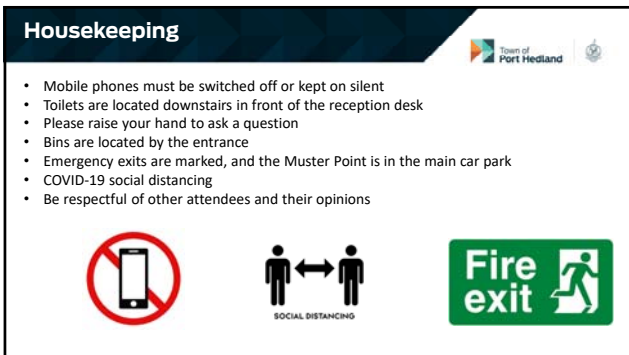




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3

Speakers

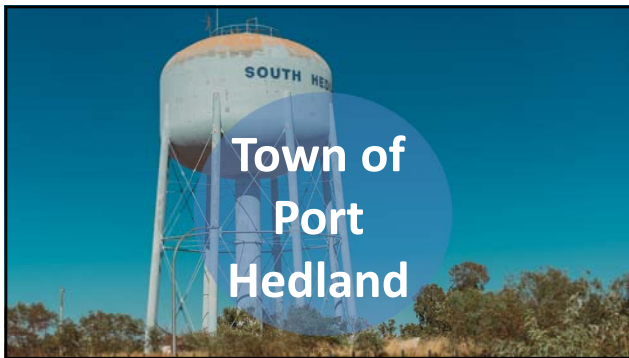


Town of Port Hedland
Carl Askew
Chief Executive Officer

Western Australian Electoral Commission (WAEC)
Jeff Solliss
Returning Officer





4



5

Port Hedland Statistics

Population	14,971
Total Area	18,431 km ²
Number of Ratepayers	5,818
Number of Electors	8,112
21/22 Budgeted Total Rates	\$54 million
21/22 Budgeted Capital Works	\$77.6 million
Number of Staff (FTE)	247
No. Recreation facilities	7
Length of Roads maintained	678 km

6



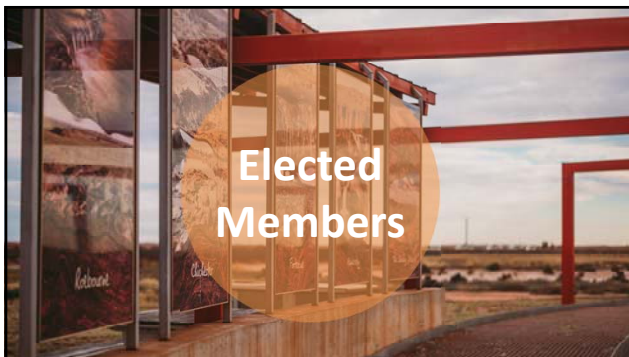
7

Chief Executive Officer

Chief Executive Officer Functions (s.5.41 LGA)


- Advises Council in relation to the functions of a local government;
- Ensures advice and information is available to Council so informed decisions can be made;
- Causes Council decisions to be implemented;
- Manages the day to day operations of the local government;
- Liaises with the Mayor on the local government's affairs and performance;
- Speaks on behalf of the local government if the Mayor agrees;
- Responsible for the employment, management, supervision, direction and dismissal of employees;
- Ensure records and documents are properly kept; and
- Performs any other function specified or delegated by the local government or any written law as a function to be performed by the CEO.

8



9


Mayor and Councillors



- The Mayor and 8 Councillors are popularly elected for a 4-year term for the District of Port Hedland, with a half Council Ordinary election held every two years
- This election is for the Mayor and four Councillors for a four-year term
- The Deputy Mayor is elected by Councillors (for a period of 2 years)
- Councillors are elected as members of Audit, Risk and Compliance (ARC) Committee and Chief Executive Officer Performance Review Working Group
- Councillors are also elected to serve on 16 external committees
- Elected Members can expect to spend up to 15-20 hours per week attending to their duties as Elected Members

10

Role of the Elected Council



Role of the Council (s 2.7 LGA)

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

...

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.


...

(3) The council —

- (a) employs the CEO; and
- (b) conducts an annual review and sets KPI's

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Role of a Councillor



Role of Councillors (s 2.10 LGA)


A councillor —

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




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Role of Mayor




Role of the Mayor (s 2.8 LGA)
 (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 CEO** on local government's affairs and performance of its functions.



13


Meeting and Workshop Attendance



- Councillors are expected to attend between 1 and 3 meetings every week, generally outside of normal business hours
- Annual General Meetings (AGM) of Electors**
 - Once every financial year to present Annual Report and Audited Financial Statements
- Council Meetings (5:30pm start)**
 - Formal meetings where decisions are made
 - Currently held on the last Wednesday of each month (determined by Council)
 - Special meetings held for special purposes e.g. Swearing in Ceremony or consideration of urgent matters
 - Council Meetings are live streamed
- Other Meetings (see next slide)**
 - Confidential Briefings
 - Agenda Feedback Sessions
 - Budget Workshops
 - Briefings
 - Consultation Sessions
 - Functions
 - External Committees
- Audit, Risk & Compliance (ARC) Committee Meetings**
 - Four meetings per year

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Council and Committee Meetings



Type of Meeting	Frequency of Meeting	Reading Volume
Ordinary Council Meeting	Monthly	200 to 600+ pages
Confidential Briefing Meeting	Monthly	100 to 200+ pages
Agenda Feedback Session Meeting	Monthly	200 to 600+ pages
Audit, Risk and Compliance Committee Meeting	Quarterly	30 to 70+ pages
Workshops or Briefings	As required	30 to 200+ pages

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Other Councillor Duties



Workshops / Briefings (held at times to suit members)


- Held regularly as required, generally before Council and Committee meetings

Other Meetings

- Local community groups – eg. Chamber of Commerce, Sporting Clubs, Art and Culture Group, Ratepayer Associations
- Deputations, special visitors, etc.


Other

- Presentations / functions / training and seminars, etc.
- Community representation
- Ratepayer advocacy
- Citizenship Ceremonies



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Training Requirements



Councillor Training

- Council Member Essentials to be completed within first year of office
- The Town meets the cost of course registration

Newly Elected Members will be required to complete the following training (which is generally held during normal business hours) in the first two months following the election:

October 2021	November 2021
<ol style="list-style-type: none"> 1. Induction Training for new EMS 2. Meeting Procedures 3. Elected Member Induction – <ul style="list-style-type: none"> • Programs, Seminars, Projects and Capital Works 4. Gift Disclosures 	<ol style="list-style-type: none"> 1. Serving on Council 2. Elected Member Inductions – <ul style="list-style-type: none"> • Integrated Planning Framework • Local Schemes and Planning Strategy

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Councillor Allowances



Set by WA Salaries and Allowances Tribunal
Reviewed annually

Allowances 2021/22

Allowances: (paid monthly)

- Mayor \$89,753pa
- Deputy Mayor \$22,438pa

Meeting Attendance Fee: (paid monthly)

- Mayor \$47,516pa
- Councillors \$31,678pa

IT allowance is \$3,500 pa
Costs for attendance at conferences, seminars and training



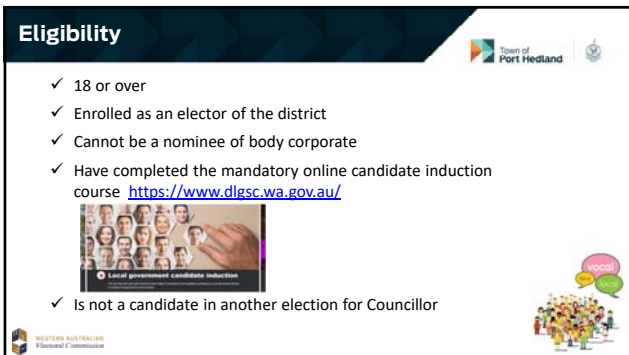
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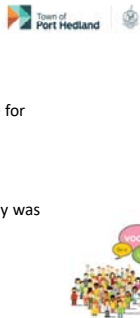
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21

Disqualifications


- A member of parliament
- An insolvent under administration
- Convicted of a crime and is 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



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Candidate Information USB

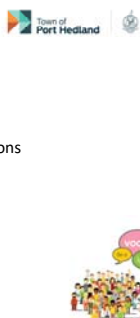
- Information for candidates and scrutineers
- Relevant forms
- Ballot paper Formality Guide



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An Effective Nomination



- Completed and signed nomination form [LG08]
- Candidate profile
- Deposit (\$80 credit card preferred)
- Received by Returning Officer before close of nominations



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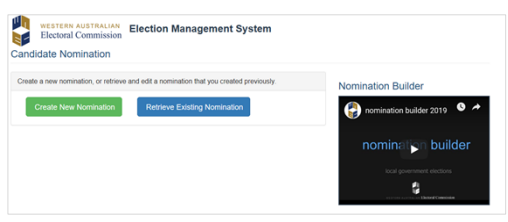
Online WAEC Nomination Builder

- Online nomination builder available from <https://portal.waec.wa.gov.au/nomination/new>
- You can prepare the nomination form, profile and upload and crop photograph online
- You **can not** nominate online
- Provide reference number at RO interview when submitting nomination



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Nominating for Election



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Profile

- Not more than 800 characters
- Biographical information about the candidate
- Statement of candidate's policies or beliefs
- Not to be false or misleading
- Passport size photograph, head or head and shoulders (*optional*)
- Profile will be placed on the Council's noticeboard as well as included in the postal package
- Nominations are confidential until formally accepted by the Returning Officer

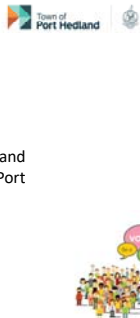


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Electoral Rolls

Free to candidates for campaigning purposes

- 1 Residents Roll
- 1 Owners and Occupiers Roll (for the district they are contesting)
- These rolls are to be used for electoral purposes only and must either be destroyed or returned to the Town of Port Hedland post election



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Postal Voting: Mail-out of Packages

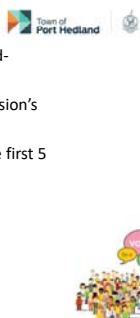
- Election packages to be lodged with Australia Post from Friday, 17 September 2021
- Last weekend for effective campaigning is Saturday, 2 – Sunday, 3 October 2021



29

Postal Voting: Return of Voting Packages



- Packages can be posted to the Returning Officer or hand-delivered to the local government office
- Australia Post returned numbers posted on the Commission's website daily
- Typically about 50% of packages are returned within the first 5 business days after being received



30

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

31

Issue of Replacement Voting Packages



Local Government staff can issue replacement voting papers – the original election package will need to be cancelled first

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Election Day: Close of Poll at 6:00pm

- Count process – first past the post; manual and/or electronic count (CountWA)
- Scrutineers
- The Returning Officer declares the results on the night
- Results are posted onto the Commission’s election website www.elections.wa.gov.au

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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 votes included in the count

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Electoral Material








- All election material must be properly authorised: This is Good Electoral Practice
- 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
- Newspaper advertising only requires the NAME and ADDRESS of the person authorising the advertisement
- Social media accounts must be authorised on the home or landing page

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Election Signs

Where can I install election signs?








- You can place election signs on private property, provided that you obtain approval from the owner of the property first.
- Election signs must not be placed on any Local Government owned property / fences / buildings/ parks etc. Examples are: Civic Centre, Depot, JD Hardie, Libraries, Aquatic Centers and the Wanangkura Stadium.
- Election signs must not obstruct or encroach a public thoroughfare or endanger the public in any way.
- Each sign must be erected using its own stake or picket. Signs must not be placed on any existing sign infrastructure.

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Electoral Offences

- Bribery and undue influence
- Printing and publishing of unauthorised electoral material
- Print, publish or distribute misleading or deceptive material (This could also lead to personal litigation)
- Canvassing in or near polling places
- Offences relating to postal votes
- Interference with electors and infringement of secrecy



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Code of Conduct

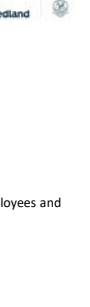
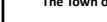

Code of Conduct

- Guides the behaviour of Candidates during the election period
- Personal Integrity
- Relationships with others
- Accountability
- Complaints and management of alleged breaches

Rules of Conduct (incorporated into the Town of Port Hedland Code of Conduct)

- Misuse of local government resources
- Securing personal advantage or disadvantaging others
- Prohibition on involvement in operational matters and relationship with Town employees and contractors
- Disclosure of confidential information
- Disclosure of interests




The Town of Port Hedland Code of Conduct is available on the Town's website



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Scrutineers

- Appointment Form - Must be appointed by a candidate
- Refer to *Information for Scrutineers* for rights and obligations



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Disclosure of Electoral Gifts

- Chief Executive Officer maintains electoral gift register
- Gift Register is available for public viewing
- Refer all questions to the Chief Executive Officer

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Election Day

Count commences after 6:00pm
Successful candidates declared elected after the Count and receive a welcome pack

Monday, 18 October 2021 Special Council Meeting at 5:30 pm:

- Successful candidates are sworn in
- Deputy Mayor will be appointed
- Seating arrangements will be confirmed

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Returning Officer Contact Details

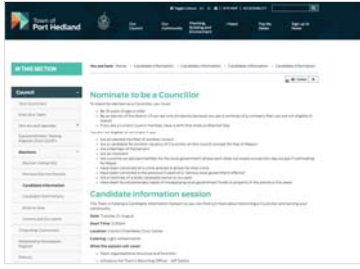




Returning Officer: Jeff Solliss
Mobile: 0460 285 335
Email: LGro_port@elections.wa.gov.au

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Further Information



Town of Port Hedland Website:
<https://www.porthedland.wa.gov.au/our-council/council/elections.aspx>

The screenshot shows the Town of Port Hedland website with a navigation menu on the left and a main content area. The main content area has two sections: "Nominate to be a Councillor" and "Candidate information session".

43



The graphic features the word "Questions" in a large, bold, red font. It is surrounded by numerous grey question marks of varying sizes, some appearing to float or be scattered around the text.

44
