

ALGWA - WA BRANCH Inc.

**SO YOU WANT TO BE
A COUNCILLOR?**

AIMS

- To promote Local Government by furthering women's knowledge and understanding of its function.
- To watch over and protect the interests and rights of all women in Local Government, both elected members and employees.
- To take action in relation to any subject or activity affecting Local Government and Local Government legislation.
- To act in an advisory capacity to intending women candidates for Local Government election.
- To encourage and support women to make a career as an officer of Local Government.

ACTIVITIES

- Act as an information base for women in Local Government, including a newsletter and other publications.
- Hold conferences, seminars and workshops on issues of interest to women in Local Government.
- Run a Mentor Bank.
- Speak to schools and community groups about careers for women in Local Government – both as councillors and employees.
- Arrange networking and support for Women in Local Government.

TODAY'S PROGRAM

- The Electoral Process
- Roles and Responsibilities
- Getting Elected
- Time Management
- Personal Perspectives on Being A Councillor
- Discussion Session

ELECTORAL PROCESS

- KEY QUESTIONS
- Am I eligible to nominate as a candidate
- How do I nominate
- What is a candidate profile
- When do I nominate

AM I ELIGIBLE TO NOMINATE

You are qualified if:

- You are 18 years or older
- You are an elector of the district (not eligible if only an elector because you are a nominee of a company)
- You are not standing for two positions on council (unless you are standing for Mayor or President as well as a Councillor)
- If you are a current Council member whose term ends on election day (unless standing for Mayor or President)

AM I ELIGIBLE TO NOMINATE? cont

You are disqualified if:

- Are a member of the State or Federal Parliament
- Are an insolvent under administration
- Are serving a prison sentence for a crime
- Have been convicted of a serious Local Government offence within the last 5 years
- Are a member of another Council
- Are subject to a court order disqualifying you from being a council member because you have misapplied local government funds or property

REQUIREMENT TO BE AN ELECTOR & ELIGIBILITY TO BE ENROLLED

- You are enrolled as an elector on the State and Federal rolls in respect of a resident in the electorate
- As an owner or occupier of rateable property within the electorate, your eligibility claim for enrolment has been accepted by the CEO
- You are an owner or occupier of rateable property within the electorate, not on a State or Federal roll (ie not an Australian Citizen) but enrolled on the last completed roll of that Local Government prior to May 1997 and have owned or occupied property within the district continuously since that roll was prepared

HOW DO I NOMINATE

- Look for public notice calling for nominations
- “Statewide public notice” given by the Returning Officer (RO) will call for nominations on or after the 56th day but not later than the 45th day before election day
- Notice may be on Local Government’s office and Library notice boards and in a newspaper circulating throughout the State
- The notice will include, the number of vacancies to be filled, the nomination place and the nomination period

HOW DO I NOMINATE (cont)

- You need to make an “effective” nomination
- For this you must have:
 - A nomination form
 - A candidate profile
 - A deposit of \$80.00
 - An authorisation (if using an agent to lodge)
 - Use Form 8 (available from RO)
- Must be received by the RO within the period beginning the 44th day before election day and ending at 4.00 pm on the 37th day before election day

HOW DO I NOMINATE (cont)

- Candidate profile to be prepared in a specified way
- Written authorisation from yourself as the candidate is needed if your nomination is made by another person on your behalf
- Required deposit is to accompany nomination or the deposit must be paid before nomination closes (cheques must be cleared prior acceptance)
- Nomination and written authorisation can be faxed, posted, delivered or sent by any electronic means providing that a hard copy of the nomination can be reproduced in full including your signature

HOW DO I NOMINATE (cont)

- Nomination is deemed to be received when a hard copy is printed (check, that it has been received and printed before close of nominations)
- Deposit can be made by cash, bank draft or postal order made out to the Local Government, also by cheque or electronic funds transfer but check with RO first
- Deposit is required to discourage frivolous nominations

CANDIDATE PROFILE

- General purpose of the candidate profile is to provide people in the community with information about yourself relevant to your potential role as a Councillor and what you would work towards if elected to Council
- Helps members of the community to make an informed choice when voting
- Not more than 150 words in English
- To be confined to information about yourself

CANDIDATE PROFILE (cont)

- Not to contain information that is false, misleading or defamatory
- To be handwritten, typed or printed on a single sided A 4 page
- To include your full name, address and contact details (name to be in the form you have asked for it to be shown on the ballot paper)
- Should include a recent photograph, head or head and shoulders, no larger than a passport photo

IMPORTANT DATES

- The last day to enrol as an elector;
5.00pm 18th March
- The first day for nominations:
24th March
- The last day for nominations:
31st March
- Postal Voting starts:
11th April
- Postal Voting closes:
5th May
- Election Day:
7th May

GETTING ELECTED

- Understand why you want to stand
- Know your area and your neighbours
- Expand on your 150 words to your electors
- Write what it is you would like to do if elected
- Go and speak to everyone, Clubs, Sporting Groups, and relevant organisations
- Doorknock on every house if possible
- Be visible
- Do pamphlet drop
- Advertise in local papers

GETTING ELECTED (cont)

- Be ready and organised before nominations open
- Nominate on first day
- Don't be afraid to ask for help
- Make sure you understand the Electoral rules and authorise and printed by on every publication you have printed
- Attend Council meetings to familiarise yourself on Council procedures

ROLES AND RESPONSIBILITIES

- The Council
 - Directs and controls the Local Government's affairs.
 - Is responsible for the performance of the Local Government function.
 - Oversees the allocation of the Local Government finances and resources.
 - Determines the Local Government policies.

ROLES AND RESPONSIBILITIES

- The Mayor or President
 - Presiding at Council Meetings.
 - Providing Leadership and Guidance to the Community.
 - Carrying out Civic and Ceremonial duties on Behalf of a Local Government.
 - Speaking on Behalf of the Local Government.
 - Performing Such Functions as Specified in the Local Government Act 1995 or Other Written Laws.
 - Liaising with the CEO on the Local Government's Affairs and the Performance of its Functions.

ROLES AND RESPONSIBILITIES

- The Councillors
 - Represents the Interests of the electors, ratepayers and residents of the district.
 - Provides leadership and guidance to the community in the district.
 - Facilitates communications between the community and the council.
 - Participates in the Local Government decision-making processes at council and committee meetings.
 - Performs such other functions as are given to a councillor by this Local Government Act 1995 or any other written law.

ROLES AND RESPONSIBILITIES

- The Chief Executive Officer
 - Advises the Council.
 - Provides advice and information so that informed decisions can be made.
 - Causes Council decisions to be implemented.
 - Manages day to day operations.
 - Liaises with the Mayor or President.
 - Speaks on behalf of the Council if authorised.
 - Responsible for the employment, management, supervision, direction and dismissal of other employees.
 - Ensures records and documents of the Local Government are properly kept.
 - Performs delegated functions of the Council.

ROLES AND RESPONSIBILITIES

- General Staff
 - Carries out the directions of the CEO not Councillors.
 - At the coal face of service delivery.
 - Carries out technical functions.
 - Ensures statutory compliance of both Local Government and its client groups.
 - Operates within Act of Parliament, regulations and Council Policies.
 - Ensures a safe workplace.
 - Operates within equal opportunity principles.

ROLES AND RESPONSIBILITIES

- Code of Conduct for Elected Members
 - Is complementary to the principles adopted in the Local Government Act 1995.
 - Better decision making by Local Government.
 - Greater community participation in the decision and affairs of Local Government.
 - Greater accountability of Local Government to their communities.
 - More efficient and effective Local Government.

ROLES AND RESPONSIBILITIES

- Code of Conduct – the following are decisions you will have to consider in your role as a Councillor.
 - Conflict of Interest.
 - Confidential Information.
 - Improper or Undue Influence.
 - Gifts and Bribery.
 - Personal Behaviour.
 - Performance of Duties.
 - Compliance with Lawful Orders.

GETTING ELECTED

TIME MANAGEMENT

- Commitment to Local Government re: ward and council meetings
- Preparation time (familiarise yourself with reading all council papers)
- Site visits
- Community meetings
- Family commitments
- Work commitments

PERSONAL PERSPECTIVES ON BEING A COUNCILLOR

- How did you get there
- Why did you want to be a Councillor
- Why are you still there
- Personalise (don't be too long and try to find a funny story people will remember that)

DISCUSSION / QUESTIONS

- Any questions