

# Candidate Information Session

2015 local government elections

1 September 2015



# Summary

- Introduction – Chris Linnell, Director Community and Development Services
- Western Australian Electoral Commission – Garry Hawkes
  - Key dates
  - Nomination process and eligibility
  - Election process and requirements
- Town of Port Hedland – projects and priorities
- Council business
- Being an elected member – Mayor Kelly Howlett

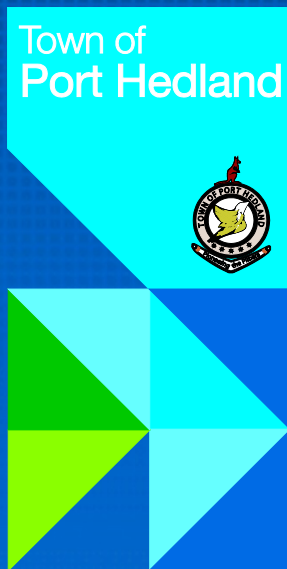




WESTERN AUSTRALIAN Electoral Commission

*17 October 2015*

*Town of Port Hedland  
Ordinary Election*





# *Postal Elections*

- Key dates
- Nominating for election
- Postal voting
- General information



# *Key Dates*

- Close of roll – 5.00pm Friday 28 August 2015
- Nominations open – Thursday 3 September 2015
- Nominations close – 4.00pm Thursday 10 September 2015
- No early or absent voting
- Mail-out – Monday 21 or Tuesday 22 September 2015 (lodged with Australia Post for delivery)
- Replacement packages available from Wednesday 23 September 2015



# *Key Dates*

## *Statutory Advertisements*

State-wide public notice is given of all statutory notices

- *The West Australian*
- Public Noticeboards
- Community newspaper



# *Key Dates*

## *Statutory Advertisements*

- Close of enrolments – Wednesday 12 August 2015
- Call for nominations – Wednesday 26 August 2015
- Election notice – Wednesday 16 September 2015



# ***Key Dates – Thursday 3 September 2015***

- Nominations open
- First day for candidates to lodge nomination papers with the Returning Officer
- Nominations are open for 8 days





# ***Key Dates – Wednesday 9 September 2015***

- Last day for a candidate to withdraw without forfeit of their deposit of \$80 (must be before 4.00pm)
- Candidates may then withdraw up to the close of nominations but they lose their deposit



# ***Key Dates – Thursday - 10 September 2015***

- Close of nominations – 4.00pm sharp
- Returning Officer present at the local government from 2.00pm
- Draw for position on the ballot paper
- Briefing session for candidates present



# *Key Dates*

## *Election day – Saturday 17 October 2015*

- Local government office is open from 8.00am
- Hand-delivery of packages
- Replacement and Provisional voting papers available
- No in-person voting
- Close of poll at 6.00pm sharp



# *Key Dates*

## *Close of Poll – 17 October 2015 – 6.00pm*

- Ballot box seals broken
- Appointed scrutineers may observe the count
- First-past-the-post counting method
- Returning Officer declares the results following the count



# ***Nominating for Election***

## ***Eligibility to stand for election***

- Section 2.19 of the *Local Government Act 1995*
  - 18 or over (section 2.19(1))
  - An elector of the district (section 2.19 (1))
  - Cannot be a nominee of body corporate (section 2.19 (2a))
  - Cannot be an elector because of Schedule 9.3 clause 12.2 (section 2.19 (2b))



# ***Nominating for Election***

## ***Eligibility to stand for election***

- Section 4.48 of *Local Government Act 1995*
  - Is not a candidate in another election to fill an office of councillor on the council
  - Is not the holder of an office of the council other than one which ends on election day



# ***Nominating for Election Disqualifications for membership***

- Section 2.20 – 2.24 of *Local Government Act 1995*
  - A member of parliament (Section 2.20)
  - An insolvent under administration (section 2.21)
  - Convicted of a crime and in prison (section 2.22)
  - Convicted in the previous five years of a serious local government offence (section 2.22)
  - Have been convicted on indictment of an offence for which the indictable penalty was or included imprisonment for more than 5 years (section 2.22)
  - An elected member of another local government (section 2.23)
  - Misapplication of funds or property (section 2.24)

# ***Nominating for Election Candidate's CD***

- Candidate's CD







# ***Nominating for Election Candidate Information***

- A Guide for Candidates – Postal Elections (WAEC)
- A Guide for Scrutineers – Postal Elections (WAEC)
- Ballot paper Formality Guide
- Service Charter
- Nomination form LG 08
- Disclosure of Gifts form LG 09A
- Scrutineer form LG 18



# ***Nominating for Election***

## ***An effective nomination***

- Completed nomination form
- Candidate profile
- Deposit \$80
- Received by Returning Officer before close of nominations



# ***Nominating for Election Profile***

- Not more than 150 words
- Biographical information about the candidate
- Statement of candidate's policies or beliefs
- Not to be false, misleading or defamatory
- Photograph (optional)




# ***Nominating for Election Online WAEC nomination builder***

- You can prepare the nomination form, profile and upload photograph online
- You can not nominate online
- Remember to provide your reference number at the RO interview when submitting nomination
- Online nomination builder available from [www.elections.wa.gov.au](http://www.elections.wa.gov.au)



# *Nominating for Election*

## *Online WAEC nomination builder*



WESTERN AUSTRALIAN  
Electoral Commission

### 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.

[Retrieve Existing Nomination](#)



# *Electoral Rolls*

- Available on nomination
  - File in 2 formats
  - PDF in name order
  - Manipulative csv file in habitation order
- Free to candidates and members
  - 1 copy of Residents Roll
  - 1 copy of Owners and Occupiers Roll



# *Postal Voting*

## *Mail-out of packages*

- Election packages to be lodged with Australia Post from Friday 18 September 2015
- Last weekend for effective campaigning 26 – 27 September 2015



# *Postal Voting*

## *Return of Voting Packages*

- Packages can be posted to the Returning Officer or hand-delivered to the local government office
- In October 2013, 66.6% of packages were returned within the first 5 business days
- Completed packages are returned to the Returning Officer C/- Western Australian Electoral Commission





# *Postal voting Candidate Rules*

- Candidate (or representative) cannot assist the elector to mark their ballot paper [regulation 67 (4)]
- Candidate (or representative) cannot take custody of an envelope in which there is a postal vote [section 4.92 (c)]

Penalty \$5,000 or imprisonment for one year



# ***Postal Voting***

## ***Issue of Replacement and Provisional Voting Packages***

- Local Government staff will issue replacement and provisional voting papers from the day after the mail-out to 17 October 2015
- Full or partial package can be replaced
- Provisional – voting papers may be issued to a person who claims to have been omitted from the electoral roll in error



# *Postal Voting*

## *Checking of voting papers (1)*

- Packages delivered daily
- Checking of packages commences on Tuesday 29 September 2015
- Central checking – WAEC
- Local checking – 17 October 2015 only
- Scrutineers can attend



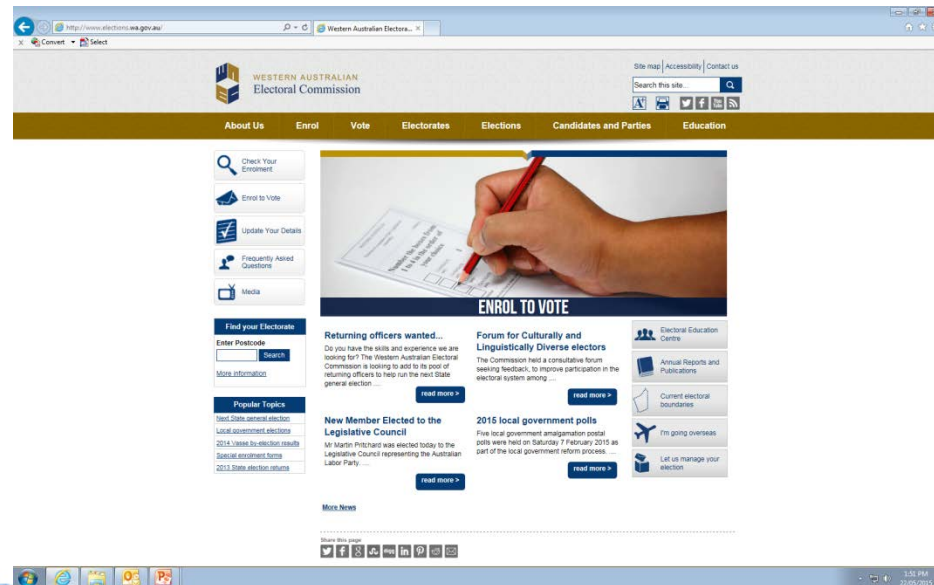
# *Postal Voting*

## *Checking of voting papers (2)*

- Ballot paper envelopes with the electors' certificates attached are removed from the reply paid envelopes
- Electors' certificates checked
- Barcodes scanned to mark off roll
- Electors' certificates removed from the ballot paper envelopes.
- Ballot paper envelopes opened and ballot papers placed in sealed ballot box (without inspection)
- Ballot boxes opened at 6pm on election day

# *Postal Voting Election Day – Close of Poll 6.00pm*

- The Returning Officer declares the results
- Results are posted onto the Commission's election website [www.elections.wa.gov.au](http://www.elections.wa.gov.au)





# ***Post-Election Procedures (1)***

## ***Publication of Results and Reports***

- Posted onto Commission's website when declared
- Election result in *The West Australian* newspaper
- Report to the Minister submitted prior to 31 October 2015
- Report on election to local government



# ***Post-Election Procedures (2)***

## ***Refund of deposits***

Deposits are refunded to:

- Candidate elected
- Non-elected candidates who receive at least 5% of the total number votes included in the count



# ***General Information***

## ***Electoral Material***

- No specific commencement date for electoral advertising – applies at any time
- Handbills, pamphlets, notices, letters, and other articles – must have NAME and ADDRESS of person authorising and NAME and ADDRESS of printer
- The address must NOT be a post office box
- Newspaper advertising requires the NAME and ADDRESS of the person authorising the advertisement





# *General Information*

## *Electoral Offences*

- Division 11 Part 4 of the Local Government Act
  - Bribery and undue influence (s. 4.85)
  - Printing and publishing of electoral material (s. 4.87)
  - Misleading, false or defamatory statements (s. 4.88)
  - Canvassing in or near polling places (s. 4.89)
  - Offences relating to postal votes (s. 4.92)
  - Interference with electors: infringement of secrecy (s 4.93)



# *General Information*

## *Scrutineers (1)*

- Appointment Form
  - Must be appointed by a candidate
- Rights
  - To enter and be in a polling place at anytime before close of poll
  - To observe conduct of election
  - To observe checking of postal voting papers
  - To be present after close of poll and observe all proceedings at the count



# *General Information*

## *Scrutineers (2)*

- Restrictions
  - Not to be in a polling place if another scrutineer appointed by the same candidate is also there, except to cast or deliver own vote
  - Not to take part in the conduct of election
  - Not to record names of persons obtaining ballot papers



# ***General Information***

## ***Disclosure of electoral gifts (1)***

- Chief Executive Officer maintains electoral gift register, available for public viewing
- Disclosure to be made to the Chief Executive Officer on the prescribed form, available from local government office and in the *Candidate's CD*
- Candidate and donor must disclose any gift of \$200 or over, or two or more gifts made by one person totalling \$200 or more received within the 6 month period prior to election day. This can include: money; gifts; discounts; and provision of services



# ***General Information***

## ***Disclosure of electoral gifts (2)***

- Period commences six months prior to election day
- Any gift received prior to nominating must be disclosed within three days of nomination. Any further gifts received after nominating must be disclosed within three days of receipt
- Disclosure period concludes:
  - Unsuccessful candidates – three days after election day
  - Successful candidates – on the start day for financial interest returns
- Familiarise yourself with Part 5A of the *Local Government (Elections) Regulations 1997*



# ***General Information***

## ***Campaign Expenses***

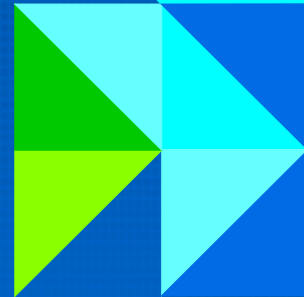
### ***Tax Deductions***

- Candidates may be eligible to claim the first \$1,000 of their campaign expenses as a tax deduction
- Refer to Australian Tax Office for further information

***17 October 2015***  
***Town of Port Hedland***  
***Ordinary Election***

***Returning Officer - Keith Squibb***  
***Mobile – 0448 345 801***  
***Email – [k.squibb@bigpond.com](mailto:k.squibb@bigpond.com)***

Town of  
Port Hedland



# Town of Port Hedland



Chris Linnell, Director Community and Development Services





# Overview of Port Hedland

- a dynamic town in Western Australia's Pilbara region
- economic hub in Australia's North West
- a nationally significant , friendly city that people are proud to call home
- significant resources industry combined with economic and commercial development
- Today's new wave of opportunity to open up possibilities of building on the traditional industries and establishing new and emerging markets in the region.



# 2015/16 budget highlights

Our 2015/16 budget has been prepared on the basis of achieving efficiencies while maintaining service levels, reducing risk and continuously improving our business. Budget highlights include:

- \$38.8M capital works program
- \$4.4M significant roads, drainage and kerbing program
- Civic Centre precinct renewal and refurbishment \$4.8M
- Playground equipment \$206K
- Electronic scoreboards at Kevin Scott and Colin Matheson ovals \$220K
- Further continuation of cycleway connecting Port to South Hedland \$300K
- South Hedland Town Centre upgrades \$1.2M
- JD Hardie Centre upgrades \$150K
- Waste water reuse system \$650K
- \$100K rating concessions



# Priorities / projects

- Airport lease transition
- North West Economic Summit
- North West Festival
- South Hedland Integrated Community Facilities
- Spoilbank Marina Waterfront Development
- Kingsford Smith Business Park
- Solar Farm
- Boodarie Strategic Industrial Estate
- Lumsden Point



# Organisational structure

Our organisation employs approximately 220 people across four directorates, spilt into 50 separate business functions within one diverse organisation

- Office of the CEO
- Directorate Corporate Services
- Directorate Works and Services
- Directorate Community and Development



# Council



Kelly Howlett  
Mayor  
Term expiring Oct 2017



Gloria Jacob  
Deputy Mayor  
Term expiring Oct 2015



George Daccache  
Councillor  
Term expiring Oct 2015



Julie Hunt  
Councillor  
Term expiring Oct 2015



Penny Taylor  
Councillor  
Term expiring Oct 2015

\* Resigned 2014



Jan Gillingham  
Councillor  
Term expiring Oct 2017



Lorraine Butson  
Councillor  
Term expiring Oct 2017



David Hooper  
Councillor  
Term expiring Oct 2017



Troy Melville  
Councillor  
Term expiring Oct 2017



David Van Vugt  
Councillor  
Term expiring Oct 2015

\* Resigned 2014



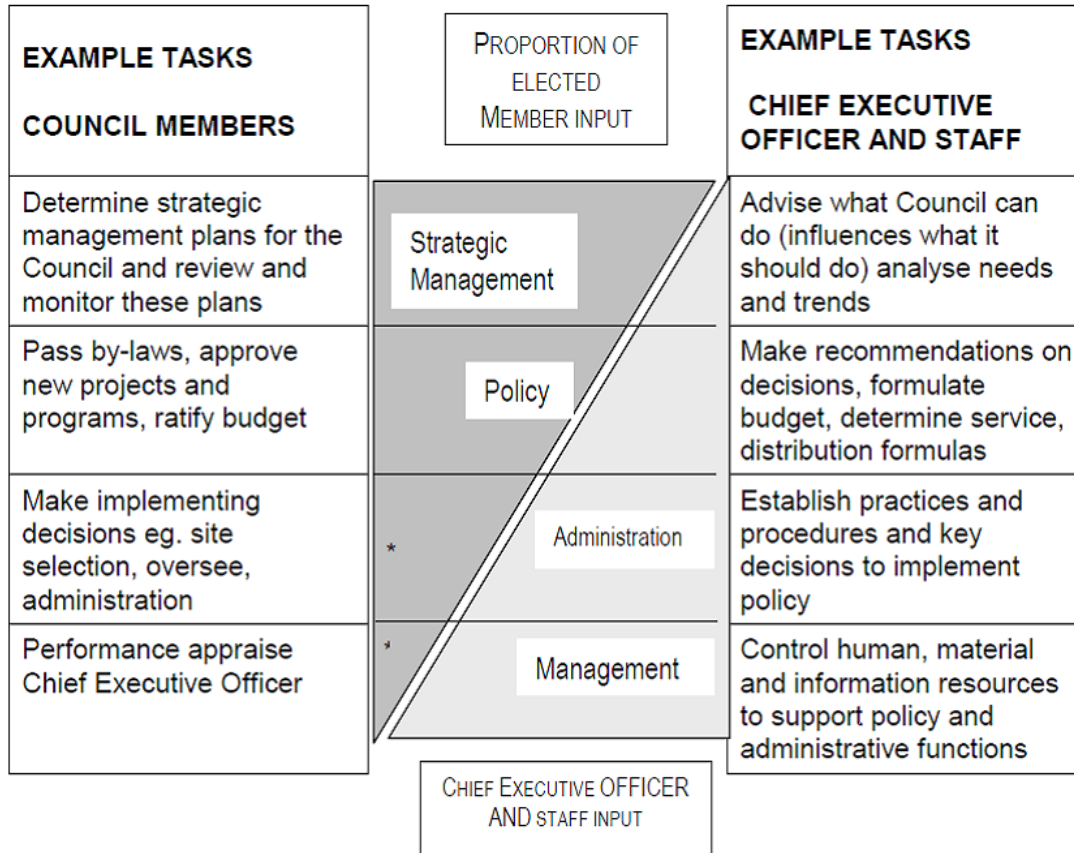
# Organisational values

Our supporting values are:

- **Quality** – We strive for excellence and take pride in everything we do. We challenge our thinking and look beyond the obvious.
- **Unity** – We work as one team and actively share our ideas and information across the organisation.
- **Integrity** – We are honest and ethical in everything we do, fostering transparency and promoting public trust and continued confidence.



# Responsibilities



This model represents the main areas of responsibility for Council Members and staff. The model demonstrates a shared brokerage function which shows the extent to which contributions are made by each group in the management of the Council.



# Council business

Josephine Bianchi, Governance Coordinator





# Council Meeting Framework

- 1 x Public Ordinary Council Meeting (4th Wednesday of the month at 5:30pm in Chambers)
- 1 x Public Agenda Briefing Session (3rd Wednesday of the month at 5:30pm in Chambers)
- Confidential Concept Forums to discuss upcoming projects - Every Wednesday 12:30pm – 5:30pm



# Committees, working groups and civic events

Elected members may elect to become a member of the following committees/groups, they are not mandatory

- 1 x airport committee - monthly
- 1 x audit, risk and governance committee – quarterly
- community and project based internal working groups and forums
- representation on external groups (i.e., Pilbara Regional Council, Regional Roads Group, Joint Development Assessment Panel)
- citizenship ceremonies, governor general, premier visits



# Entitlements

As per the LG Administration Regulations 1995:

- annual fee \$30,900
- information technology allowance \$3,500

As per Town's Policy:

- training and conference plan (WALGA training, team building exercises, professional development, WALGA week, selected conferences)



# Post election

- Swearing in ceremony – 18 October
- Governance session/directorate briefings – 19-27 October
- Public agenda briefing – 21 October
- Ordinary council meeting – 28 October
- New council priorities – 13-16 November
- WALGA training – 7/8 December



# Additional information

## References

- DLGC website [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au)
- WALGA website and webinar [www.walga.asn.au](http://www.walga.asn.au)
- WAEC website [www.elections.wa.gov.au](http://www.elections.wa.gov.au)

## Contacts

- Chief executive officer, Mal Osborne  
[ceo@porthedland.wa.gov.au](mailto:ceo@porthedland.wa.gov.au)
- Governance coordinator, Josephine Bianchi  
[govc@porthedland.wa.gov.au](mailto:govc@porthedland.wa.gov.au)
- Returning officer, Keith Squibb, 0448 345 801  
[k\\_squibb@bigpond.com](mailto:k_squibb@bigpond.com)



# Being an elected member

Mayor Kelly Howlett



# Closing questions

Questions / comments?

