

POLICY NO: 4.2.14

LOCAL GOVERNMENT ELECTIONS

OBJECTIVE

To provide guidance concerning Local Government Elections for the City of Vincent.

POLICY STATEMENT

The Local Government Act 1995 (Part 4) and the Local Government (Elections) Regulations 1996 prescribe the Legal requirements for Local Government Elections.

In addition to the legal requirements as prescribed in the above Legislation the Council's position for Local Government Elections is as follows:

1. GOVERNANCE

1. Type of Election

All Local Government Ordinary and Extraordinary Elections and Plebiscites shall be by postal vote, unless the Council resolves that there are extenuating or special circumstances which precludes this.

1.2. Conduct of Elections and Plebiscites

All Local Government Ordinary and Extraordinary Elections and Plebiscites shall be conducted by the West Australian Commission by postal vote, unless the Council resolves that there are extenuating or special circumstances which precludes this.

1.3. Model Resolutions for Elections

The model resolutions for Agenda Reports relating to Elections is as follows;

“ That the Council;

- 1. DECLARE in accordance with Section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner be responsible for the conduct of the Election for the City of Vincent; and*
- 2. DECIDE, in accordance with Section 4.61(2) of the Local Government Act 1995, the method of conducting the Election/ for the City of Vincent as a postal election;”*

2. PRE-ELECTION

2.1 Promotion/Advertising of Elections

In addition to the Statutory Requirements for advertising of the Election, the City shall advertise and promote Elections (and Plebiscites where appropriate), in accordance with the City's Policy No. 4.1.5 – Community Consultation – Part 6 and Part 7 as follows:

Subject	Minimum Requirement
Local Government Ordinary and Extra-Ordinary Elections and Plebiscites	<p>In addition to legislative requirements prescribed in the Local Government Act 1995 and Local Government (Elections) Regulations 1996, the following will be carried out;</p> <p><u>1. City of Vincent Website</u></p> <p>At least the 50th day before Election day, relevant information is to be placed on the City’s website.</p> <p><u>2. Advertising</u></p> <p>At least the 50th day before Election day, information/advertisement is to be placed in a local newspaper circulating in the City. The advertisements will be placed every fortnight up until Election day.</p> <p><u>3. Banner/Signage in</u></p> <p>At least the 50th day before Election day appropriate banner/signage is to be erected at Strategic locations (major roads, parks), as determined by the Chief Executive Officer.</p> <p><u>4. Posters/Displays</u></p> <p>At least the 50th day before Election day posters and displays are to be displayed in buildings owned by the City, including:</p> <ul style="list-style-type: none"> • Administration and Civic Centre • Library and Local History Centre; • Beatty Park Leisure Centre. <p><u>5. Media Statements</u></p> <p>Media Statements promoting the Election shall be issued by the Mayor and/or Chief Executive Officer. The Media Statements shall be regularly issued in the lead up to the Election.</p>

2.2 Information Session for Potential Candidates

The City will arrange for an information session to be held with potential candidates explaining the Election process and also including relevant information for Candidates. It should be noted that this information session maybe held jointly with other Local Governments.

2.3 Distribution of FAQ Brochure.

The City will promote the Department of Local Government Brochure, “*Frequently Asked Questions about your Local Government*” brochure.

3. Election Day

- 3.1 Western Australian Electoral Commission (WAEC) – Returning Officer.
The Returning Officer appointed by the WAEC is responsible for the conduct of the Election, including on Election day.
- (a) The City of Vincent Administration and Civic Centre will be open to receive votes delivered by Electors, including on Polling day.
 - (b) The City of Vincent Administration and Civic Centre (Function Room) will be the prescribed location to conduct the counting of votes.
 - (c) Large signs will be displayed at the front of the Administration and Civic Centre on Election day, describing; “Local Government Elections – Polling Place”.
 - (d) The City will not conduct any activities in the Administration and Civic Centre or its carpark or adjoining gardens, which may adversely impact on the conduct of the Elections or access to the premises.

POST ELECTION

4. Swearing in Ceremony

4.1 Ordinary Elections

The Council shall conduct an official function (swearing in ceremony) following Local Government Elections to enable newly elected Council Members to make a declaration in accordance with the provisions of the Local Government Act 1995.

- (a) The swearing - in ceremony for newly Elected Council Members will be held at a Special Meeting of the Council on the first Tuesday immediately following the Local Government Election, at 6pm, in the Council Chambers.
- (b) This ceremony is to be immediately followed by the election of the Deputy Mayor (as prescribed by law).
- (c) The immediate family and close friends of newly Elected Council Members are to be invited to attend the Swearing - in Ceremony and post Ceremony celebrations.
- (d) The post swearing - in ceremony celebrations shall be a modest buffet meal as determined by the Mayor, in the City’s Administration and Civic Centre function room.

4.2 Extraordinary elections

- (a) In the case of an extraordinary Election, the swearing - in ceremony shall be conducted within seventy two (72) hours of the close of the poll.
- (b) At the first Ordinary Council meeting scheduled after the Swearing-in ceremony following an extraordinary Election, the Chief Executive Officer is to cause a report to be presented to the Council that provides opportunity for the newly Elected Councillor/s to be nominated and elected to a Committee of Council (in accordance with s.5.10(2) of the Local Government Act 1995) as well as to be nominated and elected as appropriate to any vacant positions as delegates to Advisory Groups and various organisations.

5. Election to Statutory Authorities, Committees, Advisory and Working Groups

- (a) The Chief Executive Officer shall prepare a report for consideration of the Council at the first Ordinary Meeting of the Council to enable Council Members to be nominated and elected to a Committee of Council (in accordance with s.5.10 (2) of the Local Government Act 1995) as well as to be nominated and elected as delegates to Advisory and Working Groups and various organisations.
- (b) The Chief Executive Officer shall liaise with the Mayor and provide a list of all Committees, Advisory and Working Groups, to enable the report to be circulated to the Council Members (if appropriate), prior to the Council Meeting.
- (c) The Council shall consider its Advisory and Working Groups and amend or discontinue as it sees fit.
- (d) The Council shall also authorise the Chief Executive Officer to advertise seeking nominations from the Community for such Groups.

6. Council Member Inductions

- (a) As soon as practicable after an election, the Chief Executive Officer will arrange an Induction Programme for newly elected Council Members, after their Swearing - in Ceremony.
- (b) The Induction Programme will cover the items/topics listed in the West Australian Local Government Association – Induction Ceremony Guideline. A copy of each Council Members Induction Program, Checklist will be filed in the City's Records.
- (c) Newly elected Council Members who wish to undertake additional training with the West Australian Local Government Association (Council Member Training Programme) or other approved organisations, may do so, in accordance with Council Policy No. 4.2.9 – '*Professional Development*'

Date Adopted:	12 FEBRUARY 2014
Date Amended:	-
Date Reviewed:	-
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