



Government of Western Australia  
Department of Local Government

# STANDING FOR COUNCIL



It's your council. Be counted.



# WHAT IS LOCAL GOVERNMENT ?

- It is the government that is closest to the people
- It is responsible for making sure everyone has access to important local services
- It helps to shape the community

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# WHY STAND FOR COUNCIL ?

- To contribute to the development and improvement of your community
- To represent the interests of people in your community
- To make important decisions that affect how people live in your area

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# WHY STAND FOR COUNCIL ?

## Personal development benefits include:

- Increased knowledge about the operation of government at all levels
- Increased confidence in public speaking
- Increased knowledge of management processes

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# THE REWARDS OF BEING A COUNCILLOR

- Giving something back to the community
- Satisfaction of being part of a team
- Opens up a whole range of networks and experiences
- The work is varied and interesting
- Opportunities may arise to work with people in regional or state-wide forums

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# SKILLS OF A COUNCILLOR

- Good communication and listening
- Public relations
- Negotiation and conflict resolution
- Knowledge of meeting procedures
- Basic financial management
- Team player
- Decision making
- Public speaking skills
- Time management



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# TIME MANAGEMENT

- Attending council and committee meetings
- Preparation time – reading agenda and background papers
- Attending community meetings and functions

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# RESPONSIBILITIES OF A COUNCILLOR

- Represents electors and other ratepayers and residents
- Gives leadership and guidance to community members
- Facilitates communication between community and council

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# RESPONSIBILITIES OF A COUNCILLOR (Cont'd)

- Attends council meetings
- Participates in decision making
- Acts in accordance with the *Local Government Act 1995*
- Acts in accordance with the *Local Government Rules of Conduct Regulations 2007*

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# WHAT DECISIONS DO YOU MAKE AS A COUNCILLOR ?

- Setting goals and objectives for the local government
- Policy decisions
- Financial management
- Urban / rural planning decisions
- Strategic planning for the community



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# NOMINATIONS

## Eligibility

- 18 years or older
- An elector of the district



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# NOMINATIONS

## Disqualifications

### **(S2.19 *Local Government Act 1995*)**

You are NOT eligible to nominate if you are:

- A member of State or Federal Parliament
- Insolvent under administration
- Serving a prison sentence for a crime
- Been convicted for a serious local government offence within the last five years (unless the court waived the disqualification)

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# NOMINATIONS (Cont'd)

## Disqualifications (Cont'd)

- Member of another council
- Subject to a Court order disqualifying from being a council member
- Nominee of a company
- Standing for two positions on council (unless standing for a position of elected mayor or president)



# REQUIREMENT TO BE AN ELECTOR

- Live in the electorate and be enrolled as an elector for the Legislative Assembly for the address where you live; or
- Be an owner of rateable property within the electorate and;
  - Live outside the electorate and be on the State or Australian Government electoral roll for that property in which you live

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# REQUIREMENT TO BE AN ELECTOR (cont)

- Be an occupier of a rateable property within the electorate and;
  - Live outside the electorate and be on the State or Australian Government electoral roll for that property in which you live
- Owners and occupiers of rateable property need make application to the CEO of the relevant local government to go on the roll.

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# CALL FOR NOMINATIONS

- The Returning Officer will publish an advertisement calling for nominations for one week between; **22 August** and **2 September, 2009** in newspapers, local government offices and libraries.
- The notice will include:
  - The number of vacancies to be filled
  - The nomination place
  - The nomination period

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# HOW TO NOMINATE

- Fill out the nomination form (Form 8) OR ask an agent to complete a nomination form (Form 9) - this must be accompanied by a written authorisation from you.
- Write a candidate profile.
- Give or send these to the Returning Officer with \$80 as a deposit between **3 September** and **10 September, 2009**. Nominations close at 4.00pm.

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# CANDIDATE PROFILE

**Candidate profiles are displayed on local government notice boards**

**Your profile must:**

- be written in English
- be no more than 150 words
- include biographical information and statements about policies or beliefs
- not contain information that is false, misleading or defamatory
- be presented on A4 paper
- include your full name and contact details
- may include a recent passport-sized head or head and shoulders photograph

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# IMPORTANT DATES

Last day to enrol	Friday 28 August, 2009
Nominations open	Thursday 3 September, 2009
Nominations close	Thursday 10 September, 2009 at 4.00pm
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 16 October, 2009 at 4.00pm
<b>ELECTION DAY!</b> <b>Saturday 17 October, 2009</b>	

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# PREPARING YOUR CAMPAIGN

- Note key dates
- Find out if your election is a Voting in Person or Postal election
- Prepare your campaign strategy
- Check your local government's local laws regarding election signs

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# PREPARING YOUR CAMPAIGN (cont)

- All election material must display the name and address of the person who authorised it
- All election material must display the name and address of the person or business responsible for printing it



# CAMPAIGNING

## Postal Elections

- Start as early as possible as;
  - 50% of electors vote within 2 days of mailout
  - 60% by the end of the first week after mailout
- Only a small number of electors hand in their votes at the polling place on election day

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# CAMPAIGNING

## Voting in Person Elections



- Campaign peaks on election day
- Most voters vote on election day
- Electors may not know about the election
- May need to appoint campaign assistants at polling places on election day

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# CAMPAIGNING

## Strategies include:

- Get to know your area and your neighbours
- Telephone people you know
- Expand your 150 word profile in material you give your electors
- Make contact with local organisations
- Distribute leaflets and pamphlets
- Respond to issues raised by electors
- Give interviews on local radio stations
- Advertise in local newspapers
- Develop a website

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# DONATIONS

## You are required to disclose:

- Any donations \$200 or more in value which were given or promised within 6 months prior to election day
- In writing on the Disclosure of Gifts form (Form 9A) which is to be given to the Chief Executive Officer
- Within 3 days of nomination



# DONATIONS (cont)

## New Regulations require:

- Any donations to be disclosed by the donor
- Any gift received from an unidentified donor is to be disclosed and provided to the CEO for disposal
- Any gifts made after nomination to be disclosed within 3 days of being made



# 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
- Appointment is made on – Form 18 – available from the Returning Officer
- Scrutineers must not take custody of postal votes



# ALTERNATIVE VOTING METHODS FOR VOTING IN PERSON ELECTIONS

- Early voting is available at the place nominated by the Returning Officer in the *Election Notice*
- Postal voting is available – apply to Returning Officer
- Absent voting is available at any local government office in Western Australia from the date of issue of the *Election Notice*



# DEPARTMENT OF LOCAL GOVERNMENT

## Support for Mayors/Presidents and Councillors:

- Telephone Advice
- Publications
- Post-election support programs for councillors, Mayors and Presidents, and
- Peer Support Program

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Contact number: (08) 9217 1500

Freecall: 1800 620 511 (Country Only)

Advisory Hotline: 1300 762 511

Email: [lghotline@dlg.wa.gov.au](mailto:lghotline@dlg.wa.gov.au)

Web: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au)



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