

Nomination Pack

Shire of Koorda 2024 Extra-Ordinary Election

Nomination Pack

This package contains all the information you need to know to make a valid nomination for election to council. Please read everything very carefully as the procedures are set down in legislation and must be followed.

Step 1	Read the " Stand for Council " information for candidates in WA Local Government elections published by the Department of Local Government, Sport and Cultural Industries (the Department).
Step 2	You must check whether you are eligible to nominate (information is contained in the Fact Sheets and the back of the nomination form).
Step 3	If you wish to nominate yourself, you must complete the free online induction for prospective candidates available on the Department's website. You will then need to complete enclosed Form 8 – " Nomination for Election by Candidate ". If, for some reason, you cannot do the nomination yourself you may ask an agent to do this on your behalf. If this is the case, give them enclosed Form 9 – " Nomination for Election by Agent " and provide them with a letter stating that you want them to nominate you – state the ward if the district is divided into wards. They must then complete the nomination for you.
Step 4	Write out a profile about yourself of not more than 1,000 characters (including spaces) that must fit onto an A4 sheet. It is important to ensure that your profile complies with the instructions on the back of the nomination form. ** Optional and not compulsory – additional profile page introduced for the 2024 election ** If required, you may prepare an additional profile comprising of no more than 2,000 characters (including spaces) with additional information about you and what you hope to bring to the position if elected, this additional profile is to be displayed alongside your official profile but will not be included in any postal packages.
Step 5	Your nomination cannot be accepted unless you provide a deposit of \$100 – see back of nomination form for method of payment. Your nomination will not be accepted without a complying profile. Nomination deposits are refunded after the election in some circumstances.
Step 6	You must deliver or have delivered the nomination to the returning officer at the nomination place, Shire of Koorda Administration Office, 10 Haig Street, Koorda WA, by 4.00pm on Tuesday, 9 April 2024, the close of nominations. Method of delivery can be by post, by fax or any other electronic means (so long as it is capable of being printed in its entirety, including signature) by the returning officer. Note: if your nomination is by fax or other electronic means, arrangements will have to be made for payment of the \$100 deposit before 4.00pm on Tuesday, 9 April 2024.

Withdrawal of nomination

The withdrawal of a nomination is effective if:

- written notice of it is received by the returning officer at the nomination place, Shire of Koorda Administration Office, 10 Haig Street, Koorda WA, before the close of nominations;
- evidence that the withdrawal is made by or with your consent is given to the returning officer in writing before close of nominations;
- a candidate dies before the close of nominations.

You cannot withdraw a nomination after the close of nominations.

Term of office

If you are successful your term of office as a Councillor will be to 16 October 2027.

Drawing of ballot paper position

The returning officer will conduct the draw for ballot paper positions at the nomination place Shire of Koorda Administration Office, 10 Haig Street, Koorda WA. This will start as soon as practicable following the close of nominations which occurs at 4.00pm Tuesday, 9 April 2024.

Candidates and other interested people have a right to attend.

Electoral rolls

Candidates will be supplied with one free electoral roll at the close of nominations if available on Tuesday, 9 April 2024.

Voting

The system of voting (*effective from April 2023*) is now the same method used in state and federal elections and is called preferential voting, however providing preferences is optional for electors.

Electors will place a number (or numbers) in order of their preference alongside the candidates of their choice (*with 1 being the first preference and then if they wish to indicate further preferences use consecutive numbers in the remaining boxes*) on the ballot paper alongside the candidate(s) of their choice.

As this is optional, electors are to indicate their first preference but they are not required to provide all preferences when casting a vote for their vote to count, they can choose to vote for either one or many candidates up to the total number of vacancies in the election.

Printing and publication of candidate electoral material

Your attention is drawn to particular requirements of the *Local Government Act 1995*, that state that printing and publication of all electoral material must contain the following information at the end of the material:

- the name and address (not a post office box) of the person who authorised the electoral material to be printed; and
- in the case of material that is printed other than in a newspaper, the name and business address of the printer.

Please note that the word **print** includes photocopying or reproducing by any means. Furthermore, **publication** can include all forms of disseminating information by electronic means, such as email, social media, radio, or television. It is very important to comply with this provision when you organise printing because a penalty of \$2,000 may be incurred.

Disclosure of electoral donations

Under the *Local Government (Elections) Regulations 1997*, candidates and donors must disclose any gifts promised or made within the six-month period prior to election day that either alone, or in combination, from one person exceed \$ 300 in value. Linked **Form 9A – “[Disclosure of Gifts](#)”** is to be used. Disclosure is to be submitted to the CEO of the relevant local government within 3 days of the candidate's nomination and thereafter within 3 days of any further gifts being promised or received. Any gifts from unidentified donors must also be reported to the CEO and delivered to the CEO for disposal.