



LOCAL GOVERNMENT ELECTIONS SATURDAY 19 OCTOBER 2019

CANDIDATE NOMINATION PACKAGE

The Shire of Corrigin has seven (7) Councillors with three (3) ordinary vacancies in 2019.

Nominating for Council

To be eligible to run for Council you must:

- Be 18 years or older.
- An elector of the district.
- Complete a nomination form.
- Submit a candidate profile of 150 words or less.
- Pay a nomination deposit of \$80 .
- Include a recent passport size photograph (optional).
- Complete the online induction.

It has been made compulsory for all candidates nominating in a local government election to complete an online induction due to the introduction of new local laws this year.

To complete the Local Government Candidate Induction go to the link below:

<https://dlgsc.wa.gov.au/local-government/local-governments/council-elections/local-government-candidate-induction>

Nominations open on 5 September 2019 and close on 12 September 2019.

The following documents which are attached will provide important information for prospective candidates to assist in the nomination process:-

- In Person Election Timetable
- Nomination for Election by Candidate
- Nomination for Election by Agent
- Electoral Code of Conduct
- Council Policy - Councillors/Staff Code of Conduct

Prospective candidates are encouraged to view the link to the Department of Local Government, Sport and Cultural Industries which provides further information for candidates on the local government elections and covers the following:

1. Introduction to Local Government in Western Australia
2. Section 1: Standing as a council member
3. Section 2: Voting and participating in local government including key dates for 2019
4. Section 3: Now you're a council member

The link to the Department of Local Government, Sport and Cultural Industries is below:

<https://test-dlgsc-sitefinitycms-ause.azurewebsites.net/local-government/local-governments/council-elections/put-yourself-forward-nominate-for-council>

The following documents may help to candidates to keep up to date with important information relating to the operations of the Shire of Corrigin.

Council Documents

Strategic Community Plan, Corporate Business Plan and Annual Budget
www.corrigin.wa.gov.au/documents/strategic-plan

Current Shire of Corrigin Elected Members

www.corrigin.wa.gov.au/council/your-council/councillors.aspx

Council Community Group Representatives

www.corrigin.wa.gov.au/council/your-council/committees.aspx

My Council

MyCouncil is an initiative of the State Government to strengthen local government accountability and performance. MyCouncil is a place where you can find out how local governments are raising, spending and managing their money.

www.mycouncil.wa.gov.au/

Your Everyday

Your Everyday is for residents and visitors to WA with information about Local Council facilities and events.

youreveryday.com.au/Councils/WA-Councils

Candidates who have further questions regarding the election or nomination process should contact the Returning Officer, Natalie Manton on 9063 2203.

Thank you for your interest in being part of the Shire of Corrigin Council. I wish candidates all the best with your nomination and look forward to an exciting period for the Shire of Corrigin.



Natalie Manton
Chief Executive Officer

Strengthening our community now to grow and prosper into the future

Candidate Induction

Frequently Asked Questions

What is candidate induction?

- This is a training module to assist people who are thinking of becoming a local government councillor.
- Candidates need to understand both the role they will potentially be taking on and what laws affect the way they conduct their campaign.

Specifically, induction will cover:

- Role of council and council members.
- Election and campaigning rules (includes gifts and social media).

Who has to do candidate training?

- Every person who wishes to be a candidate in the local government election in October 2019.
- Every person who wishes to be a candidate in any other local government election.

How will the induction be delivered?

- The module will be available online through the Department of Local Government, Sport and Cultural Industries' website by the end of July 2019.

Is there an exam?

- There are quizzes included to help your understanding of the material.
- There is no test that you must pass.
- The module is designed to help you make good decisions.

What if I don't have access to the Internet?

- You will be able to visit your local library or local government offices to get access.

What is the cost?

- The online induction module is free.

I have a disability. How accessible is the module?

- The candidate induction has been designed to meet the Web Content Accessibility Guidelines 2.0 level AA as per the Accessibility and Inclusivity Standard.
- If you need any assistance in accessing the induction please contact the Department on 9492 9762 or actreview@dlgsc.wa.gov.au

Who has been involved in the development of the candidate induction?

- The Induction was developed by the Department of Local Government, Sport and Cultural Industries and incorporates examples from other States and Territories.
- In terms of the induction content, input was sought and received from:
 - The Western Australian Electoral Commission (WAEC)
 - The Western Australian Local Government Association (WALGA)
 - Local Government Professional (LG Pro)
 - Current Councillors

Does it apply to council members who are recontesting their seat?

- Yes, it will serve as a refresher for them. Rules and expectations change.
- While serving councillors already have experience in running campaigns, being reminded of the rules governing a campaign is always useful.

How will this be enforced?

- Every person nominating for council is required to declare that they have completed the candidate induction at the time of nomination.
- There are penalties for making false or misleading statements on the nomination form (a maximum penalty of a \$5,000 fine or 1 year imprisonment).

Will the list of people who have completed the induction package be published?

- No, some of the people that complete the induction may choose not to be candidates.
- Publication of their names would be an unwarranted invasion of their privacy.

Will returning officers be given access to the list of people who have completed the induction?

- When completing the online induction, participants will be required to advise of the local government area for which they are intending to nominate.
- The department will be able to provide a list to the returning officers for that district so that they can confirm that candidates have completed the induction.

Will local governments still be able to conduct their own induction sessions?

- Yes, a local government can still provide their own district specific induction if they wish, and this is encouraged
- This will supplement the online induction as it will be specific to the local government.

Who do I contact if I am having problems?

- You can contact the Department of Local Government, Sport and Cultural Industries on 9492 9762 or actreview@dlgsc.wa.gov.au



Elections Timetable Template

Local Government Elections

Enter election date>> **19/10/2019**

Note: Please manually adjust dates in the 'Date' column which fall on a public holiday to the next business day.

| | Days from Polling Day | Election Activities or Events | Relevant Act sections or Regulations | Day | Date |
|-----------------------------|--|---|--|------------------------|--------------------------|
| | 273 to 92 | If an elected member's office becomes vacant on or between these days, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary election. | LGA s4.16(4) LGA s4.17(2) | Sat to Fri | 19/01/2019 to 19/07/2019 |
| | 91 | If an elected member's office becomes vacant on or after this day the vacancy will remain unfilled until the ordinary election. | LGA s4.16(2)(3) LGA s4.17(1) | Sat | 20/07/2019 |
| | 80 | Last day for local governments to gain agreement from the Electoral Commissioner to conduct the election (compulsory if intent is to hold a postal election). | LGA s4.20 (2)(3)(4) LGA s4.61 (2)(4) | Wed | 31/07/2019 |
| | 80 | A decision for the Electoral Commissioner to conduct the election cannot be rescinded after this day. | LGA s4.20(6) LGA s4.61(5) | Wed | 31/07/2019 |
| | 70 to 56 | Between these days, the CEO of the local government is to give Statewide public notice of the closing date and time for elector enrolments. | LGA s4.39(2) | Sat to Sat | 10/08/2019 to 24/08/2019 |
| | 56 | Last day for the local government's CEO to advise the Electoral Commissioner of the need to prepare an updated residents roll. | LGA s4.40(1) | Sat | 24/08/2019 |
| Close of Rolls | 56 | Advertising may begin for council nominations from 56 days, and no later than 45 days, before election day. | LGA s4.47(1) | Sat | 24/08/2019 |
| | 50 | Close of Rolls – 5.00pm | LGA 4.39(1) | Fri | 30/08/2019 |
| Nominations Open | 45 | Last day for advertisement to be placed calling for council nominations. | LGA s4.47(1) | Wed | 4/09/2019 |
| | 44 | Nominations Open First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days. | LGA s4.49(a) | Thu | 5/09/2019 |
| Close of Nominations | 38 | If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded. | LGA s4.50 Reg. 27(5) | Wed | 11/09/2019 |
| | 37 | Close of Nominations – 4.00pm | LGA 4.49(a) | Thu | 12/09/2019 |
| | 36 | Last day for the Electoral Commissioner to prepare an updated residents roll for the election. Last day for the local government's CEO to prepare an owners and occupiers roll. | LGA s4.40(2) LGA s4.41(1) | Fri | 13/09/2019 |
| | 36 | Returning Officer to give Statewide public notice of the election as soon as practicable but no later than 19 days before election day. | LGA s4.64(1) | As soon as practicable | |
| | 22 | The preparation of any consolidated roll (combined roll of residents, owners and occupiers) under regulation 18(1) is to be completed on or before this day. | LGA s4.38(1) Reg. 18(1)(2) | Fri | 27/09/2019 |
| | 19 | Last day for the Returning Officer to give Statewide public notice of the election. | LGA s4.64(1) | Mon | 30/09/2019 |
| | 4 | Close of absent voting and close of postal vote applications for 'voting in person' elections – 4.00pm. | LGA s4.68(1)(c) Reg. 37(3)(4) | Tue | 15/10/2019 |
| Election Day | 1 | Close of early voting for 'voting in person' elections – 4.00pm. | LGA s4.71(1)(e) Reg. 59(2) | Fri | 18/10/2019 |
| | 0 | Election Day Close of poll – 6.00pm. | LGA s4.7 LGA s4.68(1)(e) | Sat | 19/10/2019 |
| | 2 | Election results declared and published. | LGA s4.77 | As soon as practicable | |
| | 2 - 14 | Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (See Online 'Form 20' at www.dlqc.wa.gov.au) | LGA s4.79(1)(2) Reg. 81 | As soon as practicable | |
| | Within 28 days of result publication | An invalidity complaint can be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election. | LGA s4.81(1) | As applicable | |
| | Within 2 months of result declaration | Newly elected members to make their declarations of office. | LGA s2.29(1)(2) LGA s2.32(c) LGA s2.34(1)(c) | As soon as practicable | |
| | Within 3 months of members making declarations | Newly elected members to lodge their Primary Returns with the local government's CEO. | LGA s5.75(1) | As soon as practicable | |

* All Act sections refer to the *Local Government Act 1995*. All regulations refer to the *Local Government (Elections) Regulations 1997*.

ELECTION
2019

Local Government
Ordinary Elections

Summary Information for Candidates

MANUAL



Table of Contents

| | |
|--|---|
| Eligibility..... | 2 |
| Disqualifications..... | 2 |
| Candidate Information..... | 2 |
| Nominations..... | 3 |
| Nomination Builder..... | 3 |
| Nomination Form..... | 4 |
| Candidate Profile..... | 4 |
| Deposit..... | 4 |
| Candidate Photograph..... | 5 |
| Rejection of Nomination..... | 5 |
| Declaration of Nominations..... | 5 |
| Draw for Positions on Ballot Paper..... | 5 |
| Election Campaign – In Person Elections..... | 6 |
| Election Campaign – Postal Elections..... | 6 |
| Postal Voting Process..... | 7 |
| Count of Votes..... | 8 |
| Declaration of Result..... | 8 |
| Disputed Returns..... | 8 |
| Electoral Advertising and Publications..... | 8 |
| Alleged False or Misleading Material..... | 8 |
| Scrutineers..... | 8 |
| Electoral Donations..... | 8 |

Eligibility

In order to nominate, a person must be registered as a voter for the district in which they are standing as a candidate. They do not need to be an elector of the particular ward for which they are standing.

Resident

The Commission maintains the residents roll. Individuals can confirm their enrolment status at the Commission's website www.elections.wa.gov.au. If a person is on the residents roll and has changed address after the rolls have closed, but remains in the district, they will continue to be eligible to sit on council if elected.

Non-Resident Owners and Occupiers

Non-resident owners and occupiers rolls are maintained by individual Local Governments. Prospective candidates in this category must check with their Local Government to confirm their eligibility.

Disqualifications

A candidate is disqualified for membership of a council if they:

- are a member of the Legislative Assembly, the Legislative Council, the House of Representatives or the Senate (or has been elected as such a member but has not yet taken office); or
- are a member of the council of another Local Government; or
- are an insolvent under administration; or
- are in prison serving a sentence for a crime; or
- have been convicted of a serious Local Government offence within the last 5 years (unless the court waived the disqualification); or
- have been convicted on indictment of an offence for which the indictable penalty was or included – imprisonment for life; or imprisonment for more than 5 years; or
- are subject to a court order disqualifying them from being a member of a council because they have misapplied Local Government funds or property.

A candidate cannot stand for two positions on council, unless one is for the position of mayor or shire president and the other is for councillor.

If a candidate currently holds office as a councillor, they cannot nominate for a councillor vacancy unless the term of their current office expires on or before polling day.

Candidate Information

Prior to nominating, an elector must have completed the online *Local Government Candidate Induction* course which is available on the Department of Local Government's official website.

The Returning Officer will provide candidates with a USB containing relevant forms and information. A candidate may obtain a free copy of the owners and occupiers roll and the residents roll for the electorate (ward or district) for which they nominate, from the Returning Officer.

Nominations

Nominations can only be made to the Returning Officer during the designated nomination period. When a candidate makes a declaration, they are attesting that they are an elector of the district and are not disqualified from holding office. The Returning Officer can witness a candidate's declaration.

An effective nomination consists of the following:

- a completed nomination form; (if by proxy this needs to include a letter from the candidate);
- a profile of the candidate, prepared in accordance with the regulations;
- a nomination deposit of \$80; and
- a photograph (optional).

A candidate can nominate for both mayor/president and councillor. A candidate will need a separate online form, profile and \$80 nomination deposit for each nomination.

A nomination may be withdrawn at any stage up to the close of nominations, but not thereafter. Withdrawal of a nomination must be in writing and received by the Returning Officer at the nomination place. It is either signed by the candidate or accompanied by evidence that the candidate has consented to the withdrawal of their nominations.

Nomination Builder

Candidates complete their nomination details and profile via Nomination Builder at www.elections.wa.gov.au. Access to the online nomination form is via the barcode reference number and password created by the candidate at their initial login.

Once completed, the candidate must then print and sign the form which has a barcode reference number and lodge it with the Returning Officer in person or through a properly appointed agent.



Candidate Nomination

Create a new nomination, or retrieve and edit a nomination that you created previously.

Create New Nomination

Press the button below to start the process of creating a new nomination.

Create New Nomination

Retrieve Existing Nomination

Enter the reference number and password to retrieve and edit your previously created nomination.

Reference Number

Password

Retrieve Existing Nomination

Nomination Form

The candidate should specify how they wish their name to appear on the ballot paper. This may be:

- given name;
- an initial; or
- a commonly accepted variation.

The Returning Officer has discretion as to what is acceptable. A candidate's surname will always appear first on the ballot paper.

Candidate Profile

Profiles must:

- be written in English and contain no more than 150 words;
- be able to be printed on a single A4 page;
- stay confined to biographical information about a candidate and statements of their beliefs, and
- include the Candidate's name (in the form to which it is to be included on the ballot paper).

The Local Government and ward name, candidate's name and contact details will not be counted in the 150 word limit.

It is suggested that your profile be provided to the Returning Officer for review prior to nomination. If it is longer than the permitted limit, the Returning Officer may amend the wording but will endeavour to consult with the candidate in the time available.

Profiles are also published and posted out to all electors as part of the election package as well as being displayed on the Local Government public noticeboard.

All profiles for this purpose are printed in a standard style with all formatting removed.

Deposit

An \$80 deposit must be paid to the Returning Officer. Cash, bank cheques and money orders (made payable to the Local Government) are acceptable but personal cheques cannot be accepted. The Returning Officer will only accept electronic payment of the deposit by bank transfer or other means (e.g. credit card), if proof can be provided that the deposit has been credited to the Local Government's trust account before close of nominations. Arrangements for paying the deposit like this must be made in advance.

The Returning Officer will advise the Local Government to refund deposits under the following conditions:

- if a candidate receives at least 5% of the total number of votes included in the count;
- nomination is withdrawn not later than 4.00 pm on the day before the close of nominations ;
- successful candidate in a principal office election (e.g. for mayor) where an additional deposit was paid to nominate for election as a councillor for the same Local Government;
- election is declared invalid by a Court of Disputed Returns; or
- the death of candidate occurring after the close of nominations but before the election.

Candidate Photograph

The inclusion of a photograph with the profile is optional. If a photograph is supplied, it must be passport photo size of the candidate's head or head and shoulders, have a clear background, and be not more than six months old. The Returning Officer may use their discretion and reject a photograph if they believe it is not a true representation of the candidate.

Rejection of Nomination

A nomination may be rejected if:

- it is incomplete - the deposit is unpaid, missing the nomination form or profile;
- a candidate was not an elector of the district as at the close of enrolments;
- a candidate is standing for office as councillor at another election; or
- a candidate is the holder of an office or a member of the council whose term of office expires later than election day.

Declaration of Nominations

Immediately after nominations have closed, the Returning Officer publicly declares all nominations that have been accepted. The declaration will be made at the designated nomination place in the presence of any candidates and other people who wish to attend.

If at the close of nominations, the number of candidates is equal to or less than the number of vacancies to be filled, the candidate(s) are elected unopposed. If the vacancies are for varied terms, they are filled by the Returning Officer drawing lots. The first drawn will be appointed to the longer term.

If at the close of nominations, there are more candidates than vacancies, the Returning Officer will draw lots to decide the position in which each candidate will be placed on the ballot paper.

Draw for Positions on Ballot Paper

The following is the method used by the Returning Officer to draw positions on the ballot paper:

Step 1 – Writes names of candidates on slips

Step 2 – Places slips in separate opaque spheres

Step 3 – Places spheres in a box and shakes well

Step 4 – Removes a sphere and opens it

Step 5 – Records name on list in descending order on the ballot paper and continues this until all names have been drawn and recorded.

The first drawn name will appear first on the ballot paper list of candidates.

Election Campaign – In Person Elections

Election Day

Polling commences at 8.00am and closes at 6.00pm. Ordinary votes are issued from at least one polling place on election day.

The location (s) will be posted on both the Commission's and the Local Government's website.

A person may not do any of the following inside a polling place or within 6 metres from the entrance to a polling place:

- canvasses for votes
- solicits the vote of an elector
- induces an elector not to vote for a particular candidate
- induces an elector not to vote at the election.

It is unlawful for a candidate, or a person authorised to act on a candidate's behalf, to communicate with, assist or interfere with an elector while the elector is marking a ballot paper.

The Act provides a severe penalty for any offence.

Counting of votes will commence at 6.00pm.

Early Voting

The times and dates that early voting occurs is detailed in the election notice. This will include issuing early votes at the local government office as well as possible other locations.

The votes received at these early voting centres are placed by the elector in a sealed ballot box for counting on election day.

Ordinary Voting at Polling Places

At an in person election, electors may cast an absent vote at the office of another local government or apply for a postal vote if unable to attend a polling place.

Election Campaign – Postal Elections

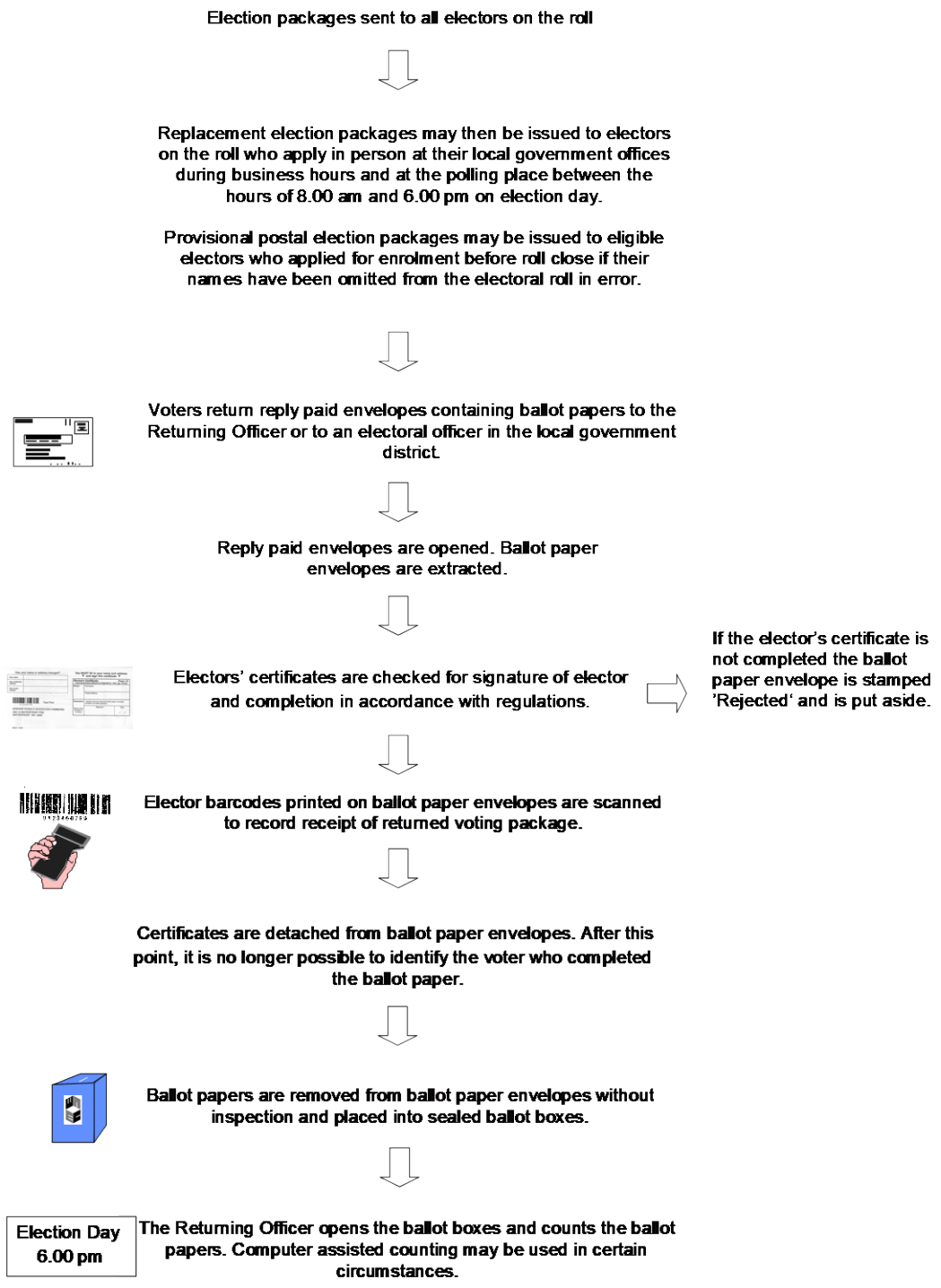
Electors will be sent an election package containing postal voting instructions, ballot papers with candidate profiles attached, a ballot paper envelope with an elector certificate attached and a reply paid postage envelope. Replacement voting packages are available from the Local Government. The Commission keeps daily statistics of postal election packages returned via Australia Post. These figures are indicative only and are published on the Commission's website.

It is unlawful for a candidate (or a person acting on behalf of the candidate) to take custody of or deliver voting papers to the Returning Officer. The Act provides a severe penalty for this offence.

Approximately 50% of those voting return their ballot papers within a week of receiving them.

Postal Voting Process

The following is a flow chart indicating how the postal voting process operates. The processing of returned postal voting packages commences about two weeks before election day, however there is no counting of votes until after 6.00pm on election day.



Count of Votes

The votes will be counted at the place(s) notified in the election notice. The result of the election for a mayor/president will always be determined first. The Returning Officer's decision about the formality of a ballot paper is final. The USB provided to candidates includes a Ballot Paper Formality Guide.

Declaration of Result

The result of a count is not final until the Returning Officer formally declares the result.

Disputed Returns

An invalidity complaint challenging the result of an election must be made in writing within 28 days of election day, to a Court of Disputed Returns constituted by a Magistrate.

Electoral Advertising and Publications

Electoral material consists of any advertisement, handbill, pamphlet, notice, letter or article for the election, whether printed or in electronic form. Electoral material **must** have the name and address (not being a post office box) of the person who authorised its publication. In the case of electoral material that is printed other than in a newspaper, the name and business address of the printer **must** also appear at the end of the electoral material.

Where authorisation and printer details must appear, it is an offence not to include these.

The name and address of the person authorising the electoral material and a printer does not have to appear on car stickers, clothing, lapel badges, pens, pencils, balloons and other similar promotional material.

Alleged False or Misleading Material

The Commission often receives complaints from candidates about material published by their opponents. Most of these complaints are unable to be acted upon. The legislative provisions relating to 'misleading' material have been narrowly defined by the courts to mean misleading an elector 'in the act of filling out the ballot paper'. For example, it might be misleading to for a candidate to publish a purported facsimile of the ballot paper but with the candidates in the wrong order, possibly inducing an elector to mark their ballot paper in a way other than they intended. The legislation has not been taken to apply to actual statements or policies put out by candidates, about which electors must form their own judgements.

The Commission has no role to play in testing the veracity of statements made by candidates that are intended to influence electors' judgements.

Scrutineers

Candidates are entitled to appoint a Scrutineer on their behalf. Further information on the rights and responsibilities of Scrutineers can be found on the Commission's website or on the Candidate USB supplied by the Returning Officer.

Electoral Donations

All enquiries referring to the disclosure of gifts and donations should be directed to the CEO of the Local Government district.

Produced and published by
Western Australian Electoral Commission

Level 2, 111 St Georges Terrace
Perth WA 6000

GPO Box F316
Perth WA 6841

PHONE (08) 9214 0400 or 13 63 06
EMAIL waec@waec.wa.gov.au
WEBSITE www.elections.wa.gov.au

Translating and Interpreting Service (TIS)
13 14 50 and then ask for (08) 9214 0400

National Relay Service (NRS)
Speak and Listen number 1300 555 727
SMS Relay number 0423 677 767

© 2019 Western Australian Electoral Commission. All rights reserved.

This material may be reproduced in whole or in part provided the
source is acknowledged.



WESTERN AUSTRALIAN
Electoral Commission

FORMS AND PROFORMA

FORM 8
Local Government Act 1995
Local Government (Elections) Regulations 1997 [s.4.49(a)]
NOMINATION FOR ELECTION BY CANDIDATE
 (see back for notes on how to make your nomination)

| | | | | | | |
|---|---------------------------|---------|--------------|--------------|----------------|--|
| Nominee | Family name: | | | | | |
| | Other names: | | | | Date of birth: | |
| | Name on Ballot Paper (1): | | | | | |
| | Postal Address: | No: | | Street Name: | | |
| | | Suburb: | | | Postcode: | |
| | Phone numbers (H): | | | (W): | | |
| | Fax number: | | | Email: | | |
| Property for which nominee is enrolled as an elector: | No: | | Street Name: | | | |
| | Suburb: | | | Postcode: | | |
| | Lot/Location No: | | | | | |

| | | | | | |
|---------------|----------------------------|--|--|-------------------------------------|--|
| Office | Local Government District: | | | | |
| | Ward: | | | | |
| | Office | <input type="checkbox"/> Mayor / President | | <input type="checkbox"/> Councillor | |
| | Vacancy: | <input type="checkbox"/> Ordinary | <input type="checkbox"/> Extraordinary | <input type="checkbox"/> Other | |

| | | | | | |
|--|---|--|--|-------|--|
| Declaration | I declare that: | | | | |
| | <ul style="list-style-type: none"> I am at least 18 years of age; and I am an elector of the district (2); and I am not disqualified from being a member of the council (3); and [nominees for councillor only] I am eligible to nominate as a councillor (4); and I have completed the course of induction(5); and All the details set out above are true and correct. | | | | |
| [Making a false declaration is an offence] | Signature: | | | Date: | |
| [To be signed before a witness] | | | | | |

| | | | | |
|--|------------|--|--|-------|
| Witness | Full Name: | | | |
| | Signature: | | | Date: |
| [Witness must be at least 18 years of age] | | | | |

FORMS AND PROFORMA

Back of Form 8:

| | |
|---|--|
| (1) Name on ballot paper | The name to be printed on the ballot paper must be your surname and one or more of your given names (or an initial or a commonly accepted variation). You must use the same name on your candidate profile. To ensure fairness between candidates the Returning Officer may rule that a name is inappropriate for inclusion on the ballot paper. If so he or she may ask you to nominate another name or choose one he or she considers appropriate. |
| (2) Who is an elector | You are an elector of the district if you are eligible to be included on the electoral roll for that district. However it is not sufficient if you are only eligible to be on the roll as the nominee of a body corporate which owns or occupies property in the district. You need not be an elector in the ward in which you nominate |
| (3) Disqualification | You are disqualified for membership of a council if you: <ul style="list-style-type: none"> • are a member of the Legislative Assembly, the Legislative Council, the House of Representatives or the Senate (or have been elected as such a member but have not yet taken office); or • are a member of the council of another local government; or • are an insolvent under administration; or • are in prison serving a sentence for a crime; or • have been convicted of a serious local government offence within the last 5 years (unless the court waived the disqualification); or • have been convicted of an offence for which the indictable penalty was or included — <ul style="list-style-type: none"> (i) imprisonment for life; or (ii) imprisonment for more than 5 years; or • are subject to a court order disqualifying you from being a member of a council because you have misapplied local government funds or property. |
| (4) Eligibility to nominate as a councillor | You are not eligible to nominate as a councillor if you are: <ul style="list-style-type: none"> • a member of the council (unless your term of office expires on election day); or • a candidate in another election for the office of councillor. |
| (5) Course of induction | The course of induction is the course titled Local Government Candidate Induction that is available on the Department's official website. |
| Where to send your nomination | When you have completed and signed this form, send it to the Returning Officer for the district. You may send your nomination by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signatures. If you send it by fax or electronically you should check that it has been received. |
| Closing date for nominations | Your nomination must be received by the Returning Officer before 4 p.m. on the 37th day before election day. If you send your nomination electronically it is taken to be received at the time the Returning Officer prints it out. |
| Candidate's profile | Your nomination must be accompanied by a candidate's profile of not more than 150 words plus your name, address and contact numbers. The profile must be confined to information about you. It may include a recent passport size photo of your head or head and shoulders. The profile must be (or if it is sent electronically, be capable of being) printed on a single A4 page. |
| Deposit | When you make your nomination you must pay a deposit of \$80. You may send this with your nomination form or deliver it to the Returning Officer at any time before the closing date for nominations. You may pay your deposit in cash or by cheque, bank draft or postal order. If you make appropriate arrangements with the Returning Officer you may be able to pay your deposit by electronic transfer or other means. |
| Withdrawing your nomination | You may withdraw your nomination by giving written notice to the Returning Officer before the closing date for nominations. You may send your withdrawal by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signatures. A withdrawal may be lodged by your agent if it is accompanied by a written authorisation, signed by you, permitting the agent to lodge the withdrawal. |

FORMS AND PROFORMA

FORM 9
Local Government Act 1995
Local Government (Elections) Regulations 1997 [s.4.49(a)]
NOMINATION FOR ELECTION BY AGENT
 (see back for notes on how to make a nomination)

| | | | | | | | | |
|--------------|--------------------|---------|--|--------------|--|-----------|------|--|
| Agent | Full Name: | | | | | | | |
| | Postal Address: | No: | | Street Name: | | | | |
| | | Suburb: | | | | Postcode: | | |
| | Phone numbers (H): | | | (W): | | | (M): | |
| | Fax number: | | | Email: | | | | |

| | | | | | | | | |
|------------------|---|---------|--|--------------|----------------|-----------|------|--|
| Nominee | Family name: | | | | | | | |
| | Other names: | | | | Date of birth: | | | |
| | Name on Ballot Paper ⁽¹⁾ : | | | | | | | |
| | Postal Address: | No: | | Street Name: | | | | |
| | | Suburb: | | | | Postcode: | | |
| | Phone numbers (H): | | | (W): | | | (M): | |
| | Fax number: | | | Email: | | | | |
| | Property for which nominee is enrolled as an elector: | No: | | Street Name: | | | | |
| Suburb: | | | | | Postcode: | | | |
| Lot/Location No: | | | | | | | | |

| | | | | | | |
|---------------|----------------------------|--|--|--|-------------------------------------|--------------------------------|
| Office | Local Government District: | | | | | |
| | Ward: | | | | | |
| | Office | <input type="checkbox"/> Mayor / President | | | <input type="checkbox"/> Councillor | |
| | Vacancy: | <input type="checkbox"/> Ordinary | | <input type="checkbox"/> Extraordinary | | <input type="checkbox"/> Other |

| | | | | | | |
|--|--|--|--|--|-------|--|
| Declaration | I declare that: | | | | | |
| | <ul style="list-style-type: none"> I am at least 18 years of age; and I am an elector of the district ⁽²⁾; and I am not disqualified from being a member of the council ⁽³⁾; and [nominees for councillor only] I am eligible to nominate as a councillor ⁽⁴⁾; and I have completed the course of induction ⁽⁵⁾; and All the details set out above are true and correct. | | | | | |
| [Making a false declaration is an offence] | | | | | | |
| [To be signed before a witness] | Signature: | | | | Date: | |

FORMS AND PROFORMA

| | | | | |
|--|------------|--|-------|--|
| Witness [Witness must be at least 18 years of age] | Full Name: | | | |
| | Signature: | | Date: | |

| | | | | |
|--|------------|--|-------|--|
| Authorisation by nominee ⁽⁶⁾ | Full Name: | | | |
| | Signature: | | Date: | |

FORMS AND PROFORMA

Back of Form 9

| | |
|---|--|
| (1) Name on ballot paper | The name to be printed on the ballot paper must be the candidate's surname and one or more of his or her given names (or an initial or a commonly accepted variation). The same name must be used on the candidate profile. To ensure fairness between candidates the Returning Officer may rule that a name is inappropriate for inclusion on the ballot paper. If so he or she may ask you to nominate another name or choose one he or she considers appropriate. |
| (2) Who is an elector | The nominee is an elector of the district if he or she is eligible to be included on the electoral roll for that district. However it is not sufficient if he or she is only eligible to be on the roll as the nominee of a body corporate which owns or occupies property in the district. The nominee need not be an elector in the ward in which he or she is nominated. |
| (3) Disqualification | The nominee is disqualified for membership of a council if he or she: <ul style="list-style-type: none"> • is a member of the Legislative Assembly, the Legislative Council, the House of Representatives or the Senate (or has been elected as such a member but has not yet taken office); or • is a member of the council of another local government; or • is an insolvent under administration; or • is in prison serving a sentence for a crime; or • has been convicted of a serious local government offence within the last 5 years (unless the court waived the disqualification); or • has been convicted of an offence for which the indictable penalty was or included — <ul style="list-style-type: none"> (i) imprisonment for life; or (ii) imprisonment for more than 5 years; or • is subject to a court order disqualifying him or her from being a member of a council because he or she has misapplied local government funds or property. |
| (4) Eligibility to nominate as a councillor | The nominee is not eligible to be nominated as a councillor if he or she is: <ul style="list-style-type: none"> • a member of the council (unless his or her term of office expires on election day); or • a candidate in another election for the office of councillor. |
| (5) Course of induction | The course of induction is the course titled Local Government Candidate Induction that is available on the Department's official website. |
| (6) Authorisation | You must give to the Returning Officer written evidence that the nominee has authorised you to make the nomination. The nominee may fill in and sign this box or you may send a written authorisation, signed by the nominee, to the Returning Officer with your nomination form or at any time before the closing date for nominations |
| Where to send your nomination | When you have completed and signed this form, send it to the Returning Officer for the district. You may send your nomination by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signatures. If you send it by fax or electronically you should check that it has been received |
| Closing date for nominations | Your nomination must be received by the Returning Officer before 4 p.m. on the 37th day before election day. If you send your nomination electronically it is taken to be received at the time the Returning Officer prints it out. |
| Candidate's profile | Your nomination must be accompanied by a candidate's profile of not more than 150 words plus the nominee's name, address and contact numbers. The profile must be confined to information about the candidate. It may include a recent passport size photo of the candidate's head or head and shoulders. The profile must be (or if it is sent electronically, be capable of being) printed on a single A4 page. |
| Deposit | When you make your nomination you must pay a deposit of \$80. You may send this with |

FORMS AND PROFORMA

| | |
|-----------------------------|---|
| | <p>your nomination form or deliver it to the Returning Officer at any time before the closing date for nominations.</p> <p>You may pay your deposit in cash or by cheque, bank draft or postal order. If you make appropriate arrangements with the Returning Officer you may be able to pay your deposit by electronic transfer or other means</p> |
| Withdrawing your nomination | <p>You may withdraw your nomination by giving written notice to the Returning Officer before the closing date for nominations. You may send your withdrawal by post, by fax or by other electronic means so long as it is capable of being printed in its entirety, including signatures.</p> |



DISCLOSURE OF GIFTS

Local Government Act 1995, s.4.59 and Local Government (Elections) Regulations 1997, r.30D, Form 9A

Details of Person Making Disclosure

| | | | | |
|--------------------|--------------------------|--------------|--------------------------|----------------|
| Candidate | <input type="checkbox"/> | Donor | <input type="checkbox"/> | (Tick one box) |
| Surname | | | | |
| Other names | | | | |

Details of Candidate

| | | | |
|--------------------|--|--|--|
| Surname | | | |
| Other names | | | |

Details of Person Making the Gift (The Donor)

| | | | | |
|----------------|--|--|-----------------|--|
| Name | | | | |
| Address | | | Postcode | |

Details of Person on Whose Behalf the Gift is Made

(if other than the person making the gift)

| | | | | |
|----------------|--|--|-----------------|--|
| Surname | | | | |
| Address | | | Postcode | |

Details of the Gift

(value of which is \$200 or more, or which is one of two or more gifts with a total value of \$200 or more)

| | | | |
|---|-----|----------------------|--|
| Date gift promised, received or made | / / | Value of gift | |
| Description of gift | | | |

See Over

Candidates only

(if you are unable to provide the information required by this form, set out the reasons for not providing it in the space below)

| |
|--|
| |
| |

Person Making Disclosure to Complete and Sign the Declaration Below

I, _____ declare that all information and details provided are true and correct, and no known, relevant information is omitted.

| |
|--|
| |
|--|

Signature of person making disclosure

| |
|-------|
| / / |
|-------|

Date