



## LOCAL GOVERNMENT ORDINARY ELECTION 2023

Thank you for considering becoming a candidate in the 2023 Ordinary Local Government election for the City of Albany. There are four vacancies for Councillor positions in this election, in addition to the Mayoral vacancy.

Following a Review of Elected Member Representation and Ward Boundaries in 2022, Council resolved in December 2022 to abolish the Ward System. Elected Members represent the whole of the district, and election candidates will be able to canvass across the whole of the municipality.

Council decided in December 2022 to voluntarily reduce the number of elected members over the 2023 and 2025 Ordinary Local Government Elections. Following the 2025 election, there will be a total of eight Councillors and a popularly elected Mayor.

Councillors play an important community leadership role and becoming a councillor is a way that you can make sure community perspectives are heard and considered.

Becoming a councillor is a big decision and it is important that you are aware of what your obligations and commitments will be if you are elected.

In order to be eligible to nominate as a candidate in this election, you must complete an online induction. The induction can be found on the Department of Local Government, Sport and Cultural Industries (DLGSC) website <https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates> and should take no longer than an hour to complete. You can contact the Department by email if you require assistance [lgtraining@dlgsc.wa.gov.au](mailto:lgtraining@dlgsc.wa.gov.au)

At the end of the course, you must complete the online registration to receive an email from the Department which is the official record of your completion of the induction.

### Face to Face Information Sessions

The City is holding Candidate Information Sessions on Monday 28 August 2023 and Wednesday 30 August 2023 commencing at 5.30pm in the Civic Rooms, 102 North Road Yakamia. You will have the opportunity to ask questions of the WAEC Returning Officer Ms Sally Thomas, Mayor Wellington, Deputy Mayor Smith and staff. The WAEC Returning Officer will also provide information on the electoral process and your responsibilities as a candidate.

### Important Dates

Nominations open on Thursday 31 August 2023 and close at 4.00pm on Thursday, 07 September 2023. Appointments to nominate can be made by contacting the WAEC Returning Officer Ms Sally Thomas Mobile 0476 794 513 or by email [LGro\\_Albany@elections.wa.gov.au](mailto:LGro_Albany@elections.wa.gov.au)

It is also strongly recommended that you attend a Council Committee Meeting or Ordinary Council Meeting and watch the decision making process. Details of meetings are available on the City's website [www.albany.wa.gov.au/council-meetings](http://www.albany.wa.gov.au/council-meetings)

This information pack has been prepared as a guide only. More information can be obtained from the Department of Local Government website <https://www.dlgsc.wa.gov.au/> or the WA Electoral Commission website [www.waec.wa.gov.au](http://www.waec.wa.gov.au) .

Should you have any further queries with regards to this matter, please do not hesitate to contact Council Liaison on direct telephone 6820 3076 or via email [councilliaison@albany.wa.gov.au](mailto:councilliaison@albany.wa.gov.au)

Yours sincerely

Andrew Sharpe  
**Chief Executive Officer**

## POSTAL ELECTION TIMETABLE 2023 Local Government Ordinary Election \*

Days to Polling Day	Day	Date	Election Events	References to Act / Regs
80	Wed	2/08/2023	Last day for declaration to have the Electoral Commissioner conduct a postal election.  A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.20(2)(3)(4)  LGA 4.61(5)
77	Sat	5/08/2023	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20(4)
77 to 63	Sat to Sat	5/08/2023 to 19/08/2023	Between the 77th / 63rd day the CEO is to give Statewide public notice of the time and date of close of enrolments.  <b>* Preferred date: Wednesday 9 August 2023</b>	LGA 4.39(2)
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57	Fri	<b>25/08/2023</b>	<b>Roll Close</b> Close roll 5.00 pm.	LGA 4.39(1)
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31	Wed	20/09/2023	<b>* Preferred date for Notice of Election</b>  Commencement of lodgement of <b>Metropolitan</b> Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.	LGA 4.64(1)
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19	Mon	2/10/2023	Commence processing returned election packages.	
0	Sat	<b>21/10/2023</b>	<b>ELECTION DAY - Close of poll 6.00 pm</b>	LGA 4.7
<i>As soon as practicable</i>			<b>Declaration and Notice of Election Result</b> by the Returning Officer	LGA 4.77
Post Declaration of Results Events				References to Act / Regs
Within 14 days	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.			Reg. 81
Within 28 days	An invalidity complaint is to 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 4.81(1)

# 2023

Local Government Election



# CANDIDATES INFORMATION GUIDE



WESTERN AUSTRALIAN  
Electoral Commission

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# 1 Eligibility

In order to nominate, a person must be registered as an elector for the local government 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](http://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 and enrolment status.

# 2 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.

### 3 Candidate General Information

- All local elections in WA are conducted using the optional preferential voting system. This means that electors can choose whether to only vote for their first preference or rank any or all candidates in order of preference.
- The candidates with the most votes that also meet the required quota are elected as a council member until all vacancies for the local government are filled. The number of vacancies will vary.
- All election material, including material posted on social media, must have the correct name and physical address of the authorising person.
- Any printed election material, other than in a newspaper, must also have the name and physical address of the printer.
- The WAEC does not regulate the content of election material and has no role in deciding whether a political message is true or untrue.
- The WAEC is responsible for ensuring that electors are aware of who is responsible for statements contained in election material.
- The Returning Officer will provide candidates with access to the 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.
- Candidates (for a councillor vacancy) are eligible for a ward roll. If there are no wards, they receive a district roll. Mayoral or Presidential candidates are eligible for a district roll.
- Rolls provided to candidates are only to be used for electioneering purposes. Candidates must sign the *Record of Rolls Issued* (LG42) provided by the Returning Officer to indicate they will use the rolls accordingly. Penalties apply to candidates for misuse.
- These electoral rolls must be destroyed/deleted by the end of the relevant period.
- The relevant period for unsuccessful candidates to destroy/delete rolls and complete a Statutory Declaration stating that this has occurred is within five business days of the declaration of results. The Statutory Declaration must be returned to the Electoral Commissioner. A copy of a Statutory Declaration template is available from the Returning Officer.
- The relevant period for successful candidates to destroy/delete rolls and complete a Statutory Declaration stating that this has occurred is within five working days after the term of office ends. The Statutory Declaration must be returned to the Electoral Commissioner. A copy of a Statutory Declaration template is available from the Returning Officer.

## 4 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 \$100
- a photograph (optional)
- completion of the current mandatory online induction course.

Prior to nomination, potential candidates must complete the free online course, provided by the Department of Local Government, Sport & Cultural Industries, so that they are fully aware of what to expect as an elected member and the rules relating to campaigning.

The course can be found on the Department's website - [Local Government Candidate Induction \(https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates\)](https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates).

All candidates **MUST** complete the online induction course, with no exceptions allowable.

A candidate can nominate for both mayor/president and councillor. A candidate will need a separate online form, profile and \$100 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, either signed by the candidate or accompanied by evidence that the candidate has consented to the withdrawal of their nomination.

## 5 Nomination Builder

Candidates complete their nomination details and profile via *Nomination Builder* at [www.elections.wa.gov.au](http://www.elections.wa.gov.au). Access to the online nomination form is via the reference number and password created by the candidate at their initial login.

You can watch the step-by-step video for [instructions on how to use Nomination Builder \(https://www.elections.wa.gov.au/using-nomination-builder\)](https://www.elections.wa.gov.au/using-nomination-builder).

The Nomination Builder does not process nominations.

Once you have completed your candidate profile you, or a properly appointed agent, must make an in-person appointment with the Returning Officer for your local government to submit your nomination during the nomination period. It is recommended that you book this appointment before the nomination period commences and bring your printed and signed form (with included reference number).

Candidates must keep a record of their Reference Number and Password.



## 6 Nomination Form

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

- given name in full;
- an initial for first name(s); or
- a commonly accepted variation of their first name (eg. Bob in lieu of Robert).

The candidate's surname is automatically entered in upper case into the Nomination Builder. Names will appear exactly the same in the 'name on ballot paper' field. Candidates requiring the surname as anything other than full caps will need to make the change to the 'name on ballot paper' field. The Nomination Builder does not allow for superscript. A name like M<sup>c</sup>Kay will need to be entered as MckAY, and then will appear as MckAY on the ballot paper.

Some variations of a person's name are acceptable. For example, for William Ray Dally-Smith, variations could include:

- DALLY-SMITH, W R;
- DALLY-SMITH, William;
- DALLY-SMITH, Bill;
- DALLY- SMITH, Ray.

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

## 7 Candidate Profile

Profiles must:

- be written in English and contain no more than 1,000 characters (includes spaces, commas and full stops)
- be able to be printed on a single A4 page
- stay confined to biographical information about a candidate and statements of their beliefs
- include the candidate's name (in the form to which it is to be included on the ballot paper)
- at least one means of contact (address, phone number, email, social media or web page address). Council supplied phone and email are only able to be used with prior approval.

Only candidate contact details provided on the profile will be published on the local government website. In the interests of privacy, this need not be a residential address or a telephone number. A Post Office Box, email or social media address is also acceptable.

The local government and ward name, candidate's name and contact details will not be counted in the 1,000 character 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 published on the Local Government website.

All profiles for this purpose are printed as they appear on the final signed printed copy of the approved nomination form.

## 8 Deposit

A \$100 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 with the local government.

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

- if a candidate is elected, or receives at least 5% of the total number of first preference votes included in the count
- the nomination is withdrawn not later than the close of nominations
- the 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
- the election is declared invalid by a Court of Disputed Returns
- the death of the candidate occurring after the close of nominations but before the election.

## 9 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 or must be considered by the Returning Officer as an acceptable likeness. The use of a mayoral chain in a candidate photograph is at the discretion of the individual Council.

The Returning Officer may use their discretion and reject a photograph if they believe it is not a true representation of the candidate.

## 10 Relevant Additional Information

A candidate may provide, for publication on the local governments official website, a written statement that contains information that the candidate considers to be relevant to their candidature in addition to any information included in their profile under section 4.49(ba).

The written statement must:

- accompany the nomination paper for the candidate
- be in the English language
- contain no more than 2,000 characters and spaces.

## 11 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 councillor election
- a candidate is the holder of an office or a member of the council whose term of office expires later than election day.

## 12 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's name will be placed on the ballot paper.

## 13 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.

## **14 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 publishes daily statistics of postal election packages returned via Australia Post on its website. These figures are indicative only.

Approximately 50% of those who vote in local government elections return their ballot papers within a week of receiving them.

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.

## **15 Election Campaign - In Person Elections (not postal elections)**

Ordinary voting is the most common type of voting and occurs on election day when electors cast their vote at a polling place(s) within the district in which they are enrolled. Polling commences at 8.00 am and closes at 6.00 pm.

The Commission's and the local government's websites will indicate the location of polling place(s).

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

- canvass for votes
- solicit the vote of an elector
- induce an elector not to vote for a particular candidate
- induce 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.

Early voting is a vote cast by an elector at a designated location before the day of the election at that local government. Postal voting requires a written application to that specific local government. It is also unlawful for a candidate to handle or collect electors' postal vote packages. The Act provides a severe penalty for any offence.

Electors also may cast an absent vote at any other local government district office before election day.

Please refer to the election timetables in the Appendices for specific start and end dates.

The processing of returned postal voting packages commences three weeks before election day, however there is no counting of votes until after 6.00 pm on election day.

## Election Packages sent to all electors on the roll

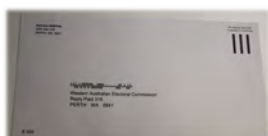
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Replacement election packages may then be issued to electors on the roll who apply in person at their local government offices during business hours and at the polling place between the hours of 8.00 am and 6.00 pm on election day.

Provisional postal election packages may be issued to eligible electors who applied for enrolment before roll close if their names have been omitted from the electoral roll in error.

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Voters return reply paid envelopes containing ballot papers to the Returning Officer or to an electoral officer at the local government.

Reply paid envelopes are opened. Ballot paper envelopes are extracted.

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Electors' certificates are checked for signature of elector and completion in accordance with regulations.

If the elector's certificate has been removed or not completed in accordance with reg 52(b) of the *Local Government (Elections) Regulations 1997*, the ballot paper envelope is stamped 'Rejected' and is put aside.

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Elector barcodes printed on ballot paper envelopes are scanned to record receipt of returned voting package and mark the elector on the roll as having voted.

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Certificates are detached from ballot paper envelopes. After this point, it is no longer possible to identify the voter who completed the ballot paper.

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Ballot papers are removed from ballot paper envelopes without inspection and placed into sealed ballot boxes.

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**ELECTION DAY**  
**6.00 PM**

Counting of votes commences after 6:00 pm. Scrutineers can 'observe' the count.

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## 16 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.

## 17 Declaration of Result

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

## 18 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.

## 19 Electoral Advertising and Publications

Electoral material consists of any advertisement, handbill, pamphlet, notice, website, social media page, 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.

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.

## 20 Websites and Social Media

Anyone (not just candidates) who establishes or utilises a website or social media page (e.g. Facebook, Twitter, etc) that is intended or calculated to affect the result of a local government election is required to ensure its content is duly authorised. The courts have clearly reinforced that anonymity is unacceptable in electoral material; someone must take responsibility for the content and its publication and dissemination. It need not necessarily be the candidate themselves.

As with advertisements, posters, pamphlets and the like, the *Local Government Act 1995* requires that the name and physical address (not a PO Box number) of the authorising person be provided. This may be placed in the footer or landing page of a website (or under the "About" or "Contact" tabs) or in the "bio" or "About" space for a social media site. Subsequent posts or comments placed on that site do not need to be separately authorised.

## **21 Alleged False or Misleading Material**

The Commission often receives complaints from candidates about material published by their opponents or in the media. Most of these complaints are unable to be acted upon by Commission personnel.

It is not the Returning Officer's responsibility to verify the accuracy or otherwise of content or comments posted on the internet or social media. An individual who believes that they have been defamed, or that comments made about them on social media are untrue, can refute such statements publicly and, if they think fit, is able to seek their own legal advice and pursue the matter in the civil courts.

Offence provisions relating to misleading or deceptive material have been narrowly interpreted by the courts to mean misleading an elector in the act of completing their ballot paper (e.g. publishing material that might induce an elector to unknowingly cast an informal vote); as opposed to making allegations about which electors must form their own judgements.

Equivalent provisions in the Commonwealth and WA State Electoral Acts do not apply to local government elections. However, some federal broadcasting provisions, and other laws may still apply.

Social media companies have platform policies, community guidelines and tools to help people ask questions about electoral information on their platforms. More recently, social media companies have taken steps to remove material and groups from their platforms when the information and posts were designed to mislead and misinform electors.

## **22 Scrutineers**

Candidates are entitled to appoint a Scrutineer on their behalf. Only one Scrutineer per candidate per count table will be allowed.

Further information on the rights and responsibilities of Scrutineers can be found on the Commission's website or supplied by the Returning Officer.

## **23 Electoral Donations and Gifts**

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

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Within 28 days			An invalidity complaint is to 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 4.81(1)

\* Dates subject to change



## APPENDIX 2 IN PERSON ELECTION TIMETABLE

Days to Polling Day	Day	Date	Election Events	References to Act / Regs
80	Wed	2/08/2023	Last day for declaration to have the Electoral Commissioner conduct an in person election.	LGA 4.20(2)(3)(4)
77	Sat	5/08/2023	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20(4)
77 to 63	Sat to Sat	5/08/2023 to 19/08/2023	Between the 77th / 63rd day the CEO is to give Statewide public notice of the time and date of close of enrolments. <b>* Preferred date: Wednesday 9 August 2023</b>	LGA 4.39(2)
63	Sat	19/08/2023	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll. Advertising may begin for nominations from 63 days and no later than 52 days before election day. <b>* Preferred date: Wednesday 23 August 2023</b>	LGA 4.40(1) LGA 4.47(1)
57	Fri	25/08/2023	<b>Roll Close</b> Close roll 5.00 pm.	LGA 4.39(1)
52	Wed	30/08/2023	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)
51	Thu	31/08/2023	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)
44	Thu	7/09/2023	<b>Close of Nominations</b> 4.00 pm on the 44th day before election day.	LGA 4.49(a)
43	Fri	8/09/2023	Last day for the CEO to prepare and certify an owners and occupiers roll for the election. Last day for the Electoral Commissioner to prepare and certify a residents roll.	LGA 4.41(1) LGA 4.40(2)
31	Wed	20/09/2023	<b>* Preferred date for Notice of Election</b> Issuing of postal election packages is to commence on the date of election notice or as soon as practicable after this day. Commencement of absent voting to be on the date of election notice or as soon as practicable after this day. Commencement of early voting to be on the date of election notice or as soon as practicable after this day.	LGA 4.64(1) Reg. 44(2) Reg. 54(2) Reg. 59(2)
29	Fri	22/09/2023	The preparation of any consolidated roll under subregulation (1) be completed on or before 29th day before election day.	Reg. 18(2)
26	Mon	25/09/2023	<b>Public Holiday</b> Last day for the Returning Officer to give Statewide public notice of the election. <b>* Preferred date: Wednesday 20 September 2023</b>	LGA 4.64(1)
4	Tue	17/10/2023	<b>Absent voting closes 4.00 pm</b> <b>Issuing of Postal Votes closes 4.00 pm</b>	Reg. 54(2) Reg. 37(3)
1	Fri	20/10/2023	<b>Early voting closes 4.00 pm</b>	Reg. 59(2)
0	Sat	21/10/2023	<b>ELECTION DAY - Close of poll 6.00 pm</b>	LGA 4.7
As soon as practicable			<b>Declaration and Notice of Election Result</b> by the Returning Officer	LGA 4.77

Post Declaration of Results Events			References to Act / Regs
Within 14 days	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.		Reg. 81
Within 28 days	An invalidity complaint is to 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 4.81(1)

\* Dates subject to change



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](mailto:waec@waec.wa.gov.au)  
WEBSITE [www.elections.wa.gov.au](http://www.elections.wa.gov.au)

**Translating and Interpreting Service (TIS)**

13 14 50 and then ask for (08) 9214 0400

**National Relay Service**

Speak and Listen number 1300 555 727

SMS Relay number 0423 677 767



WESTERN AUSTRALIAN  
Electoral Commission



## NOMINATION FOR ELECTION BY CANDIDATE (LG08)

Local Government Act 1995 s.4.49(a) and Local Government (Elections) Regulations 1997, Form 8

Nominee			
Surname			
Given names			
Name on ballot paper*			
*Your ballot paper name <b>must start with your SURNAME</b> , followed by one or more of your given names, an initial or a commonly accepted variation of your given name(s). For example " <b>SMITH, Johnny</b> ". To ensure fairness between candidates, the Returning Officer may rule that a name is inappropriate for inclusion on the ballot paper. If so, they may ask you to nominate another name or choose one they considered appropriate.			
Date of birth		Gender	
Postal address			
Suburb		Postcode	
Home number		Work number	
Mobile			
Email address			
Social network address			

**i** Indicate which contact details that you wish to appear on your profile

Property for which nominee is enrolled as an elector			
Street address			
Suburb		Postcode	

Office	
District	
Ward	
Office type	
Vacancy type	

<b>Declaration</b>	
<p><b>(Making a false declaration is an offence)</b></p> <p><b>(To be signed before a witness)</b></p>	<p>I declare that:</p> <p><input checked="" type="checkbox"/> I am at least 18 years of age; and</p> <p><input checked="" type="checkbox"/> I am an enrolled elector of the Local Government district<sup>1</sup>; and</p> <p><input checked="" type="checkbox"/> I am not disqualified from being a member of the council<sup>2</sup>; and</p> <p><input checked="" type="checkbox"/> I am eligible to nominate as a councillor <i>[or I am not nominating for councillor<sup>3</sup>]</i>; and</p> <p><input checked="" type="checkbox"/> I completed the course of induction on ____ / ____ / ____ (reference number _____)<sup>4</sup>; and</p> <p><input checked="" type="checkbox"/> all of the details set out above are true and correct.</p> <p style="text-align: right;">_____/_____/_____  <span style="margin-left: 100px;">Signature of Candidate</span> <span style="margin-left: 100px;">Date</span></p>

<b>Witness</b> (Witness must be at least 18 years of age)		
<b>Surname</b>		
<b>Given names</b>		
<b>Signature of witness</b>		_____/_____/_____ Date

<sup>1</sup> Who is an enrolled elector	<p>You are an enrolled elector of the Local Government district if you are eligible to be included on the electoral roll for that Local Government 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.</p> <p>You need not be an elector in the ward in which you nominate.</p>
<sup>2</sup> Disqualification	<p>You are disqualified for membership of a council if you:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• are a member of the council of another local government; or</li> <li>• are an insolvent under administration; or</li> <li>• are in prison serving a sentence for a crime; or</li> <li>• have been convicted of a serious local government offence within the last 5 years (unless the court waived the disqualification); or</li> <li>• have been convicted of an offence for which the indictable penalty was or included — <ul style="list-style-type: none"> <li>i. imprisonment for life; or</li> <li>ii. imprisonment for more than 5 years;</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• are subject to a court order disqualifying you from being a member of a council because you have misapplied local government funds or property.</li> </ul>
<sup>3</sup> Eligibility to nominate as a councillor	<p>You are not eligible to nominate as a councillor if you are:</p> <ul style="list-style-type: none"> <li>• a member of the council (unless your term of office expires on election day); or</li> <li>• a candidate in another election for the office of councillor.</li> </ul> <p><i>[Tick the declaration if you are nominating for Mayor or President.]</i></p>
<sup>4</sup> Course of induction	<p>The course of induction is the course titled <i>Local Government Candidate Induction</i> made available on the <a href="#">Department's official website</a>. You are required to provide the date of completion and your reference number from completing the course. The reference number is the number that is emailed to the nominee on completion of the course.</p>



## NOMINATION FOR ELECTION BY AGENT

(See back for notes on how to make a nomination)

*Local Government Act 1995 s.4.49(a) and Local Government (Elections) Regulations 1997, Form 9*

### Agent

Full name			
Postal address	No.	Street name	
	Suburb		Postcode
Phone numbers	(H)	(W)	(M)
Email			

### Nominee

Surname			
Other names		Date of birth	/ /
Name on ballot paper <sup>1</sup>			
Postal address	No.	Street name	
	Suburb		Postcode
Phone numbers	(H)	(W)	(M)
Email			
Property for which nominee is enrolled as an elector	No.	Street name	
	Suburb		Postcode
	Lot / Location No.		

### Office

Local government district	Ward
Office of (tick appropriate box)	<input type="checkbox"/> Mayor / President <input type="checkbox"/> Councillor
Vacancy (tick appropriate box)	<input type="checkbox"/> Ordinary <input type="checkbox"/> Extraordinary <input type="checkbox"/> Other

### Declaration

<i>(Making a false declaration is an offence)</i>	<p>I declare that, to the best of my knowledge, the nominee:</p> <ul style="list-style-type: none"> <li>• is at least 18 years of age;</li> <li>• is an elector of the district<sup>2</sup>;</li> <li>• is not disqualified from being a member of the council<sup>3</sup>;</li> <li>• is eligible to nominate as a councillor<sup>4</sup> (nominees for councillor only);</li> <li>• has completed the course of induction on ...../...../..... [date] (reference number .....<sup>5</sup>);</li> </ul> <p>and that all of the details set out above are true and correct.</p>		
<i>(To be signed before a witness)</i>	<table style="width: 100%;"> <tr> <td style="width: 60%;">Signature of agent</td> <td style="width: 40%;">Date / /</td> </tr> </table>	Signature of agent	Date / /
Signature of agent	Date / /		

(Witness must be at least 18 years of age)

### Witness

Full name			
Signature of witness		Date	/ /

### Authorisation by nominee<sup>6</sup>

Full name			
Signature of nominee		Date	/ /

### Nomination receipt

I acknowledge receipt of the nomination form, candidate's authorisation, candidate's profile and photograph (if supplied) and \$100 cash/ bank draft/postal order payable to the City/Town/Shire in respect of the nomination of:	
Candidate's name	
Signature of Returning Officer	Date / /

**This completed form, candidate's authorisation and candidate's profile, together with recent photograph (if supplied) and an \$100 nomination fee must be in the hands of the Returning Officer by close of nominations.**



<b>1. Name on ballot paper</b>	<p>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).</p> <p>The same name must be used on the candidate profile.</p> <p>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.</p>
<b>2. Who is an elector</b>	<p>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.</p> <p>The nominee need not be an elector in the ward in which he or she is nominated.</p>
<b>3. Disqualification</b>	<p>The nominee is disqualified for membership of a council if he or she:</p> <ul style="list-style-type: none"><li>• 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);</li><li>• is a member of the council of another local government; or</li><li>• is an insolvent under administration; or</li><li>• is in prison serving a sentence for a crime; or</li><li>• has been convicted of a serious local government offence within the last five years (unless the court waived the disqualification); or</li><li>• has been convicted of an offence for which the indictable penalty was or included –<ul style="list-style-type: none"><li>(i) imprisonment for life; or</li><li>(ii) imprisonment for more than 5 years; or</li></ul></li><li>• is subject to a court order disqualifying you from being a member of a council because you have misapplied local government funds or property.</li></ul>
<b>4. Eligibility to nominate as a councillor</b>	<p>The nominee is not eligible to be nominated as a councillor if he or she is: 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.</p>
<b>5. Course of induction</b>	<p>The course of induction is the course titled <i>Induction for prospective candidates</i> that is available on the Department's official website after 30 June 2023. The reference number is the number that is emailed to you on completion of the course.</p>
<b>6. Authorisation</b>	<p>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.</p>
<b>Where to send your nomination</b>	<p>When you have completed and signed this form, send it to the Returning Officer for the district.</p> <p>You may send your nomination by post or by electronic means so long as it is capable of being printed in its entirety, including signatures. If you send it electronically you should check that it has been received.</p>
<b>Closing date for nominations</b>	<p>Your nomination must be received by the Returning Officer before 4.00 pm on the 44th 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.</p>
<b>Candidate's profile</b>	<p>Your nomination must be accompanied by a candidate's profile of not more than 1,000 characters and spaces plus the nominee's name, address and contact numbers.</p> <p>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.</p>
<b>Additional information</b>	<p>Your nomination may, in addition to the candidate's profile, be accompanied by a written statement containing information that the candidate considers to be relevant to their candidature.</p> <p>The written statement must contain no more than 2,000 characters and spaces.</p> <p>The written statement is for publication on the local government's official website.</p>
<b>Deposit</b>	<p>When you make your nomination you must pay a deposit of \$100. 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 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>



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**Withdrawing your  
nomination**

You may withdraw your nomination by giving written notice that must be received by the Returning Officer before the closing date for nominations. You may send your withdrawal by post, or electronically so long as it is capable of being printed in its entirety, including signatures.

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# 2023

Local Government Election



# FORMALITY OF BALLOT PAPERS GUIDE



WESTERN AUSTRALIAN  
Electoral Commission



## 1. FORMALITY OF BALLOT PAPERS

A ballot paper can be admitted to the count if, in the Returning Officer's opinion, it clearly indicates an elector's wishes.

The Returning Officer may review a decision in the course of a re-count of votes and, in determining the formality of any ballot paper, is to take into account any instructions given by the Electoral Commissioner. The Returning Officer's decision is final.

Please refer to the Returning Officer if clarification on any aspect of the formality of ballot papers is required.

## 2. GIVING EFFECT TO THE ELECTOR'S WISHES

The key words in the legislation refer to accepting a ballot paper that '*clearly indicates the elector's wishes*'.

## 3. MARKING THE BALLOT PAPER

In an election where one office is to be filled and only two candidates are named on the ballot paper, an elector needs to mark the ballot paper by writing the numeral '1' in the square beside the name of the candidate whom the elector wishes to be elected.

If only one office is to be filled at the election and three or more candidates are named on the ballot paper, or two or more offices are to be filled at the election, an elector is to mark the ballot paper by writing numeral '1' in the square opposite the name of the candidate for whom the elector votes as the elector's first preference. Electors may indicate further preferences for **some** or **all** of the remaining candidates by writing the numeral '2' in the square opposite the name of the candidate for whom the elector votes as the elector's second preference, and so on, until the elector has finished allocating their preferences. The elector is not required to number all the squares.

The regulation states that the elector is to use the number 1 to indicate their first choice of candidate. Some variations are acceptable.

#### **4. INITIALS AND OTHER MARKINGS**

In State parliamentary elections, ballot papers bearing the signature or initials of the elector are informal because the relevant laws expressly state this. However, while electors in local government elections are entitled to secrecy when casting a vote under the Act and Regulations, a ballot paper is not rendered informal simply because the elector reveals his or her identity by his or her own choice. This typically may occur where an elector initials a correction.

#### **5. RETURNING OFFICER'S DECISION IS FINAL**

The final decision on whether a ballot paper is to be admitted rests with the Returning Officer.

The Returning Officer will refer to the Electoral Commissioner's guidelines as well as the Act and Regulations, but the resolution of validity will always be circumstance specific.

The physical appearance of markings on the ballot paper may well influence the Returning Officer's decision on the formality of the ballot paper.

#### **6. EXAMPLES OF FORMAL AND INFORMAL BALLOT PAPERS**

Examples of three categories of formality are given in the following pages to be used as guidelines:

- Single vacancy elections with two candidates
- Single vacancy elections with more than two candidates
- Multiple vacancy elections.

## SINGLE VACANCY – TWO CANDIDATES

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

**FORMAL**

*The mark is made in line with voting instructions.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

**FORMAL**

*The elector's first preference is clearly indicated.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

**INFORMAL**

*The elector has not indicated a first preference.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

**INFORMAL**

*The arrows do not indicate a preference for one candidate over another.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

***INFORMAL***

*It is not clear which mark indicates the preference.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

***INFORMAL***

*The dot is not a clear indication of the elector's choice.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

***FORMAL***

*The tick symbol can be taken as an indication of choice – in the absence of other ballot paper markings.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the name of the candidate who you want to vote for.

**CANDIDATES**

CANDIDATE, A

CANDIDATE, B

***FORMAL***

*The cross symbol can be taken as an indication of choice – in the absence of other ballot paper markings.*

## SINGLE VACANCY – MORE THAN TWO CANDIDATES

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="text" value="1"/>
CANDIDATE, B	<input type="text" value="3"/>
CANDIDATE, C	<input type="text" value="6"/>
CANDIDATE, D	<input type="text" value="5"/>
CANDIDATE, E	<input type="text" value="2"/>
CANDIDATE, F	<input type="text" value="4"/>

***FORMAL***

*The elector's full preferences are clearly marked.*

---

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="text" value="1"/>
CANDIDATE, B	<input type="text" value="4"/>
CANDIDATE, C	<input type="text" value="5"/>
CANDIDATE, D	<input type="text" value="2"/>
CANDIDATE, E	<input type="text" value="3"/>
CANDIDATE, F	<input type="text"/>

***FORMAL***

*The elector has allocated their preferences for 5 candidates.*

---

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="checkbox"/> x
CANDIDATE, B	<input checked="" type="checkbox"/>
CANDIDATE, C	<input type="checkbox"/> 3
CANDIDATE, D	<input type="checkbox"/> 4
CANDIDATE, E	<input type="checkbox"/> 2
CANDIDATE, F	<input type="checkbox"/> 5

**INFORMAL**

*It is not clear which of the tick or cross indicates a positive preference.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="checkbox"/>
CANDIDATE, B	<input checked="" type="checkbox"/>
CANDIDATE, C	<input type="checkbox"/>
CANDIDATE, D	<input type="checkbox"/> [initials]
CANDIDATE, E	<input checked="" type="checkbox"/>
CANDIDATE, F	<input type="checkbox"/>

**INFORMAL**

*The elector's choice is unclear.  
Note - Initials do not invalidate a ballot paper.*



Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="text" value="1"/>
CANDIDATE, B	<input type="text" value="2"/>
CANDIDATE, C	<input type="text" value="4"/>
CANDIDATE, D	<input type="text" value="5"/>
CANDIDATE, E	<input type="text" value="2"/>
CANDIDATE, F	<input type="text" value="6"/>

**FORMAL**

*The elector has indicated a first preference. As there are two second preferences marked, the ballot paper will become exhausted after the first preference.*

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="text" value="1"/>
CANDIDATE, B	<input type="text"/>
CANDIDATE, C	<input type="text"/>
CANDIDATE, D	<input type="text"/>
CANDIDATE, E	<input type="text"/>
CANDIDATE, F	<input type="text"/>

**FORMAL**

*A first preference is clear. As there is no second preference marked, the ballot paper will become exhausted after the first preference.*

## MULTIPLE VACANCY

Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="checkbox"/>
CANDIDATE, B	<input checked="" type="checkbox"/>
CANDIDATE, C	<input type="checkbox"/>
CANDIDATE, D	<input type="checkbox"/>
CANDIDATE, E	<input type="checkbox" value="2"/>
CANDIDATE, F	<input type="checkbox"/>

***FORMAL***

*The tick symbol can be taken as an indication of the first preference. The ballot paper will become exhausted after the second preference.*

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Ballot Paper

**ELECTION OF ONE COUNCILLOR  
CITY OF MARYVILLE  
WEST WARD**

Election Date: Saturday 21 October 2023

**How to vote**

Write the number 1 in the square next to the candidate who is your first choice. If you want to, you may show more choices by writing consecutive numbers in the squares next to the names of other candidates in the order of your choice, starting with the number 2 up to 6.

You do not need to write a number in all the squares.

**CANDIDATES**

CANDIDATE, A	<input type="checkbox" value="1"/>
CANDIDATE, B	<input type="checkbox" value="3"/>
CANDIDATE, C	<input type="checkbox" value="5"/>
CANDIDATE, D	<input type="checkbox" value="7"/>
CANDIDATE, E	<input type="checkbox" value="9"/>
CANDIDATE, F	<input type="checkbox" value="11"/>

***FORMAL***

*The elector has indicated a first preference. As there is no second preference marked, the ballot paper will become exhausted after the first preference.*

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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](mailto:waec@waec.wa.gov.au)  
WEBSITE [www.elections.wa.gov.au](http://www.elections.wa.gov.au)  
FAX (08) 9226 0577

**Translating and Interpreting Service (TIS)**

13 14 50 and then ask for (08) 9214 0400

**National Relay Service**

Speak and Listen number 1300 555 727  
SMS Relay number 0423 677 767



WESTERN AUSTRALIAN  
Electoral Commission



## APPOINTMENT OF SCRUTINEER

(To be completed by candidate. See back of notes on how to complete this form)

*Local Government (Elections) Regulations 1997, Reg.69, Form 18*

Candidate					
<b>Full name</b>					
<b>Address</b>	No.		Street name		
	Suburb			Postcode	
<b>Candidate for</b>	<input type="checkbox"/> Mayor/President		<input type="checkbox"/> Councillor		

Scrutineer					
<b>Full name</b>					
<b>Address</b>	No.		Street name		
	Suburb			Postcode	
<b>Phone numbers</b>	(H)		(W)	<b>Mobile</b>	
<b>Email</b>					

Election	
<b>Local government district</b>	
<b>Ward</b>	
<b>Election date</b>	
<b>Polling place(s)</b>	

<b>Signature of candidate</b>	<b>Date</b>	/ /
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<b>Where to send this form</b>	<p>When you have completed and signed your part of this form, and the declaration by the scrutineer has been completed, send both copies of the form to the Returning Officer for the district or give them to the Presiding Officer at a polling place.</p> <p>You may send your form by post or electronically so long as it is capable of being printed in its entirety, including signatures. If you send it electronically you should check that it has been received.</p>
--------------------------------	---

<b>Duplicate copy of form</b>	<p>You must complete 2 copies of this form. The original copy will be retained by the Returning Officer or Presiding Officer. The duplicate will be returned and must be given to and retained by the scrutineer.</p>
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## APPOINTMENT OF SCRUTINEER

(To be completed by candidate. See back of notes on how to complete this form)

*Local Government (Elections) Regulations 1997, Reg.69, Form 18*

Candidate			
<b>Full name</b>			
<b>Address</b>	No.	Street name	
	Suburb		Postcode
<b>Candidate for</b>	<input type="checkbox"/> Mayor/President		<input type="checkbox"/> Councillor

Scrutineer			
<b>Full name</b>			
<b>Address</b>	No.	Street name	
	Suburb		Postcode
<b>Phone numbers</b>	(H)	(W)	<b>Mobile</b>
<b>Email</b>			

Election			
<b>Local government district</b>			
<b>Ward</b>			
<b>Election date</b>			
<b>Polling place(s)</b>			
<b>Signature of candidate</b>		<b>Date</b>	/ /

Declaration by Scrutineer	
To be completed before the notice of appointment has been acknowledged and returned	
<b>Declaration<sup>1</sup></b> (Making a false declaration is an offence)	<p>I declare that I am at least 18 years of age and will comply with the provisions of the <i>Local Government Act 1995</i> and the <i>Local Government (Elections) Regulations 1997</i> which relate to scrutineers.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30%; height: 30px;"></div> <div style="border: 1px solid black; width: 15%; height: 30px; text-align: center;">/ /</div> </div> <p style="text-align: center; margin-top: 5px;">Signature of Scrutineer <span style="margin-left: 150px;">Date</span></p>

Witness			
<b>Full name</b>			
<b>Office</b>			
<b>Signature</b>		<b>Date</b>	/ /

Acknowledgement of Appointment			
Returning Officer or Presiding Officer			
<b>Full Name</b>			
<b>Signature</b>		<b>Date</b>	/ /
<b>Declaration<sup>1</sup></b>	<p>The declaration by the scrutineer must be signed before:</p> <ul style="list-style-type: none"> <li>a Justice of the Peace;</li> <li>a person authorised under the <i>Oaths, Affidavits and Statutory Declarations Act 2005</i> to take statutory declarations; or</li> <li>the Returning Officer, Deputy Returning Officer or a Presiding Officer.</li> </ul>		



## THE RIGHTS AND DUTIES OF A SCRUTINEER

<b>What you may do</b>	<p>As a scrutineer you may:</p> <ul style="list-style-type: none"><li>• attend at a polling place mentioned in your notice of appointment to observe the conduct of the election and to make sure that the <i>Local Government Act 1995</i> is being complied with;</li><li>• observe the checking of absent and postal votes;</li><li>• be present at the preparation of postal voting papers but only at a sufficient distance so that you cannot ascertain the markings on the ballot papers; and</li><li>• be present when ballot boxes are opened and votes are being counted.</li></ul>
<b>What you must do</b>	<p>As a scrutineer you must:</p> <ul style="list-style-type: none"><li>• wear identification of your appointment as a scrutineer;</li><li>• have your copy of the <i>Appointment of Scrutineer</i> form with you at all times and produce it when requested to do so by the Presiding Officer at a polling place; and</li><li>• comply with all directions given by the Returning Officer and all reasonable requests made by any other electoral officer.</li></ul>
<b>What you must not do</b>	<p>As a scrutineer you must not:</p> <ul style="list-style-type: none"><li>• enter a polling place if another scrutineer appointed by the same candidate is already there (unless one of you is just there to cast your vote);</li><li>• take part in the conduct of the election;</li><li>• while in or within 6 metres of a polling place:<ul style="list-style-type: none"><li>– canvass for votes;</li><li>– solicit the vote of an elector;</li><li>– induce an elector to vote for a particular candidate;</li><li>– induce an elector not to vote at the election;</li><li>– record the name of a person who attends a polling place to vote or record any information given by a person to an electoral officer in order to receive a ballot paper.</li></ul></li></ul>





WESTERN AUSTRALIAN  
Electoral Commission

**LG 18**  
**Back of Duplicate Copy**



# 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

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

## Details of Candidate

<b>Surname</b>			
<b>Other names</b>			

## Details of Person Making the Gift (The Donor)

<b>Name</b>			
<b>Address</b>			<b>Postcode</b>

## Details of Person on Whose Behalf the Gift is Made

(if other than the person making the gift)

<b>Surname</b>			
<b>Address</b>			<b>Postcode</b>

## 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)

<b>Date gift promised, received or made</b>	/ /	<b>Value of gift</b>	
<b>Description of gift</b>			

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