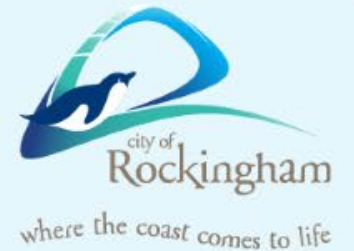


# City of Rockingham Election 2023

Candidate Information Session  
24 August 2023, 6pm



# Welcome

- **City of Rockingham, Michael Parker, Chief Executive Officer**
  - About the City of Rockingham
  - About the Organisation and Council
  - 2023 Election at the City of Rockingham
- **WALGA, Emma Hayes, Governance Specialist**
  - Understanding local government
  - Roles and responsibilities
  - Council meetings
  - Conflicts of interest
  - Council Plans
  - Support for Council Members
- **WAEK, Phil Richards**
  - Nomination process
  - Election process including voting
  - Campaign requirements



# About the City of Rockingham



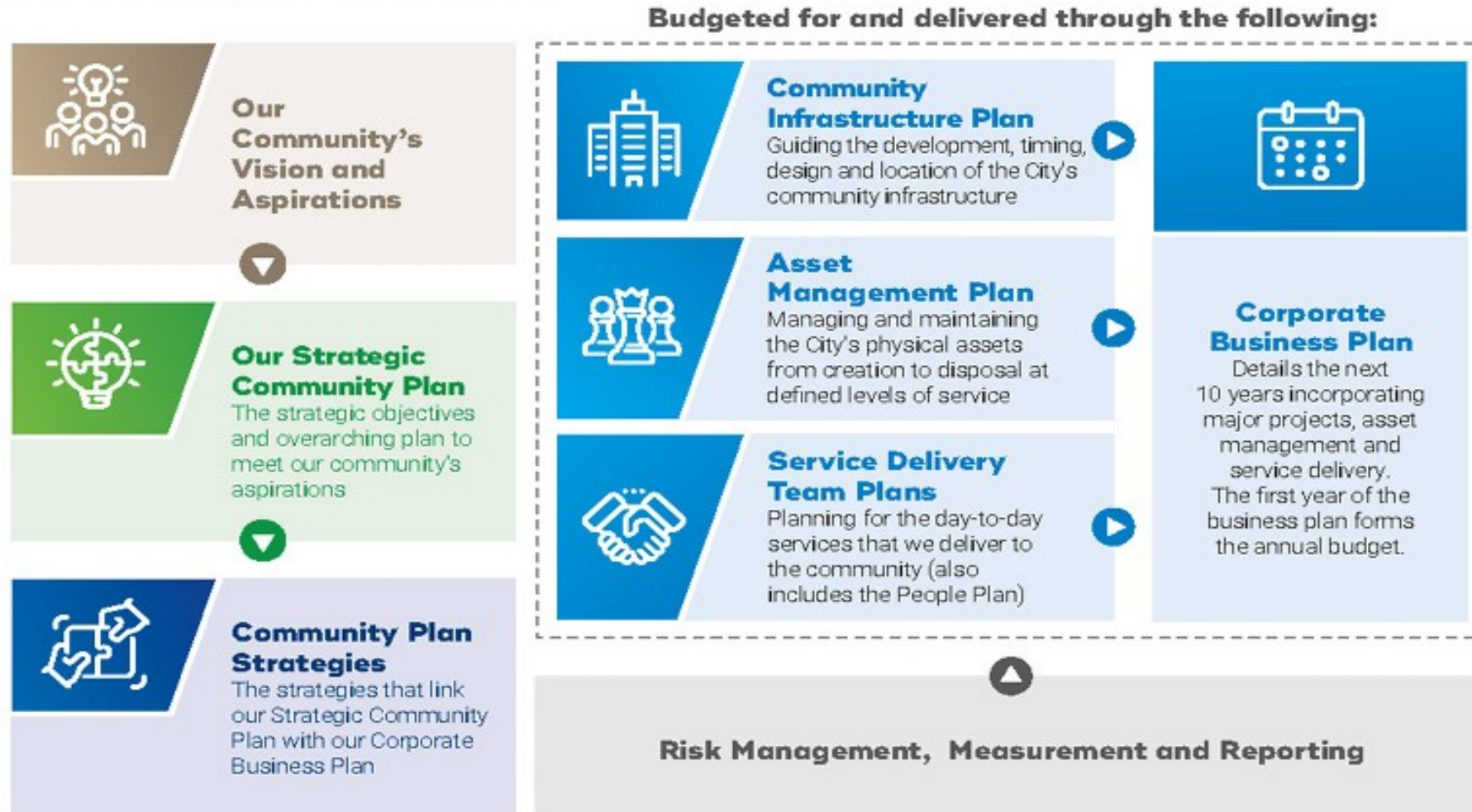
## Snapshot of our City

- City of Rockingham has 92,060 electors as of 31 March 2023
- Estimate Resident Population (ERP) 143,560 residents
- Population forecast for 2046 is 243,641 residents
- Rockingham is the fifth largest local government in WA
- Land area 262 Km<sup>2</sup>
- City of Rockingham estimated median age 36 years old
- 40,847 jobs located in the City of Rockingham as of 30 June 2022



# Strategic Community Plan

## Our Strategic Framework



# Social Aspiration

*A family-friendly, safe and connected community*



Outcome	Objective (What needs to be achieved)
Connected community	Provide opportunities for community engagement and participation
Community health and wellbeing	Reinforce a strong sense of safety
	Strengthen community health and wellbeing
	Provide healthy lifestyle opportunities
Accessible services	Adapt services to meet changing community need
Inclusive community	Build connectivity with our diverse community



# Natural Environment Aspiration

*A place of natural beauty where the environment is respected*

Outcome	Objective (What needs to be achieved)
Protection of natural environment	Reduce City's energy and water usage
	Minimise waste
	Mitigate and adapt to climate change impacts
Sustainable natural green spaces	Preserve and enhance biodiversity
	Improve community open spaces
	Improve amenity
	Increase tree canopy





# Built Environment Aspiration

*A built environment carefully planned for today and tomorrow*

Outcome	Objective (What needs to be achieved)
<b>Built infrastructure meets current and future community needs</b>	Plan, build and maintain current and future assets
<b>Plan for sustainable growth</b>	Balance growth while maintaining the identified natural environment
	Create safe community places to live, recreate and work
	Create vibrant coastal foreshore
<b>Accessible and connected</b>	Plan and advocate for transport solutions

# Economic Aspiration

## *A vibrant economy creating opportunities*

Outcome	Objective (What needs to be achieved)
Growing the business economy	Actively support and develop local business growth
	Attract and promote new businesses and investment opportunities
Local employment	Support existing and new businesses to increase local employment opportunities
A visitor destination	Promote the City as a place to visit





# Leadership Aspiration

## *Transparent and accountable leadership and governance*

Outcome	Objective (What needs to be achieved)
Quality leadership	Ensure accountable and transparent governance
	Promote the City as a place for the future
	Active advocacy for the community
	Provide community communication and facilitate engagement opportunities
Sustainable local government	Optimise City resources
	Continual improvement



# Strategic Challenges

- The City of Rockingham is forecast to grow to 243,641 by 2046
- Community Infrastructure and facilities to accommodate our high population growth
- Alternate sources of revenue
- Our low non-residential / residential rate ratio
- Climate change and sea level rise
- Diminishing volunteering levels
- Low employment self sufficiency

# Strategic Opportunities

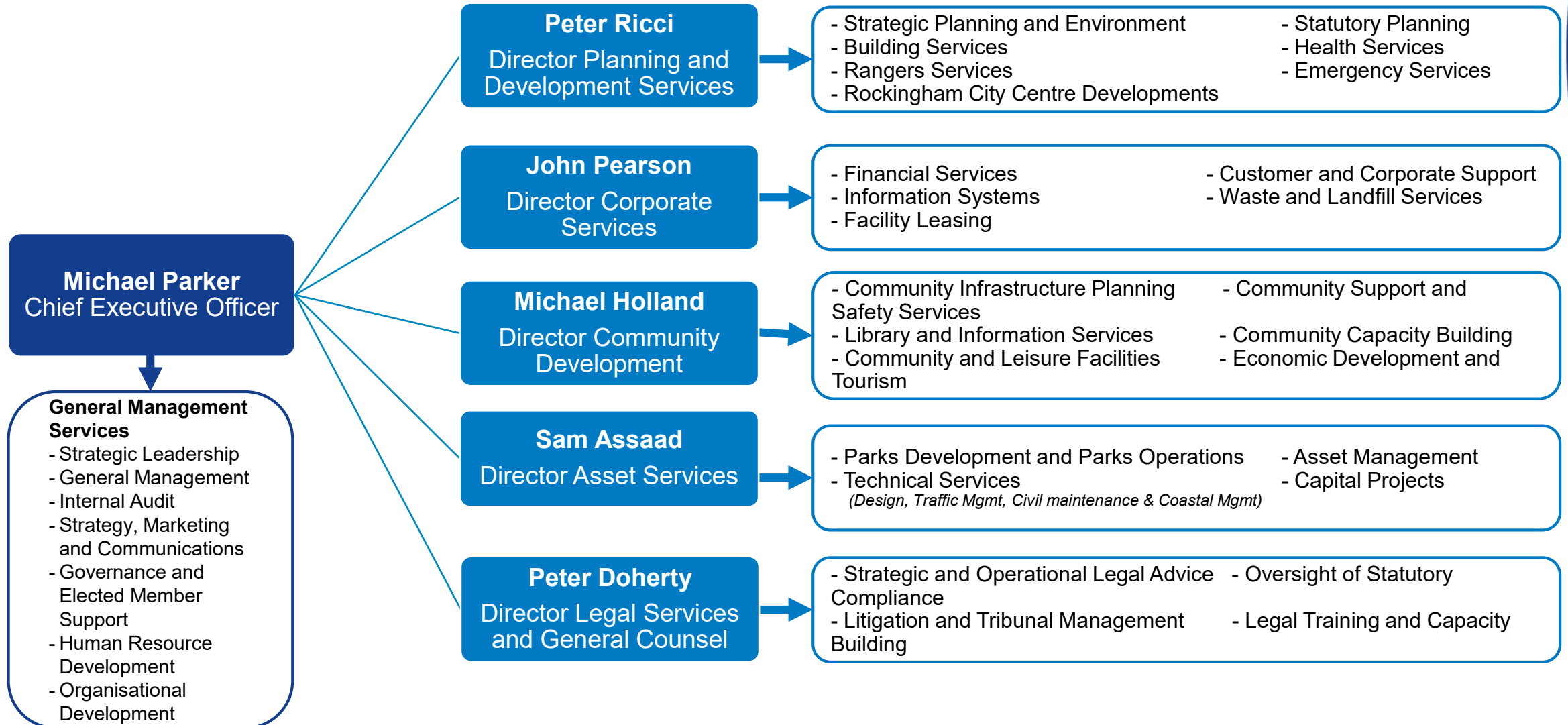
- Defence related investment attraction and employment creation
- Land swaps or development with the State Government to facilitate extraordinary revenue streams
- Tourism development – eg Cape Peron
- Economic Development

# City of Rockingham Council and Organisation

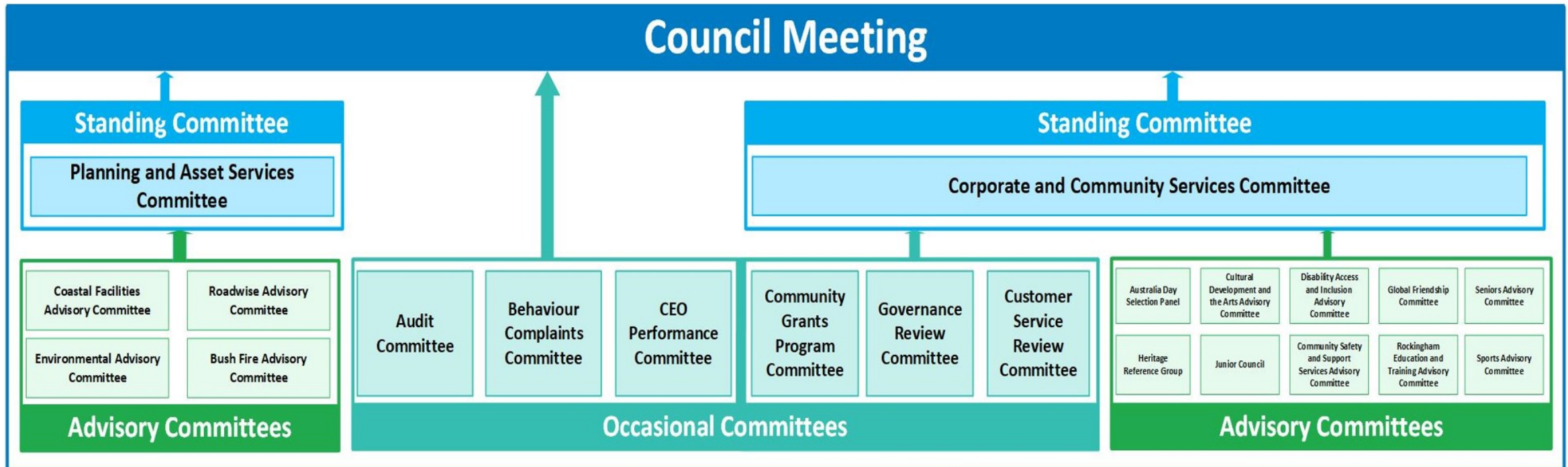




# Executive Team and Organisational Structure



# Governance and Meeting Framework



- The model shows the reporting structure of the City of Rockingham Committees and ultimately leading to the Council Meeting, which is the peak decision making body of the City of Rockingham

# Council Meetings

## Council Meeting

### **Ordinary Council Meeting\***

- The Ordinary Council Meeting is on the 4<sup>th</sup> Tuesday of the month at 6pm and is open to the public.

*\* Recess in January*

### **Special Council Meeting**

- Special Council Meetings occur only when needed.
- Ordinary and Special Council Meetings are live streamed, recorded and published via the City Website.



# Standing Committee Meetings

Standing Committee	
Planning and Asset Services Committee	
• Strategic Planning and Environment	
• Statutory Planning	
• Building Services	
• Health Services	
• Land and Development Infrastructure	
• Ranger Services	
• Bushfire Services	
• Compliance and Emergency Liaison	
• City Centre Development	
• Technical Services	
• Parks Services	
• Operations and Fleet Services	
• Infrastructure Project Delivery	

Standing Committee	
Corporate and Community Services Committee	
• Finance	
• Information Systems	
• Customer Service	
• Waste Services	
• Human Resource Development	
• Strategy, Marketing and Communications	
• Governance and Councillor Support	
• Legal Services	
• Community Capacity Building	
• Community Infrastructure Planning	
• Community Safety and Support	
• Community and Leisure Facilities	
• Library Services	
• Economic Development and Tourism	

- Composition: Council Members only
  - 6 Council Members on each committee, with deputies and all relevant senior staff in attendance.
- Standing Committees are open to the public
- Each committee considers matters relevant to their areas
- Meetings held monthly, the week prior to the Ordinary Council Meeting

# Occasional and Advisory Committee Meetings



- Composition: Council Members only
- Meetings held on as required basis for specific matters
- Not open to the public
- Committees consider reports, information bulletins and make recommendations for full Council consideration.



- Composition: Council Members and Community Representatives
- Not open to the public
- The Minutes and Reports from the Advisory Committee meetings are presented to the relevant Council Standing Committee Meetings.

# Councillor Engagement Sessions

- Forum for information exchange and strategic discussion between Councillors and relevant staff.
- Sessions are generally month
- Discussion papers are sent to Councillors along with a program.
- Notes are taken for attendance and further requests for information.

## Advocacy Position Register

- A register is maintained to record all Council decisions that comprise an advocacy position of the City.
- The City could advocate to:
  - State or Federal government Ministers
  - Departments
  - Agencies
  - Not-for-Profits organisations
  - Commercial enterprises responsible community impacts



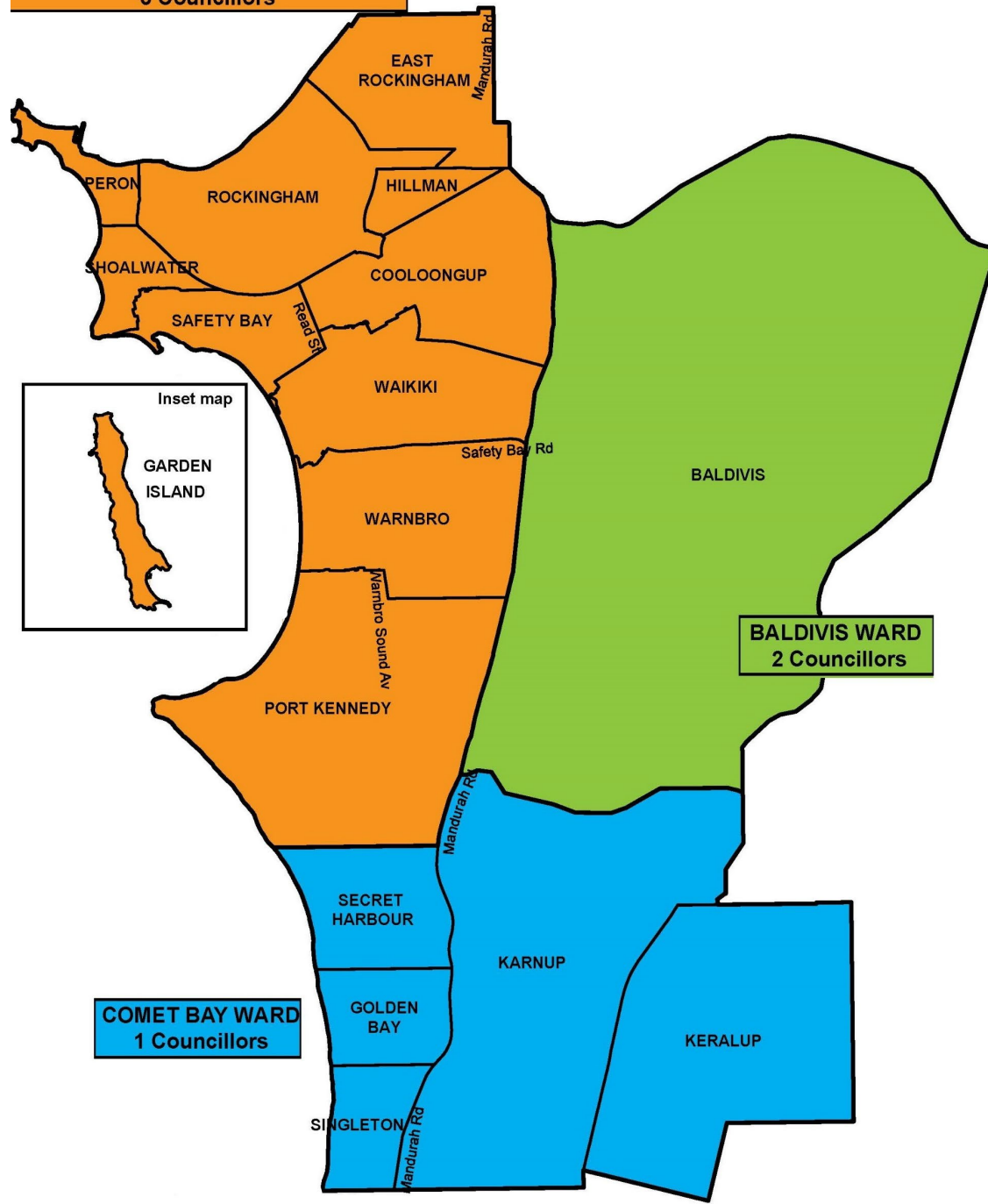
## Time commitment

- Attend at least the following meetings each month
  - 1 x Councillor Engagement Session (2<sup>nd</sup> Tuesday of the month)
  - 1 x Committee Meeting (3<sup>rd</sup> Monday or Tuesday each month)
  - 1 x Council Meeting (4<sup>th</sup> Tuesday of the month)
  - Advisory Committee Meetings if you are elected to one of the committees
- Read all relevant documents to the above meetings
- Redirect or put in enquiries on behalf of constituents
- Attend relevant City and Council hosted Civic events such as
  - Citizenship Ceremonies
  - Openings of venues
  - Award ceremonies

# City of Rockingham – 2023 Election



ROCKINGHAM / SAFETY BAY WARD  
3 Councillors



# City of Rockingham Ward Boundaries and Council Member Representation

## 2023 Vacancies

### *Baldivis Ward*

- 2 Councillor

### *Comet Bay Ward*

- 1 Councillor

### *Rockingham/Safety bay Ward*

- 3 Councillors

4 year term 2023 - 2027



# Code of Conduct

- Code of Conduct required under legislation –  
*Local Government (Model Code of Conduct) Regulations 2021*
- The Code of Conduct comprises three main parts –
  1. Division 2 – General Principles:
    - These are the overarching guiding behaviours expected.
  2. Division 3 – Behaviours:
    - These are the behaviours enforceable by Council for a breach in conduct.
    - Complaints dealt with by Behaviour Complaints Committee
  3. Division 4 – Rules of Conduct:
    - These are the behaviours enforceable by the Local Government Standards Panel
- Candidates must familiarise themselves with the Code of Conduct

***Available on the City's website***

*Code of Conduct for Council Members, Committee Members and Candidates*

# Gift Disclosures by Candidates

## Disclosure of electoral gifts

- **Both candidates and donors** are required to disclose electoral related gifts with a value of \$300 or more (total or combined) that is given or promised within the disclosure period to the CEO.
- All disclosures are to be made on a **LG9A Disclosure of Gifts form** (Available on the City's website)
- A Register of Electoral Gifts will be published on the City's website.

## Disclosure period

- Within three days of nomination
  - For gifts received during the disclosure period commencing 21 April 2023.
- Any gift received after nomination is required to be disclosed within three days of acceptance of the gift.
- Penalties apply \$5,000.

WESTERN AUSTRALIAN Electoral Commission		LG 9A	
<b>DISCLOSURE OF GIFTS</b>			
<small>Local Government Act 1995, s.4.59 and Local Government (Elections) Regulations 1997, r.30D, Form 9A</small>			
<b>Details of Person Making Disclosure</b>			
Candidate	<input type="checkbox"/>	Donor	<input type="checkbox"/> (Tick one box)
Surname			
Other names			
<b>Details of Candidate</b>			
Surname			
Other names			
<b>Details of Person Making the Gift (The Donor)</b>			
Name			
Address		Postcode	
<b>Details of Person on Whose Behalf the Gift is Made</b> (if other than the person making the gift)			
Surname			
Address		Postcode	
<b>Details of the Gift</b> (value of which is \$200 or more, or which is one of two or more gifts with a total value of \$200 or more)			
Date gift promised, received or made		Value of gift	
Description of gift			

# What is an electoral gift?

**Electoral gifts** - A "gift" means a disposition of property, or the conferral of any financial benefit, made by one person in favour of another.

It can include:

- a gift of money
- a gift which is non-monetary but of value
- a gift in kind or where there is inadequate financial consideration such as the receipt of a discount (where the difference or the discount is worth more than \$300)
- a financial or other contribution to travel
- the provision of a service for no consideration or for inadequate consideration
- a firm promise or agreement to give a gift at some future time.

A "gift" **does not include** a gift by will; a gift from a relative; a gift that does not relate to the candidate's candidature; or the provision of volunteer labour.

## Election 2023 Factsheet: Disclosure of Electoral Gifts

The City of Rockingham encourages candidates and donors to inform themselves of the requirements and obligations of election gifts.

Refer to the [Local Government \(Elections\) Regulation 1997 Part 5A – Disclosure of Gifts](#).

**What is an Election Gift**

A "gift" means a disposition of property, or the conferral of any financial benefit, made by one person in favour of another and is valued at \$300, or the value of multiple gifts from one donor totals \$300 or over.

An Election Gift can include	
• a gift of money	• a gift which is non-monetary but of value
• the provision of a service for no consideration or for inadequate consideration	• a financial or other contribution to travel
• a firm promise or agreement to give a gift at some future time.	• a gift in kind or where there is inadequate financial consideration such as the receipt of a discount (where the difference or the discount is worth more than \$300)

An Election Gift does not include:	
• a gift by will,	• a gift from a relative,
• the provision of volunteer labour.	• a gift that does not relate to the candidate's candidature, or

**Who is required to disclose?**

Both candidates and donors are required to disclose information about any electoral related gift with a value of \$300.00 or more that is given or promised within the disclosure period.

**What is the disclosure period?**

The disclosure period commenced 21 April 2023.

Disclosure of an electoral gift is to be made to the City of Rockingham Chief Executive Officer (CEO):

- within 3 days of nomination, for gifts made, received (or promised) between 21 April 2023 and nomination as a candidate; and
- within 3 days of the making, receipt (or promise) of the gift, between nomination and the election.

**How to make a disclosure?**

A disclosure if made by completing Form 9A and lodging this form with the CEO via email [elections@rockingham.wa.gov.au](mailto:elections@rockingham.wa.gov.au) or hand delivered to the City's Administration Centre.

**Electoral Gift Register**

The City of Rockingham Electoral Gift Register will be maintained via the City's Website.

The Register include the description of the gift, the date the gift was made received or promised, the value and the name and address of the donor.

The Register will be maintained for the four years following the relevant election and include both successful and unsuccessful candidates disclosures.


Important information for candidates	Important information for donors
A candidate MUST NOT receive a gift unless the name and address of the donor is known. <i>Local Government (Elections) Regulations R308A Candidates not to receive gifts from unidentified donors</i>	A donor MUST disclose to the CEO a gift to a candidate promised or made during the disclosure period. <i>Local Government (Elections) Regulations R308A Donors to disclose gifts s4 59</i>
A candidate MUST disclose to the CEO a promised gift or received gift, and MUST make the disclosure within the disclosure period. <i>Local Government (Elections) Regulations R308B Candidates to disclose gifts s4 59</i>	A donor MUST disclose the gift(s) to the CEO on the LG9A and within the appropriate time frame. <i>Local Government (Elections) Regulations R308A Donors to disclose gifts s4 59</i>
A candidate MUST ensure the information disclosed is not false or misleading. <i>Local Government (Elections) Regulations R308B Candidates to disclose gifts s4 59</i>	A donor MUST ensure the information disclosed is not false or misleading. <i>Local Government (Elections) Regulations R308A Donors to disclose gifts s4 59</i>

**PENALTIES APPLY**

**Further information**  
Department of Local Government, Sport and Cultural Industries  
<https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections>  
Telephone: 6552 7300

**Western Australian Electoral Commission**  
<https://www.elections.wa.gov.au/elections/local>  
Telephone: 13 63 06

**City of Rockingham**  
<https://rockingham.wa.gov.au/your-city/council/elections>



# Election Signage and Advertising

- Any signs on Main Roads controlled by Main Roads Western Australia need to comply with their policy found [mainroads.wa.gov.au](http://mainroads.wa.gov.au)
- Where signage causes a public safety and traffic safety concerns the City will remove and impound any advertisements.
- Election Advertising Requirements are available via the website

## Campaigning

- Holding a stall to campaign in a public place requires a permit from City's Health Services.

### Election Advertising Requirements Information Sheet

**This is information on the statutory requirements that apply, in relation to certain election advertising signs. All signage must abide by any regulation/policy and must be authorised appropriately.**

Any signs on Main Roads controlled by Main Roads Western Australia need to comply with their policy found here [Advertising Signs \(mainroads.wa.gov.au\)](http://mainroads.wa.gov.au)

No signage is permitted on local government facilities and reserves (excluding road reserves). Generally a licence is not currently required to erect or install election signage on City controlled road verges.

It is important however to note the City has a range of enforcement powers for advertisements erected or installed in locations that it considers impede public safety and traffic safety.

Public safety and traffic safety concerns generally occur when any advertisements are erected or installed within 30 metres of intersections or impede traffic sightlines in other locations or on roundabouts. **In such circumstances, the City will remove and impound any advertisements.**

Development Approval Exempt

Development Approval is not required for the temporary erection or installation of an advertisement in accordance with *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, Part 7, Clause 61, Table Item 9 as follows:

- (a) The advertisement is erected or installed in connection with an election, referendum or other poll conducted under the *Commonwealth Electoral Act 1918* (Commonwealth), the *Referendum (Machinery Provisions) Act 1984* (Commonwealth), the *Electoral Act 1907*, the *Local Government Act 1995* or the *Referendums Act 1983*.
- (b) The primary purpose of the advertisement is for political communication in relation to the election, referendum or poll.
- (c) The advertisement is not erected or installed until the writ or writs have been issued or, for an election, referendum or poll under the *Local Government Act 1995*, until the 36<sup>th</sup> day before the day on which the election, referendum or poll is to be held.
- (d) The advertisement is removed no later than 48 hours after the election, referendum or poll is conducted.
- (e) The advertisement is not erected or installed within 1.5 m of any part of a crossover or street truncation.

Accordingly, Development Approval will not be required for advertisements erected or installed in connection with the City of Rockingham Local Government Elections. Action will be taken should election signage on private land be considered to be a public safety matter.

**The City of Rockingham is not responsible for the content of electoral advertising and complaints should be directed to the Western Australian Electoral Commission.**



Parking Local Law

If any vehicles are parked in breach of the *City of Rockingham Parking Local Law 2018*, infringement notices will be issued. Please read the local law with regards to the parking unattached trailers and parking on verges.

Campaigning

If a candidate is intending to hold a stall to campaign in a public place, a permit from City's Health Services is required. Please contact the City's Permit's Officer on 952 0730 to obtain a permit.

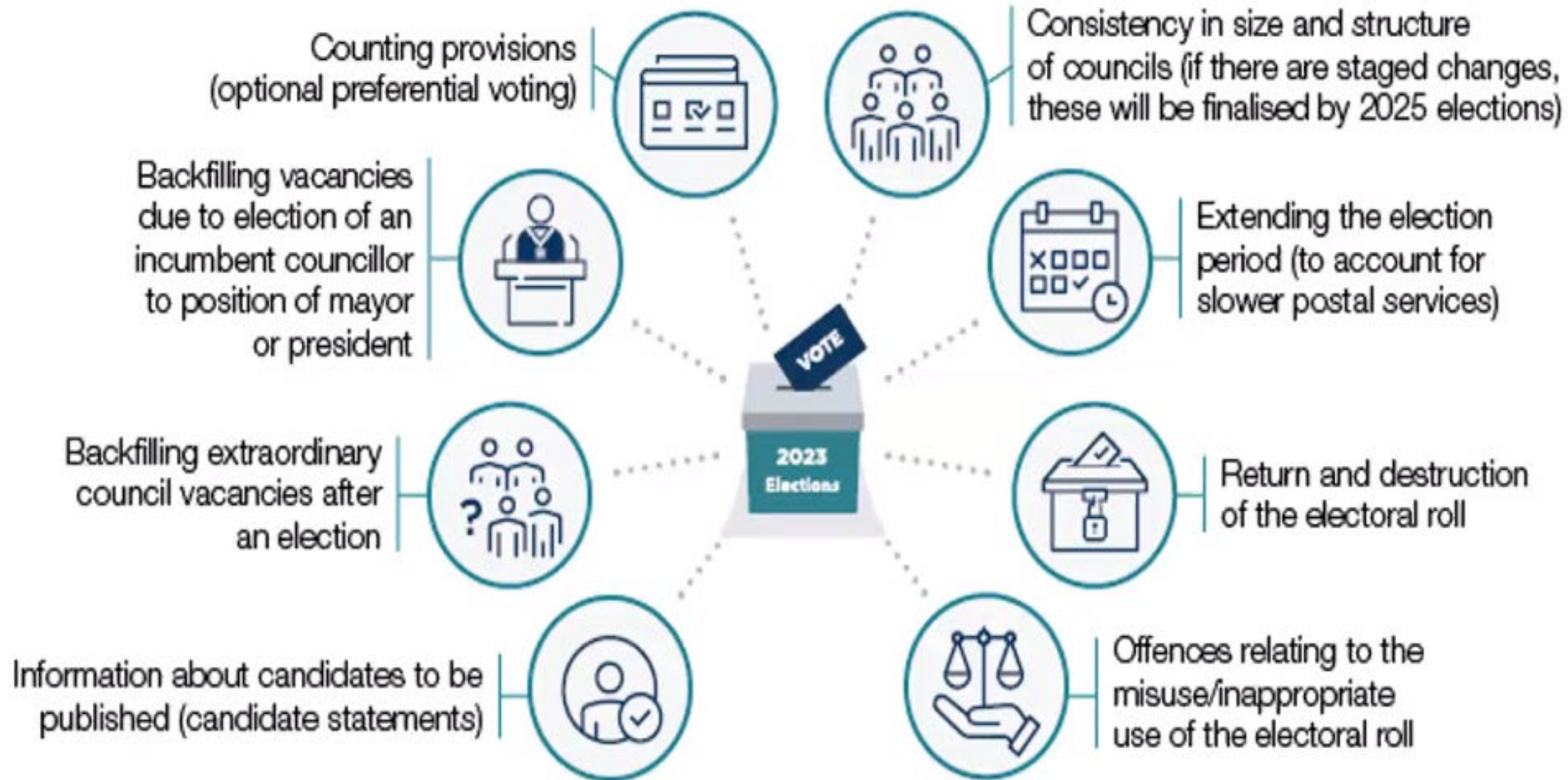
Revised June 2022

[www.rockingham.wa.gov.au](http://www.rockingham.wa.gov.au)



# Local Government Act Reform – Impact on Election

- The *Local Government Amendment Act 2023* passed on 11 May 2023 and some of those reforms included changes that will impact on the 2023 October election:



# Optional Preferential Voting

## How to vote under the optional preferential voting system

It is really easy and it is all about choices – your choices. Just imagine there are three candidates. You can:

### 1 Vote for just one candidate

Just put a number 1 next to the name of that candidate.

SMITH, John ☐

DOE, Jane ☒

CITIZEN, Neville ☐

### 2 Vote for some

Just put a 1 next to the name of the candidate you like best and a 2 next to your second choice.

SMITH, John ☐

DOE, Jane ☒

CITIZEN, Neville ☒

### 3 Vote for all

Put a 1 in the box for the candidate you like best and then a 2 for your second choice and a 3 for your third choice. If there are more candidates you just keep numbering if you want.

SMITH, John ☒

DOE, Jane ☒

CITIZEN, Neville ☒

# Mayor and Council Member Allowances and Fees

- Determined by the Salaries and Allowances Tribunal annually.
- Latest determination 6 April 2023, effective 1 July 2023
- City of Rockingham – Band 1
- Mayor Sitting Fee - \$49,435
- Councillor Sitting Fee - \$32,960
- ICT Allowance - \$3,500
- Mayoral Allowance - \$93,380
- Reimbursement of Travel and Child Care Costs

# Training and Development

- Mandatory Training:
  - 5 units – Council Member Essential training
    - Understanding Local Government
    - Serving on Council
    - Conflict of Interest
    - Meeting Procedures
    - Understanding Financial Reports and Budgets
- To be completed within 12 months of election
- Training / Professional Development encouraged
  - Supported by Council Policy – Council Member Professional Development



# 2023 New Council Member Inductions / Orientations

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>October</b>						
16	17	18	19	20	21	22
	Council meeting (last with current members)				<b>ELECTION</b>	
23	24	25	26	27	28	29
	Swearing in Ceremony (no meeting)	Induction – New Council member orientation	Induction - Governance and Intro to Standing Committees			
30	31					
Induction – GMS and Strategic Development Framework	Special Council meeting – Deputy Mayor and Committees					

# 2023 New Council Member Inductions / Orientations

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>November 2023</b>		1	2	3	4	5
<i>October Induction – GMS and Strategic Development Framework</i>	<i>October Special Council meeting – Deputy Mayor and Committees</i>	<b>Induction</b> – Planning and Development And Asset Services				
6	7	8	9	10	11	12
<b>Induction</b> – Corporate Services and Legal services	<b>Councillor Engagement Session</b>	<b>Induction</b> – Meeting Procedures, Gifts and Conflict of Interest				
13	14	15	16	17	18	19
<b>Planning and Assets Services Committee meeting</b>	<b>Corporate and Community Development Committee meeting</b>					
20	21	22	23	24	25	26
	<b>Council meeting</b>					

# Thank you



Emma Heys  
WALGA Governance Specialist

# Emma Heys

# WALGA Governance Specialist



# Introduction

- Understanding Local Government
- Serving on Council
- Meeting Procedures
- Conflicts of Interest
- Understanding Financial Reports and Budgets
- Support for Council Members





# Understanding Local Government

Council Member Essentials



# Local Government in WA

- 139 Local Governments
- 1,213 Council Members
- 22,600 Employees
- \$4.5 billion expenditure
- \$49 billion assets
- 88% of public roads





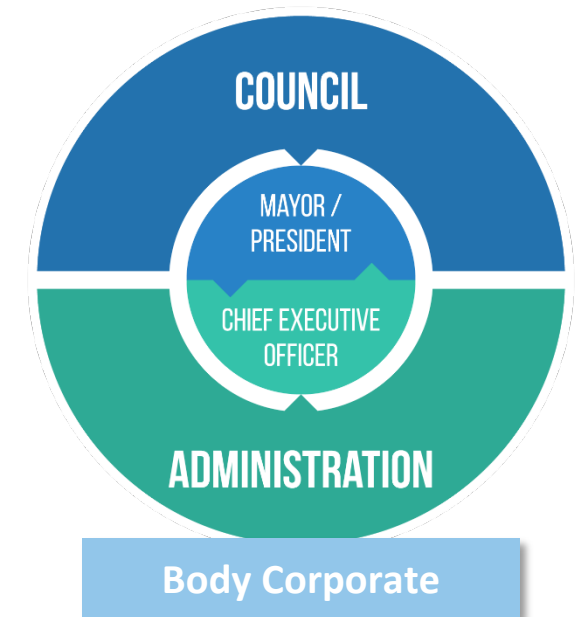
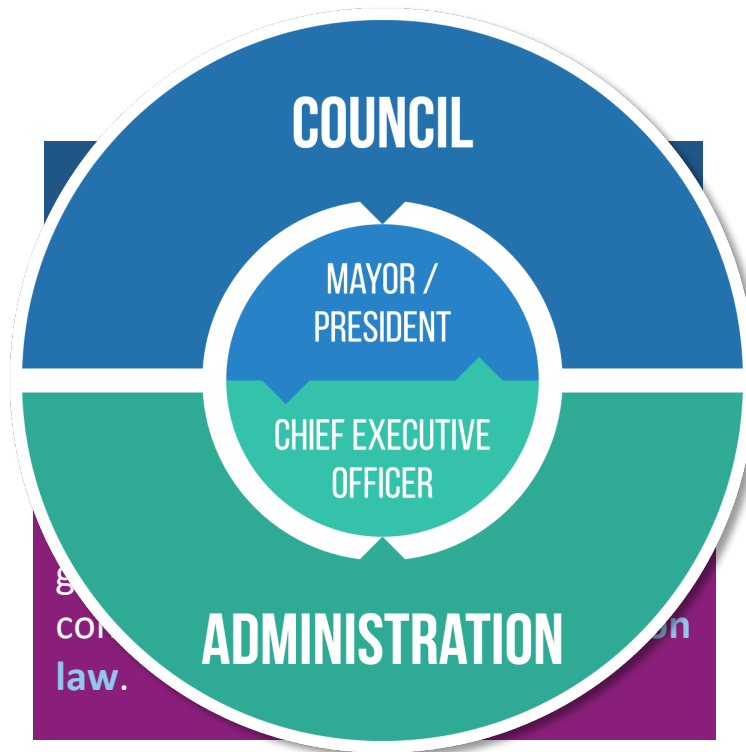
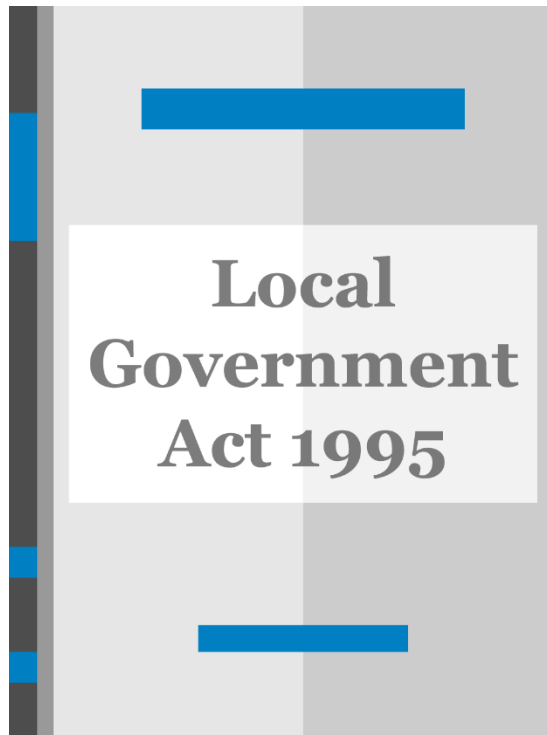
## Part IIIB - Local Government

### 52. Elected local governing bodies

- (1) The Legislature shall maintain a system of local governing bodies elected and constituted in such manner as the Legislature may from time to time provide.
- (2) Each elected local governing body shall have such powers as the Legislature may from time to time provide being such powers as the Legislature considers necessary for the better government of the area in respect of which the body is constituted.



# A 'General Competence' Act





**People Services e.g.** – Libraries, recreational facilities, services for youth, services for the aged, arts and cultural events, community facilities



**Property Services e.g.** – Local roads, footpaths, parks and gardens, waste services, security services and recycling



**Regulatory Services -** Land use planning approvals, building permits, swimming pool inspections, animal control, environmental health, parking controls, behaviour in public places



# Serving on Council

Council Member Essentials

# Separate Powers

---

- The following extract from the Second Reading Speech for the *Local Government Act 1995* provides insight to the purpose and intent of legislating for separate powers:

***“The new Act will provide a clear distinction between the representative and policy making role of the elected Councillors and the administrative and advisory role of the Chief Executive Officer and other staff.”***

Consequently, clear distinctions are established between the roles and responsibilities of the Council and those of the administration throughout the Local Government Act.



# Role of Council

---

## The Council

- governs the local government's affairs;
- is responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources; and
- determine the local government's policies.

# Role of Councillor

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and
- (b) provides leadership and guidance to the community in the district; and
- (c) facilitates communication between the community and the council; and
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a councillor by this Act or any other written law.

**Councillors do not have specific individual powers but, when working together with fellow Council Members, provide an invaluable service to their community.**

# Role of Mayor or President

(1) The mayor or president —

(a) presides at meetings in accordance with this Act; and

(b) provides leadership and guidance to the community in the district; and

(c) carries out civic and ceremonial duties on behalf of the local government; and

(d) speaks on behalf of the local government; and

(e) performs such other functions as are given to the mayor or president by this Act or any other written law; and

(f) liaises with the CEO on the local government's affairs and the performance of its functions.

**The Mayor or President has one specific individual power, authorising unbudgeted expenditure in response to an emergency.**

# Functions of the Chief Executive Officer

---

**Advise Council  
on the functions  
of LG**

**Provide advice  
and information  
to Council**

**Implement  
Council decisions**

**Manage the  
day-to-day operations  
of the LG**

**Liaise with  
Mayor or President  
on LG's affairs and  
performance**

**Speak on behalf  
of the LG  
with the consent of  
Mayor or President**

**Employment,  
management  
supervision, dismissal  
of employees**



# • Separate Powers

## Local Government Body Corporate

### Council

- Sets the future direction
- Decides policy
- Allocates the funding to meet resource needs
- Decides on the level of community services
- Responsible Authority for Land Use Planning



### CEO

- Primary adviser to the Council
- Provides information
- Implements Council decisions
- Employs and supervises staff
- Manages all the operations of Local Government



# Playing your role on Council

A councillor —

(a) represents the interests of electors, ratepayers and residents of the district; and

(b) provides leadership and guidance to the community in the district; and

(c) facilitates communication between the community and the council; and

(d) participates in the local government's decision-making processes at council and committee meetings; and

(e) performs such other functions as are given to a councillor by this Act or any other written law.

**Declaration by elected member of council**

**Declaration by elected member —**

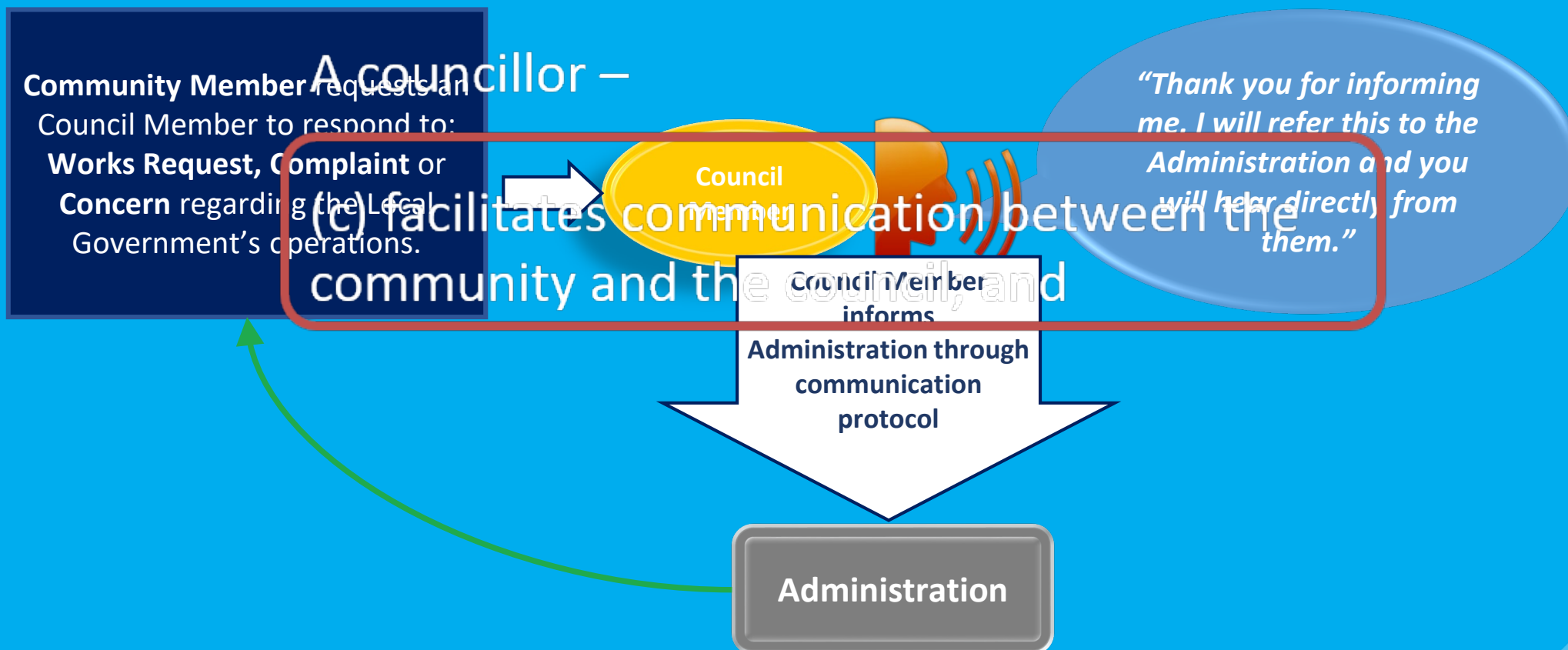
I, Hammond Simms

of <sup>1</sup> 54 Brentwood Lane, Westralia WA 6888,

(a) represents the interests of electors,  
having been elected to the office of <sup>2</sup> mayor/deputy mayor/president/deputy president/councillor of the <sup>3</sup> Shire of Westralia

declare that I take the office upon myself and will duly, faithfully, honestly, and with integrity,  
fulfil the duties of the office for the people in the district according to the best of my judgment  
and ability, and will observe the code of conduct adopted by the <sup>3</sup> Shire of Westralia  
under section 5.104 of the *Local Government Act 1995*.



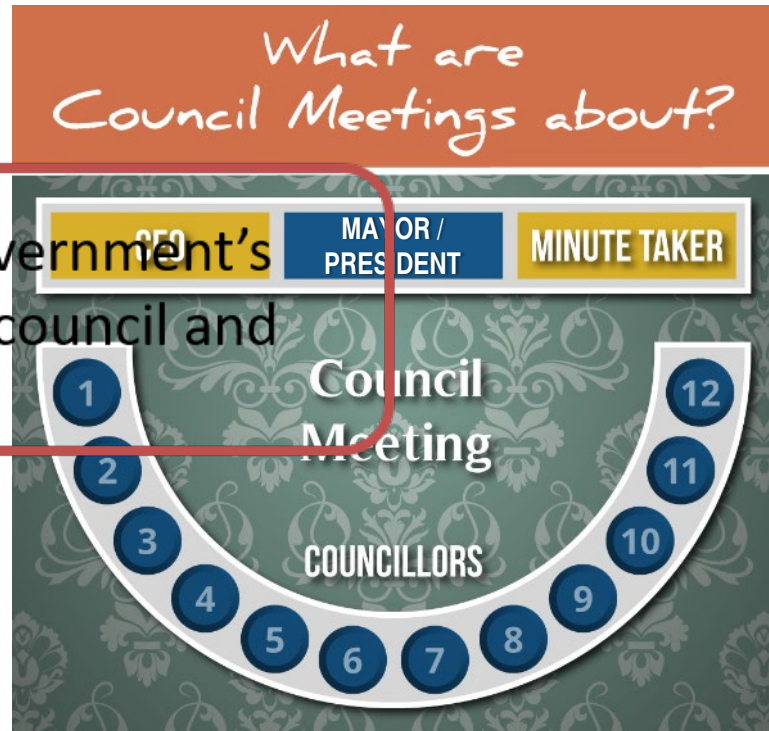


## Typically, most meetings deal with:

- Policy and Strategy;
- Dealing with development applications;
- Major Projects;
- Annual budget and monthly financial management reports;
- Range, scope and delivery of services; and
- Monitoring performance and compliance.

A councillor –

(d) participates in the local government's decision-making processes at council and committee meetings, and



*If present at a meeting you **must** vote*





# Meeting Procedures

Council Member Essentials

# Council Meetings



# Laws Applying to Meetings

MEETINGS OVERVIEW>FORMAL GATHERINGS>LEGISLATION

FUTURE REFORM



Reforms will introduce Uniform Meeting Procedures for all Local Governments.  
Further information expected in 2024, likely to be in effect late 2024 / early 2025.  
*Remember to check the eLearning Hub for the latest information.*



# Model Code of Conduct

---

## At Council or Committee Meetings:

- Must not act in abusive or threatening manner
- Must not make false or misleading statement
- Must not repeatedly disrupt the meeting
- Must comply with local law
- Must comply with direction of person presiding
- Must cease conduct that has been ruled out of order

# What do you think?

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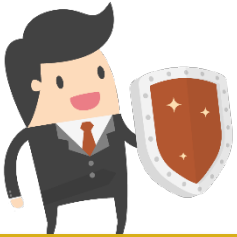
**True or False?**

**At a Council meeting, I can exercise my freedom of speech and make any comment that I wish?**



# Qualified Privilege

~~At a Council meeting, I can exercise my freedom of speech and make any comment that I wish?~~



Absolute Privilege

An important principle applying to Local Government Council meetings is one of **Qualified Privilege**.



Qualified Privilege

As opposed to **Parliamentary Privilege**, a Council Member has *limited defences* should they be the subject of a claim for damages based on alleged defamatory statements associated with their role on Council.



# Conflicts of Interest

Council Member Essentials

# Declaring Interests



s 5.60A



s 5.61



s 5.60B



Code of Conduct cl.22

Participate & Vote: ☒

Participate & Vote: ☐

You may wear many different hats...

But you are *always* a  
**Councillor**







# Understanding Financial Reports and Budgets

Council Member Essentials

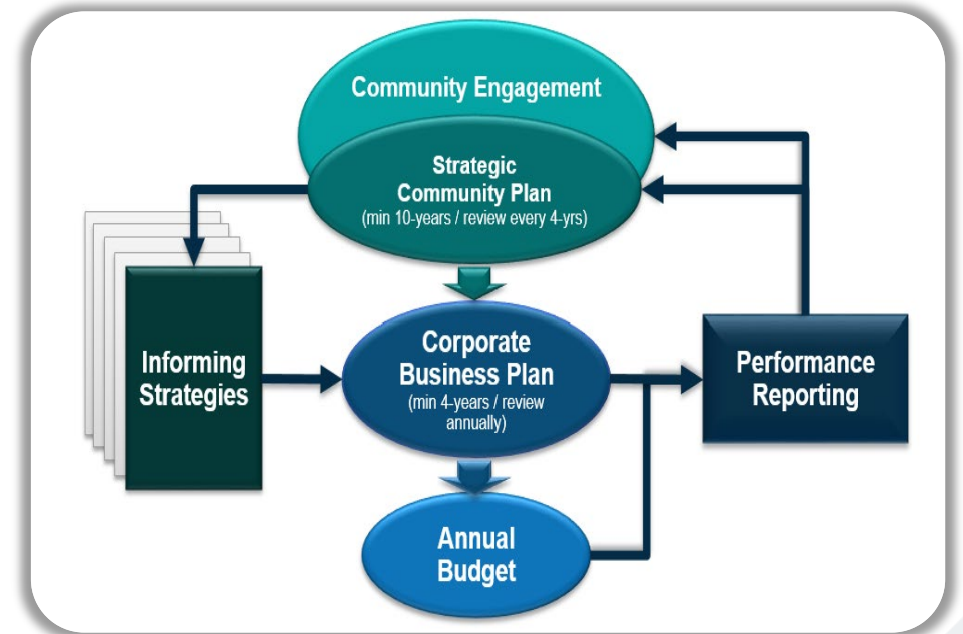


# Council Plans

A robust strategic planning framework is at the foundation of the purpose of Local Government and aligns with its statutory function of *‘providing for the good government of persons in the district.’*

## Council Plans:

- ensure community input is reliably generated to inform the medium to long term objectives of the Local Government;
- are developed to meet specific objectives and measurable outcomes;
- identify the resourcing required to deliver the plans; and
- enable rigorous, achievable and transparent prioritisation within available resources of the Local Government.



# Council Plans



### Environment

Climate change, environmental services, waterwise initiatives, canal management and energy efficiency.

### Economic & Activation

Building compliance, economic development, tourism, community festivals and events, business and entrepreneurial programs, City centre activation and regional development.

### Governance

Council, administration, rates, advocacy and customer service

### Health

Public health monitoring, mosquito management, health inspections and compliance.

### Education & Welfare

Senior services, accessibility, youth, community development, engagement and services.

### Public Works

Administration, operations, and asset maintenance.

### Community Services

Waste management, planning, place activation, cemeteries, community capacity education and engagement, access and inclusion

### Recreation & Culture

Recreation centres, community centres, sports ground, libraries and recreation services

### Law, Order, Compliance

Rangers services, fire prevention, crime prevention, CCTV surveillance, emergency services and building compliance.

### Transport

Roads, carparks, footpaths, bridges, streetlighting and drainage maintenance.

# **Support for Council Members**

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- **Council Member Remuneration**
- **Reimbursement of Expenses incl. Child Care**
- **New Parental Leave Provisions**
- **Enhanced Professional Development Policy**
- **Proposed Council Member Superannuation**





**2023 LOCAL GOVERNMENT  
ORDINARY ELECTION  
21 OCTOBER 2023**

**Presenter: Phil Richards**

**In attendance: Vesna Harrison, Returning Officer**



# WAEC KEY CONTACT

Returning Officer - Vesna Harrison

- Conducts election on behalf of WAEC for City of Rockingham
- First point of contact for questions, nomination or complaints
- Ballot draw, supervise the count and declare the result.



# WHO CAN NOMINATE?

- 18 years or older
- Enrolled as an elector of the district
- Cannot be a nominee of body corporate
- Must have completed the mandatory course *Local Government Candidate Induction* available on DLGSC website
- Cannot be a candidate in another election for councillor





# WHO CANNOT NOMINATE?

- A member of parliament
- An insolvent under administration
- Convicted of a crime and in prison serving a sentence for that crime
- Convicted in the preceding 5 years of a serious local government offence
- Have been convicted of an offence for which the penalty was imprisonment for more than 5 years
- An elected member of another local government
- Misapplication of funds or property



# AN EFFECTIVE NOMINATION

- Completed and signed nomination form (including reference number & date of completion of the on-line candidate induction)
- Completed Candidate profile
- Deposit \$100 cash. Can be EFT as long as it is credited to the local government before the close of nominations
- Additional Written statement containing information that the candidate considers relevant to their candidature (optional)
- Received by the Returning Officer before 4pm Thursday 7<sup>th</sup> September.




# ONLINE WAEC NOMINATION BUILDER

- Online nomination builder available from [www.elections.wa.gov.au](http://www.elections.wa.gov.au)
- You can prepare the nomination form, profile and upload photograph online
- You **cannot** nominate online
- Provide nomination ID at Returning Officer interview when submitting nomination



# NOMINATING FOR ELECTION

## ONLINE WAEC NOMINATION BUILDER



WESTERN AUSTRALIAN  
Electoral Commission


### Election Management System

#### Candidate Nomination

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

[Create New Nomination](#)[Retrieve Existing Nomination](#)

#### Nomination Builder



nomination builder 2021

nomination builder

local government elections

WESTERN AUSTRALIAN Electoral Commission





# CANDIDATE PROFILE

## Compulsory

- Sent out with postal voting packages and posted on council website
- Written in English – limit of 1,000 characters including spaces
- Is to Contain:
  - Biographical information about the candidate
  - Statement of candidate's policies or beliefs
- Cannot contain:
  - information that the RO considers to be false, misleading or defamatory
- Passport size recent photograph, head or head and shoulders (optional)



# ADDITIONAL RELEVANT INFORMATION

## Optional

- Written in English and limit of 2,000 characters including spaces
- Accompany the candidate's nomination paper
- Not to contain any information that the Returning Officer considers false, misleading or defamatory
- Can not use Nomination Builder to prepare
- For publication on the Council's website



# ELECTORAL ROLLS

Free to candidates for campaigning purposes

- 1 Residents Roll and 1 Owners and Occupiers Roll for the ward you are contesting)
- Destruction and deletion of copies of rolls
- Offences for misuse of roll



# POSTAL VOTING MAIL-OUT OF PACKAGES

- Lodged by WAEC with Australia Post:
  - From Friday 15 September 2023 (Country Local Governments)
  - From Wednesday 20 September 2023 (Metropolitan Local Governments)
- Maximise campaigning around the delivery of the election packages





# POSTAL VOTING

## RETURN OF VOTING PACKAGES

- Packages can be posted to the Returning Officer using the supplied reply paid envelope or hand-delivered to the local government office
- Numbers returned to WAEC posted on the Commission's website daily
- Typically about 50% of packages are returned within the first 5 business days of delivery



# POSTAL VOTING CANDIDATE RULES

- You cannot assist the elector to mark their ballot paper
- You or a representative cannot take custody of an envelope in which there is a postal vote
- Penalties apply



# ISSUE OF REPLACEMENT VOTING PACKAGES

Local Government staff can issue replacement voting papers – the original election package will need to be cancelled first by the local government or WAEC.



# ELECTION DAY

## CLOSE OF POLL 6.00PM

- Ballot Boxes are opened and votes are counted.
- Optional preferential counting method used.
- Scrutineers
- The Returning Officer may declare the results on the Monday after election day
- Results are posted onto the Commission's election website [www.elections.wa.gov.au](http://www.elections.wa.gov.au)





# POST-ELECTION PROCEDURES

## REFUND OF DEPOSITS

Deposits are refunded to:

- Any candidates elected
- Any non-elected candidates who receive at least 5% of the total number of first preference votes included in the count



# AUTHORISATION OF ELECTORAL MATERIAL

- Handbills, pamphlets, notices, letters and other printed articles – must have NAME and ADDRESS of person authorising and the NAME and ADDRESS of printer
- The address must NOT be a post office box
- All online election material requires the NAME and ADDRESS of the person authorising the material
- City of Rockingham by-laws regarding placement of signs are online.



# SCRUTINEERS

- Appointment Form
  - Must be appointed by a candidate
- Refer to *Information for Scrutineers available on the WAEC website* for rights and obligations



# DISCLOSURE OF ELECTORAL GIFTS

- Chief Executive Officer maintains electoral gift register
  - Candidate and donor must disclose any gift of \$300 or over, or 2 or more gifts made by 1 person totalling \$300 or more received within the 6 month period prior to election day. This can include: money, gifts, discounts and provision of services.
- Gift Register is available for public viewing
- Part 5A of the Local Government (Elections) Regulations 1997
- Gifts received prior to nomination must be disclosed within 3 days of nomination.
- Gifts received after nomination must be disclosed within 3 days of receipt.



# 2023 LOCAL GOVERNMENT ORDINARY ELECTION

## 21 OCTOBER 2023

- Returning Officer
- Vesna Harrison
- 0477 589 524
- [lgro\\_rockingham@elections.wa.gov.au](mailto:lgro_rockingham@elections.wa.gov.au)





# Any Questions?

