



## 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.

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| STEP 1 | Read the enclosed presentation and leaflet " <i>Standing for Council – Information for Candidates</i> ." This can be e-mailed to you on request. The publication is also available on our website.  |
| STEP 2 | You must check whether you are eligible to nominate (information is contained in the Guide and the back of the nomination form).  |
| STEP 3 | If you wish to nominate yourself complete enclosed <b>FORM 8</b> – “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 <b>FORM 9</b> “Nomination for Election by Agent” and provide them with a letter stating that you want them to nominate you – state the ward if the district is divided into wards. They must then complete the nomination for you. |
| STEP 4 | Write out a profile about yourself of not more than 800 characters 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.   |
| STEP 5 | Your nomination cannot be accepted unless you provide a deposit of \$80 – see back of nomination form for method of payment. Your nomination will not be accepted without a complying profile. Nomination deposits are refunded after the election in some circumstances.   |
| STEP 6 | You must deliver or have delivered the nomination to Peter Klein (Returning Officer) at the nomination place that is ( <i>the Shire of Wyalkatchem, Cnr Honour Avenue and Flint St, Wyalkatchem</i> ) by 4.00pm 09 September 2021 (the close of nominations). Method of delivery can be by post, or any other electronic means (so long as it is capable of being printed in its entirety, including signature) by the returning officer.   |

### Withdrawal of nomination

The withdrawal of a nomination is effective if:

- written notice of it is received by the returning officer at the nomination place (*Shire of Wyalkatchem*) 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; or
- a candidate dies before the close of nominations.

You cannot withdraw a nomination after the close of nominations.

# RETURNING OFFICER MANUAL NOMINATIONS

## Term of office

If you are successful your term of office as a councillor will be for four (4) years or two (2) years.

## Drawing of ballot paper position

The returning officer will conduct the draw for ballot paper positions at the Shire of Wyalkatchem Building after 4pm 09 September 2021. 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 09 September 2021.

## Voting

The system of voting used is the “first past the post” system. Where there are two positions an elector will cast a valid vote by placing a tick in the box against either one of the candidates of their choice. Where there are more than two vacancies, an elector may place a tick in a box against as many candidates as there are vacancies to be filled.

**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. Further **publication** can include all forms of disseminating information such as electronic means such as e-mail, radio or television.

It is very important to comply with this provision when you get your printing done because a penalty of \$2,000 may be incurred.

## Disclosure of electoral donations

Candidates must disclose any electoral donations promised or received within the six-month period prior to the Election Day that either alone or in combination from one person exceed a value of \$200. Enclosed **FORM 9A** is to be used. Disclosure is to be submitted within 3 days of nomination and also after any further gifts are promised or received. Disclosure is to be made to the Chief Executive Officer.

Enclosures:

- Nomination **FORM 8**
- Nomination by Agent **FORM 9**
- Disclosure of Gifts **FORM 9A** and copy of reg.30.A to 30.I