



ELECTION 2025

NOMINATION PACK

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Nomination Information



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 enclosed Fact Sheets on standing for Council published by the Department of Local Government, Industry Regulation and Safety (the Department). |
| STEP 2 | |
| STEP 3 | <p>You must check whether you are eligible to nominate (information is contained in the Fact Sheets and the back of the nomination form).</p> <p>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.</p> |
| STEP 4 | <p>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.</p> <p>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 <u>will not</u> be included in any postal packages.</p> |
| STEP 5 | <p>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.</p> |
| STEP 6 | <p>You must deliver or have delivered the nomination to the Returning Officer at the nomination place, Shire of Wagin, by 4.00pm on 4th September 2025, 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.</p> <p>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 (insert date).</p> |

Local Government Ordinary Election – Call for Nomination

LOCAL GOVERNMENT ORDINARY ELECTION

CALL FOR NOMINATIONS

Shire of Wagin

An Ordinary In Person Election will be held on Saturday, 18 October 2025 in the Shire of Wagin to fill the following vacancies:

| District | 4 Councillors | 4 year terms |
|----------|---------------|--------------|
|----------|---------------|--------------|

Nominations Open on Thursday, 28 August 2025

Nominations Close at 4:00pm Thursday, 4 September 2025

Nominations must be lodged with the Returning Officer at any time during the above period at the offices of the Shire of Wagin, 2 Arthur Road, WAGIN.

Nominations Requirements

Candidates are required to lodge with the Returning Officer:

- a completed nomination in the prescribed form, signed and witnessed. This form is available from the Shire of Wagin.
- a single A4 page profile of not more than 1,000 characters (including spaces) containing information about the candidate and statements of the candidate's policies or beliefs;
- a nomination deposit of \$100 (cash, EFT, bank cheque or postal order);
- a recent passport-sized photograph (optional); and
- (optional) in addition to your A4 profile, you may provide additional information that you consider to be relevant to your candidature. This written statement must be not more than 2,000 characters (including spaces), must be in the English language and is for publication on the local government's official website.

To nominate, every individual must complete the mandatory induction for prospective candidates course, available from the Department of Local Government, Industry Regulation and Safety via the following website at www.dlgsc.wa.gov.au. Details of completion must be provided on the nomination form.

Where an agent lodges a nomination on a candidate's behalf, it must be in the prescribed form with a written authorisation signed by the candidate.

The documents may be hand delivered or posted to the Returning Officer and must be received by the close of nominations.

Information

Full details about eligibility and nomination procedures for prospective candidates can be obtained by contacting the Returning Officer, **Kenneth PARKER** on 0429 611 493.

KENNETH PARKER
RETURNING OFFICER

Form 8 – Nomination for election by Candidate



Form 8 - Nomination for election by candidate

Local Government Act 1995, s. 4.49(a)

NOMINATION FOR ELECTION BY CANDIDATE

| | | | |
|-------------------|--|---------|----------------|
| 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: | |
| | <p>I am at least 18 years of age; and</p> <p>I am an elector of the district²; and</p> <p>I am not disqualified from being a member of the Council³; and</p> <p>[nominees for Councillor only] I am eligible to nominate as a Councillor⁴; and</p> <p>I have completed the course of induction on _____[date] (reference number _____)⁵; and</p> <p>all of the details set out above are true and correct.</p> | |
| | Signature: | Date: |

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

| | |
|---|---|
| 1 Name on ballot paper | <p>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.</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> |
| 2 Who is an elector | <p>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.</p> <p>You need not be an elector in the ward in which you nominate.</p> |
| 3 Disqualification | <p>You are disqualified for membership of a Council if you:</p> <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 — imprisonment for life; or 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 | <p>You are not eligible to nominate as a Councillor if you are:</p> <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 | <p>The course of induction is the course titled Local Government Candidate Induction that is available on the Department's official website. The reference number is the number that is emailed to you on completion of the course.</p> |
| 6 Where to send your nomination | <p>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.</p> |
| 7 Closing date for nominations | <p>Your nomination must be received by the Returning Officer before 4 p.m. on the 44th day before election day.</p> <p>If you send your nomination electronically it is taken to be received at the time the Returning Officer prints it out.</p> |
| 8 Candidate's profile | <p>Your nomination must be accompanied by a candidate's profile of not more than 1,000 characters and spaces plus your name, address and contact numbers.</p> <p>The profile must be confined to information about you. It may include a recent passport size photo of your head or head and shoulders.</p> <p>The profile must be (or if it is sent electronically, be capable of being) printed on a single A4 page.</p> <p>(Optional but not compulsory additional profile of not more than 2,000 characters and spaces may be submitted at this time).</p> |
| 9 Deposit | <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.</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> |
| 10 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> <p>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.</p> |

Form 9 – Nomination for election by Agent



Form 9 – Nomination for election by agent

Local Government Act 1995, s. 4.49(a)

NOMINATION FOR ELECTION BY CANDIDATE

| | | | | |
|---|---|---------|--|---|
| 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 | 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, to the best of my knowledge the nominee: | | | |
| [Making a false declaration is an offence] [To be signed before a witness] | <ul style="list-style-type: none"> • Is at least 18 years of age; • Is an elector of the district²; • Is not disqualified from being a member of the Council³; • [nominees for Councillor only] Is eligible to nominate as a Councillor⁴; • completed the course of induction on _____[date] (reference number ____)⁵; | | | |

| | | |
|--|---|-------|
| | and that all of the details set out above are true and correct. | |
| Witness | Signature: | Date: |
| | Full name: | |
| [Witness must be at least 18 years of age] | Signature | Date: |
| | Full name: | |
| Authorisation by nominee | Signature: | Date: |

Back of Form 9

| | |
|---|--|
| 1 Name on ballot paper | <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). 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> |
| 2 Who is an elector | <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> |
| 3 Disqualification | <p>The nominee is disqualified for membership of a Council if he or she:</p> <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 | <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> |
| 5 Course of induction | <p>The course of induction is the course titled Local Government Candidate Induction that is available on the Department's official website. The reference number is the number that is emailed to you on completion of the course.</p> |
| 6 Authorisation | <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> |
| 7 Where to send your nomination | <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, 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.</p> |

| | |
|--------------------------------|--|
| 8 Closing date for nominations | <p>Your nomination must be received by the Returning Officer before 4 p.m. on the 44th day before election day.</p> <p>If you send your nomination electronically it is taken to be received at the time the Returning Officer prints it out.</p> |
| 9 Candidate's profile | <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.</p> <p>The profile must be (or if it is sent electronically, be capable of being) printed on a single A4 page.</p> <p>(Optional but not compulsory additional profile of not more than 2,000 characters and spaces may be submitted at this time).</p> |
| 10 Deposit | <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.</p> <p>You may pay your deposit in cash or by cheque, bank draft or postal order.</p> <p>If you make appropriate arrangements with the Returning Officer you may be able to pay your deposit by electronic transfer or other means.</p> |
| 11 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> |

Form 9A – Disclosure of Gifts



Form 9A - Disclosure of gifts

Local Government Act 1995 Local Government (Elections) Regulations 1997 [s. 4.59 and r.30D]

Details of candidate making disclosure

Surname..... Other names..... Details
of person making or promising the gift

Name.....

Address.....

Details of person on whose behalf the gift is made or promised (if other than the person making or promising the gift)

Name.....

Address.....

Details of the gift (value of which is \$300 or more, or which is one of two or more gifts with a total value of \$300 or more)

Date gift promised, received

Value of gift.....

Description of gift.....

IF YOU ARE UNABLE TO PROVIDE THE INFORMATION REQUIRED BY THIS FORM, SET OUT THE REASONS FOR NOT PROVIDING IT IN THE SPACE BELOW

Candidate 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..... Date.....

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 The Shire of Wagin 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 4 years.

Drawing of ballot paper position

The Returning Officer will conduct the draw for ballot paper positions at the nomination place Shire of Wagin Council Chambers, 2 Arthur Road This will start as soon as practicable following the close of nominations which occurs at 4.30pm 4th September 2025 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 22nd September 2025.

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. Enclosed

[Form 9A](#) 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.

Western Australian
Electoral Commission

Local Government Election

Candidate Information Guide

Version 2.0 (HO129) — 11 August 2025



WESTERN AUSTRALIAN
Electoral Commission

Our purpose and values

The WA Electoral Commission's purpose is to provide Western Australians with an electoral experience that they understand, trust and can access easily and efficiently. The Commission is guided by its five core values:

Impartial

Our electoral outcomes will not be influenced by others.

Professional

Our work will be at the highest standards for ethics, accuracy and efficiency.

Respectful

Our relationships will be courteous, honest and fair with all.

Innovative

Our systems and processes will adapt to customers' needs.

Collaborative

As a team we will consult and test new ideas with customers.

The Western Australian Electoral Commission acknowledges the Traditional Owners of the lands on which our electoral activities take place. We pay our respects to Elders past, present and emerging.

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1. Eligibility

In order to nominate, a person must be enrolled 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 Western Australian Electoral Commission [“the Commission”; “WAEC”] maintains the residents roll. Individuals can confirm their enrolment status on the Commission’s website at 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, then 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 a bankrupt or whose affairs are under insolvency laws; 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, then they cannot nominate for a councillor vacancy unless the term of their current office expires on or before polling day.

3. Candidate general information

3.1. Voting system

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.

3.2. Election material

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.

3.3. Electoral rolls

The Returning Officer will provide candidates with access to 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 LG039 – *Receipt of Local Government Rolls Issued and Destruction of Rolls* 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 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 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 then 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, Industry Regulation and Safety ["LGIRS"], 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 LGIRS website titled [Local Government Candidate Induction](#):

- 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, profile and additional information via *Nomination Builder* at elections.wa.gov.au. Access to the online nomination form is via the nomination ID 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) at 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 nomination ID number).

Candidates must keep a record of their nomination ID 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)
- 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 McKay 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)
- include 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 then 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 then 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 then 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 government's 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) of the *Local Government Act 1995* ["the Act"].

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.

The written statement is not included in the material that is sent to all the electors in the election package.

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 then elected unopposed. If the vacancies are for varied terms, then 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 then 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 postal voting papers 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 8am and closes at 6pm.

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

A person may not do any of the following inside a polling place or within six (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 4pm on the Tuesday 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 6pm on Election Day.

Election packages sent to all electors on the roll



Replacement postal voting papers 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 8am and 6pm on Election Day.

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



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.



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 regulation 52(1)(b) of the *Local Government (Elections) Regulations 1997*, the ballot paper envelope is stamped 'Rejected' and is put aside.



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.



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



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

ELECTION DAY

6PM

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

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 after notice is given of the result of the election, 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, X, 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 then 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

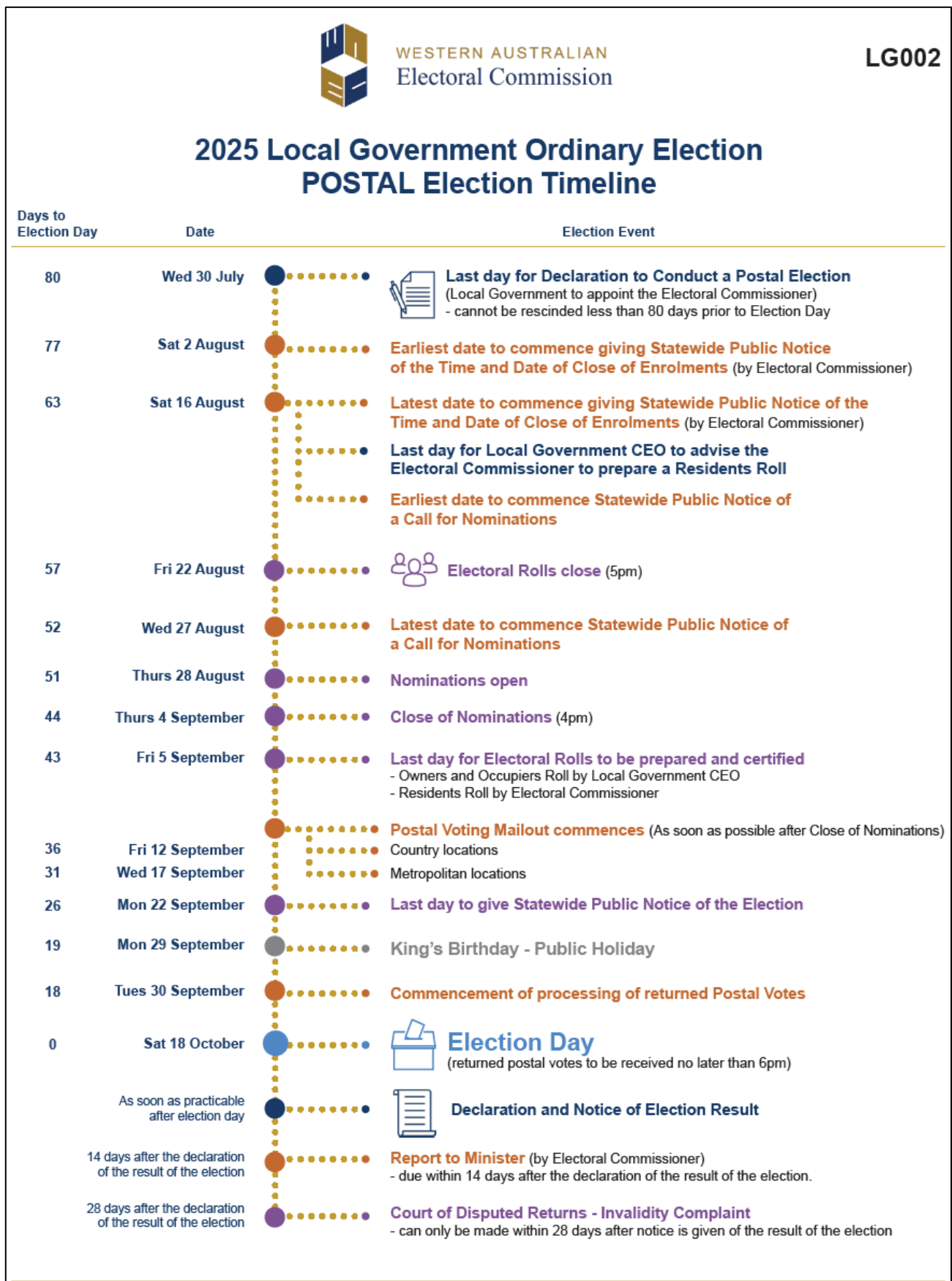
Candidates are entitled to appoint a scrutineer on their behalf. Only one scrutineer per candidate per count table will be allowed.

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.

Appendix 1 Postal election timetable



Appendix 2 In-Person election timetable



WESTERN AUSTRALIAN
Electoral Commission

LG003

2025 Local Government Ordinary Election IN-PERSON Election Timeline

| Days to Election Day | Date | Election Event |
|---|-------------------|--|
| 80 | Wed 30 July | Last day for Declaration to Conduct a Postal Election (Local Government to appoint the Electoral Commissioner) - cannot be rescinded less than 80 days prior to Election Day |
| 77 | Sat 2 August | Earliest date to commence giving Statewide Public Notice of the Time and Date of Close of Enrolments (by Electoral Commissioner) |
| 63 | Sat 16 August | Latest date to commence giving Statewide Public Notice of the Time and Date of Close of Enrolments (by Electoral Commissioner) Last day for Local Government CEO to advise the Electoral Commissioner to prepare a Residents Roll Earliest date to commence Statewide Public Notice of a Call for Nominations |
| 57 | Fri 22 August | Electoral Rolls close (5pm) |
| 52 | Wed 27 August | Latest date to commence Statewide Public Notice of a Call for Nominations |
| 51 | Thurs 28 August | Nominations open |
| 44 | Thurs 4 September | Close of Nominations (4pm) |
| 43 | Fri 5 September | Last day for Electoral Rolls to be prepared and certified - Owners and Occupiers Roll by Local Government CEO - Residents Roll by Electoral Commissioner |
| 31 | Wed 17 September | Issuing of Postal votes commences (As soon as possible after Public Notice of the Election) Absent voting and Early voting commences (As soon as possible after Public Notice of the Election) |
| 26 | Mon 22 September | Last day to give Statewide Public Notice of the Election |
| 19 | Mon 29 September | King's Birthday - Public Holiday |
| 4 | Tues 14 October | Absent voting closes (4pm) |
| 1 | Fri 17 Oct | Early voting closes (4pm) |
| 0 | Sat 18 October | Election Day (Ordinary voting from 8am to 6pm. Any returned postal votes to be received no later than 6pm.) |
| As soon as practicable after election day | | Declaration and Notice of Election Result |
| 14 days after the declaration of the result of the election | | Report to Minister (by Electoral Commissioner) - due within 14 days after the declaration of the result of the election. |
| 28 days after the declaration of the result of the election | | Court of Disputed Returns - Invalidity Complaint - can only be made within 28 days after notice is given of the result of the election |

Notes

[illegible]

Western Australian Electoral Commission

Level 2, 66 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

Web elections.wa.gov.au

Translating & Interpreting Service (TIS)

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

National Relay Service (NRS)

Speak & Listen number 1300 555 727

SMS Relay number 0423 677 767



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Wagin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member; **complaint** means a complaint made under clause 11(1); **publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.



10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

- (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.



21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- derived from a confidential document; or
 - acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- at a closed meeting; or
 - to the extent specified by the council and subject to such other conditions as the council determines; or
 - that is already in the public domain; or
 - to an officer of the Department; or
 - to the Minister; or
 - to a legal practitioner for the purpose of obtaining legal advice; or
 - if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest

—

- means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- in a written notice given to the CEO before the meeting; or
 - at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- that they had an interest in the matter; or
 - that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- before the meeting the CEO must cause the notice to be given to the person who



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

is to preside at the meeting; and at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

**Complaint About Alleged Breach Form -
Code of conduct for council members, committee members and candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

NOTE: A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:

Name: _____
 Given Name(s) Family Name

Contact details of person making the complaint:

Address: _____

Email: _____

Contact number: _____

Name of the local government (city, town, shire) concerned:

**Name of council member, committee member, candidate alleged to have
committed the breach:**

**State the full details of the alleged breach. Attach any supporting evidence to your
complaint form.**



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Date of alleged breach:

_____ / _____ / 20____

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Shire of Wagin
PO Box 200
Wagin WA 6315