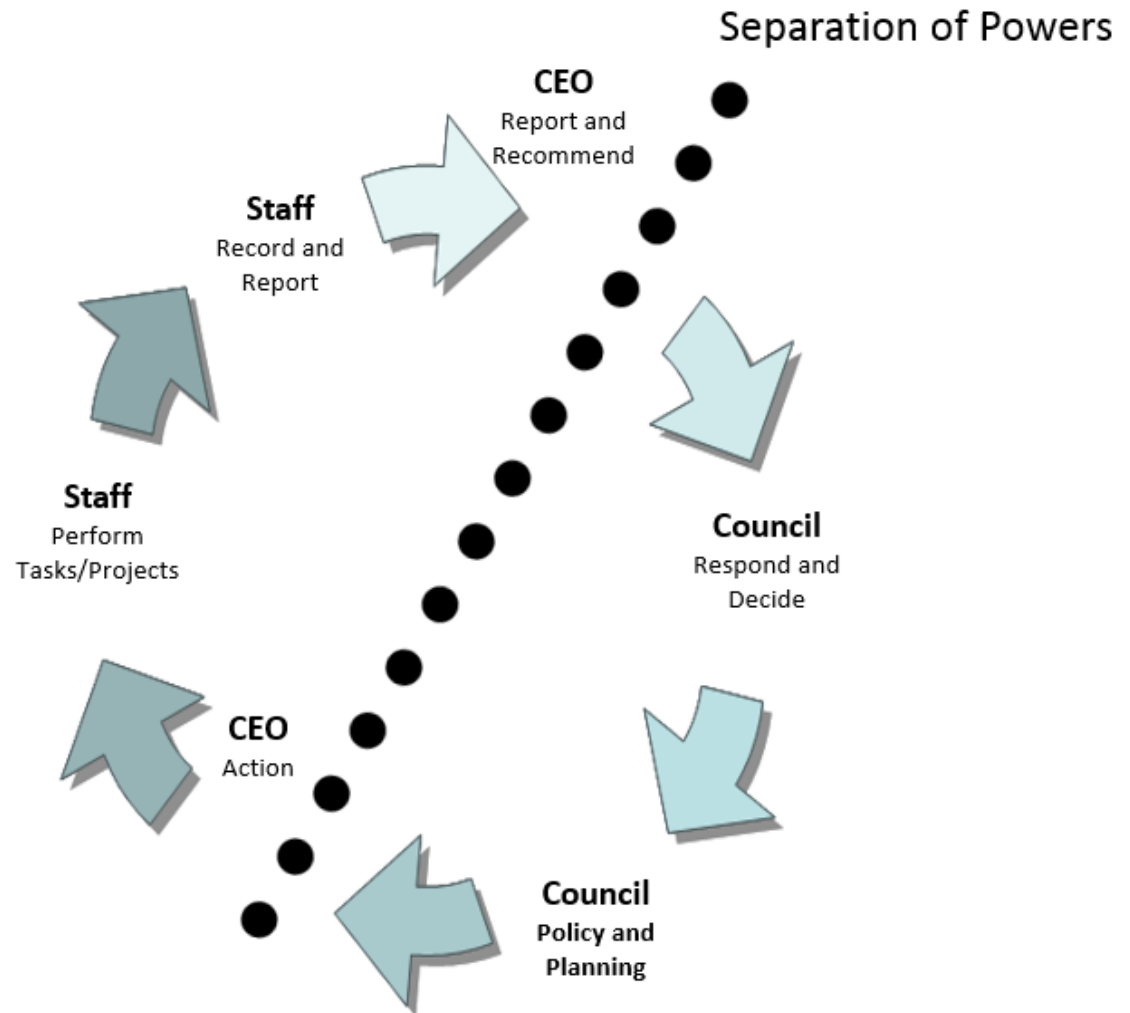
- Attend all meetings
- Listen to, and consider different points of view
- Prepared to participate in the decision making process at meetings
- Share the workload
- Networking and community consultation
- Participate in 'on the job' training and personal development opportunities
- More information: 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
<b>ELECTION DAY!</b> 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](http://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](http://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**

