



## **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 booklet published by the Department of Local Government called <b><i>Standing for council – Information for Candidates</i></b> .
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 150 words 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 the returning officer at the nomination place that is Shire of York Administration Centre, 1 Joaquina Street York WA 6302 by 4.00pm on 12 <sup>th</sup> September, 2013, the close of nominations. Method of delivery can be by post, by fax or any other electronic means (so long as it is capable of being printed in its entirety, including signature) by the returning officer.  Note: if your nomination is by fax or other electronic means, arrangements will have to be made for payment of the \$80 deposit before 4.00pm on 12 <sup>th</sup> September, 2013.

### **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 York Administration Centre, 1 Joaquina Street York WA 6302 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.**

## Term of office

If you are successful your term of office as a Councillor will be four (4) years.

## Drawing of ballot paper position

The returning officer will conduct the draw for ballot paper positions at the nomination place, the Shire of York Administration Office. This will start as soon as practicable following the close of nominations which occurs at 4.00pm sharp on Thursday 12<sup>th</sup> September, 2013. 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 13<sup>th</sup> September, 2013.

## 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.

[s4.74, Sch 4.1]

## 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 eg. 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

Both candidates and donors must disclose any gifts promised or made 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 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.

Enclosures:

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