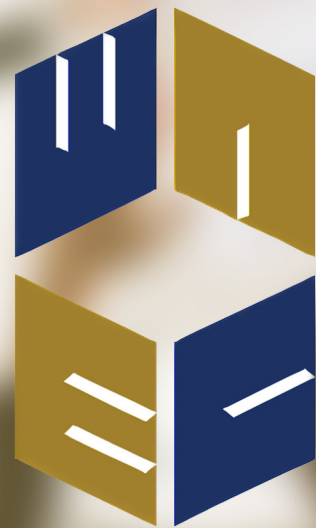


2023

Local Government Election



RETURNING OFFICERS (IN PERSON)

MANUAL



WESTERN AUSTRALIAN
Electoral Commission

OUR PURPOSE

To provide Western Australians with an electoral experience that they understand, trust and can access easily and efficiently.

OUR VALUES

Impartial

Our electoral outcomes will not be influenced by others.

Professional

Our work will be at the highest standards for ethics, accuracy and efficiency.

Respectful

Our relationships will be courteous, honest and fair with all.

Innovative

Our systems and processes will adapt to customers' needs.

Collaborative

As a team we will consult and test new ideas with customers.

Message from the Electoral Commissioner

Thank you for accepting an offer to be a Returning Officer for the local government ordinary elections for 2023. Your role is to be the public face of the Commission during an election and you have been chosen for your organisational as well as problem solving and communication skills. Throughout the election period you will have to put those skills into practice dealing with local government administrations, candidates and electors. We hope this manual will help to guide you in those interactions.

With your assistance, the Commission aims to deliver professional and innovative electoral services of the highest integrity.

In completing your role remember to:

- treat candidates equitably and with utmost impartiality
- ensure you have a good working relationship with your specific local government
- ensure that all requests are dealt with promptly
- always maintain the confidentiality of personal information
- deliver an accurate and procedurally correct count.

This manual provides most of the basic information you will need to know as a Returning Officer which is further supported by online and face to face training.

If you have any suggestions for improvement to our training or services, please do not hesitate to raise these with your Returning Officer Liaison Officer (ROLO) or the relevant manager and include them in any reports.

Thank you again for accepting the role as a Returning Officer and I hope you enjoy and are proud of working for the Western Australian Electoral Commission at this important electoral event. Local government elections are a vital part of our democratic system and the Commission is proud to deliver them.

Robert Kennedy

ELECTORAL COMMISSIONER

August 2023

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1 How to Use this Manual

This is an operational manual and is designed to be used and read many times during the election. Its content is detailed and the relevance of some of the information within it will only become apparent at certain stages of the election.

This manual is a guide for both experienced Returning Officers and those who may be conducting their first election. It is an easy-to-read manual that details everything you need to know about local government elections.

The manual is divided into chapters with all information about each process grouped together. The chapters are sequenced in the chronological order of the election. At the end of the manual you will find forms, checklists and suggested scripts to be used when completing the relevant tasks.

1.1 On your first reading of the manual

Rather than attempting to remember the entire contents of the manual, it is more important you browse through the entire manual and become familiar with its structure so you can find information quickly. The Learning Management System (LMS365) Training, which has the online training modules, has activities that will help you practice finding information in this manual. In applying its contents through these activities you will gain a better understanding of how to use the manual in practical situations.

This manual reflects the requirements of the *Local Government Act 1995*, *Local Government (Elections) Regulations 1997* and other applicable acts and regulations for in person elections being held in October 2023.

1.2 Further Reading

Become familiar with the following electoral information and manuals:

- Extracts from the recently updated *Local Government Act 1995* and *Local Government (Election) Regulations 1997* (electronic copy provided by WAEC).
- *Electoral Officer Manual (In Person) - 2023* (WAEC publication)
- *Returning Officer CountWA Manual - 2023* (WAEC publication)
- WAEC website www.elections.wa.gov.au - become proficient in navigating to the various sections on local government elections:
 - *Nomination Builder* on the WAEC website - develop a working knowledge of its operation <https://lgportal.waec.wa.gov.au/nomination/new>
 - LG Portal for nominations, issuing votes and results (website) <https://lgportal.waec.wa.gov.au/>
- *Fact Sheets for Candidates* (Department of Local Government publication)
- *Candidates Information Guide, Local Government Ordinary Elections - 2023* (WAEC publication)
- *Information for Scrutineers, Local Government Ordinary Elections - 2023* (WAEC publication)
- *Formality of Ballot Papers Guide - Local Government Elections - 2023* (WAEC publication)
- *Service Charter for Local Government Ordinary Elections - 2023* (WAEC publication)

Adhere to all instructions in this and other manuals and guides as they are based upon relevant acts and regulations. Do not make interpretations of acts or regulations. Refer such issues to your RO Liaison Officer (ROLO) or the RO Coordinator.

2 Glossary of Terms

TERM	DEFINITION
Absent Vote	A vote is cast at any other local government district by an elector who is outside their enrolled local government. Absent votes can only be issued for in person elections and cannot be issued for postal elections.
Absolute Majority	The number of votes which constitute at least one more than half of the total valid votes eg 50% of the votes +1 vote.
Administration Contact	The ROs main point of contact with the local government is the Administration Contact and will be listed in the <i>Election Information for Councils</i> (LG33).
Ballot Box	A sealed box in which ballot papers are placed by electors after voting.
Ballot Draw	Random allocation of candidate names to a position on the ballot paper. It is a public event held immediately after the close of nominations.
Ballot Paper	A paper printed for an election showing candidate names which voters mark to record their vote. It also contains voting instructions.
Batch Headers	<i>Envelopes Batch Header</i> (LG72) used when processing returned postal packages to record the number of ballot papers and envelopes in each batch.
Book of Arrangements	The official record of the election. The <i>Book of Arrangements</i> is used to file copies of nomination forms, key communications, results and election paperwork.
Candidate	A person who has nominated to stand for election.
Candidate Profile	A profile is submitted by each candidates to provide electors with information about their background, beliefs and policies. It assists electors in making an informed decision when voting.
Candidate Rolls	When nominating, all candidates are eligible to receive a copy of the two electoral rolls for their election. The residents roll is supplied by the RO and the owners and occupiers roll is supplied by the local government.
Classes of Local Governments	Local governments have been allocated a class rating. These range from Class 1 to Class 4 and are based on the Bands allocated by the Salary and Allowance Tribunal in its 2012 determination. Factors include major growth and development; strategic planning, including risk management; infrastructure development and asset management; significant social/economic/environmental issues; population; significant demand to service and support non-resident needs; diversity of services; community involvement and advocacy; state or national negotiations; operational and managerial requirements; capacity to pay; total expenditure; and FTEs.
Close of Nominations	The final date and time that nominations close for the election. Nominations close at 4.00 pm on the 44 th day before election day. The close of nominations for these local government elections will be 7 September 2023.
Close of Rolls	For local government elections, rolls close at 5.00 pm, 57 days prior to polling day. To be eligible to vote in the election or to become a candidate, an elector must be on the electoral roll prior to roll close. The close of rolls for these local government elections will be 25 August 2023.
Council	Administrative body of a local government district.

TERM	DEFINITION
Councillors	People elected to represent their local community in the running of their local government.
Count Card	Used in manual counts. A count card is prepared for each candidate and one for informal votes to help count staff to sort first preference votes.
CountWA	Counting software used by the WAEC for the electronic recording of ballot paper markings. Full data entry of ballot papers into CountWA will be used for all multi-vacancy elections. CountWA is also used to record first preference votes in single vacancy elections.
Court of Disputed Returns	The Court of Disputed Returns has jurisdiction to hear petitions in which the validity of any election or return is disputed. A single Supreme Court Judge exercises this jurisdiction for Parliamentary elections and a Magistrate for local government elections.
Declaration	After the result of an election is determined, the Returning Officer is to declare the name of each candidate, the first preference votes received by each candidate and the names of the candidates and terms of office of those declared elected. The Returning Officer will also declare the 1 st and 2 nd unelected candidates.
Department of Local Government, Sport and Cultural Industries (DLGSC)	The Department of Local Government, Sport and Cultural Industries partners with local government to deliver good governance to the community. Prior to nominating, all candidates must have completed the course titled <i>Local Government Candidate Induction</i> available on the Department's official website. Local Government Candidate Induction DLGSC (https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates)
District	A local government City, Shire or Town can also be referred to as a district.
Early Voting at Remote Locations	Early voting in remote locations may be conducted in some local governments holding in person elections. Electoral Officers assist with the delivery of services to voters in remote communities.
Election Day	The third Saturday in October every two years is usually the election day. Election day is for the holding of any poll needed for an election.
Election Notice	The contents of the Election Notice are as prescribed in r.31 of the <i>Local Government (Election) Regulations 1997</i> .
Election Packages	The election package contains: a ballot paper envelope/declaration, reply paid envelope, ballot paper with candidate profile and a postal vote information sheet. If an election for Mayor or President is being held a separate ballot paper for that election will also be included. If a referendum is held, relevant information and a referendum ballot paper will also be included. Election packages are posted to all electors on the electoral roll at the close of rolls if their local government is holding a postal election. For in person elections, packages are posted to those who are on the local government's Postal Voters Register as well as to electors who apply to receive a postal vote for only that election.

TERM	DEFINITION
Election Packs	Materials and stationery sent to ROs and/or the local government offices to assist in conducting the election.
Election Results Exercise	ROs participate in an Election Results Exercise to ensure that results reporting from ROs to the WAEC is ready for election night. This exercise reinforces the ROs understanding of election night processes.
Elector	A person whose name appears on a roll as eligible to vote for State, Federal or local government elections.
Elector Certificate	The Elector's Certificate is attached to the ballot paper(s) envelope and is a declaration signed by the elector that they are the person to whom the ballot papers were sent.
Electoral Commissioner	A person appointed by the <i>Electoral Act 1907</i> to be responsible for the impartial administration of electoral laws in Western Australia.
Electoral Officer	Staff used throughout the election period to assist with issuing ordinary, absent and early votes, manual counting of ballot papers and data entry of ballot papers.
Electoral Roll	The master record of all electors who have enrolled and are eligible to vote in an election. It is the combination of the Residents Roll and the Owners and Occupiers Roll.
EMSWA LG	Election Management System for WA Local Government elections. This system holds all information regarding local government elections, including details for: • Local government districts and wards, • Mayoral and councillor elections and vacancies, • Candidates, • Electors, and • Election results. Returning Officers use the LG Portal to access the EMSWA LG functions related to their assigned LG district.
Enrolment Form	A form completed by a person who is eligible to have their name included on the residents roll or is used to amend their details on the roll. Enrolment on the Owners and Occupiers roll is done by application to the local government.
Excluded Candidate	If all vacancies have not been filled, the candidate with the lowest number of first preference votes is excluded and their ballot papers that show the next preference to a continuing candidate are distributed to the remaining candidates.
Exhausted Vote	A vote which has reached the stage where, when distributing preferences, no further preferences can be distributed to a continuing candidate.
Extraordinary Election	In cases where a councillor (or a mayor or president elected by electors) dies, resigns or is disqualified during their period of office, an extraordinary election may be held to fill the casual vacancy. In such cases, a person is elected for the remainder of the term of the former councillor, mayor or president.

TERM	DEFINITION
First Past the Post	Elections that use a simple majority, or first past the post, system elect a candidate who has received the most number of votes in a contest following a single count. This is regardless of whether or not the number of votes for the successful candidate represents a majority of the total amount of votes. First past the post is not being used in 2023 as it has been replaced by Optional Preferential Voting.
Formal Vote	A ballot paper which has been correctly marked and counts towards the result of an election.
How to Vote Card	A card distributed by candidates indicating to electors how they should record their preferences when voting.
In Person Election	The principal method of casting votes is by the elector personally voting at a polling place in the local government district on election day. However, votes can also be cast in person before election day at a location(s) in the local government district (early vote), in person at another local government district up to 4.00 pm on the fourth day before election day (absent vote) or by post (postal vote). In some local governments early voting at remote locations is also available.
Informal Vote	A ballot paper which is declared invalid as it does not comply with the instructions governing the election and therefore cannot be allocated to a candidate in the count.
Information about Candidates	Relevant information supplied by a candidate to be published on the local government's official website. This information is not to exceed 2,000 characters, including spaces.
Information and Communication Technology (ICT)	The WAEC technical team responsible for supplying and supporting laptops, mobile phones and other computer related equipment and software systems used in the election.
LG Portal	The WAEC's computer system used by ROs to capture election data and results. See Appendix 1 <i>Accessing the LG Portal</i> for instructions.
LG RO Online Hub	The Hub enables communication and collaboration between Returning Officers (ROs), as well as between ROs and Head Office (HO) staff involved in supporting and co-ordinating overall RO activities. This includes: • A Microsoft Teams team, allowing online chats, as well as video meetings including screen sharing. • A Home Page with the latest news, Quick links to online applications (e.g. the LG Portal and the Learning Management System (LMS)) as well as other useful online resources. • A location where Files can be shared securely between HO and ROs. Each RO only has access to their own district folder.
LMS365	Learning Management System (LMS) is a software application used by the WAEC for the administration, tracking, reporting, automation, and delivery of educational courses, training programs, materials or learning and development programs.

TERM	DEFINITION
Local Government Act 1995	The Act provides for a system of local government by: • Providing for the constitution of elected local governments in the State; • Describing the functions of local governments; • Providing for the conduct of elections and other polls; and • Providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.
Local Government Code of Conduct	The Code of Conduct, adopted by each local government, is supplied by the RO to candidates when they nominate.
Local Government (Election) Regulations 1997	These regulations apply in relation to the elections and the polls for which will be held on 3 May 1997 and to any subsequent election.
Manual Count	A manual sort and count is used for single vacancy elections.
Mayor	A person who is elected or chosen to lead a group of councillors who govern a local government town or city.
Mayoral Election	When a Mayor or President is elected directly by the electors in the local government district. The term of office is usually for four years.
Multi Vacancy Election	When there is more than one vacancy in an election. Multi vacancy elections are typically held in local governments that do not contain wards.
Nomination	The formal process by which a person becomes a candidate in an election.
Nomination Builder	Provides candidates with an easy online method to enter their information for the nomination form and to input and edit candidate profiles. It is the preferred method of submitting a nomination for elections conducted by the WAEC. Nominations submitted manually using a hard copy form must be entered into the Nomination Builder via the LG Portal by the RO.
Nomination Period	The period between the opening of nominations and the close of nominations. The nomination period runs for 8 days.
Optional Preferential Voting	Optional Preferential Voting requires only that voters register a first preference on their ballot papers for their votes to be counted. Voters who wish to register one or more additional preferences among the remaining candidates are able to do so using consecutive numbers. Optional Preferential Voting is being introduced for the 2023 Local Government Ordinary Elections.
Ordinary Election	A local government election conducted when the term of office of an elected mayor, president or councillor is due to end. Ordinary elections are held on the third Saturday in October every two years. Councillors, and mayors or presidents elected by electors, are elected for four-year terms. One half of the councillors retire from each district or ward every two years.
Owners and Occupiers Roll	To be included on the Owners and Occupiers Roll, non resident owners or occupiers of rateable property within the local government must complete an <i>Enrolment Eligibility Claim</i> (Form 2 obtained from the Council) and forward it to the CEO of their local government before the close of roll. If the claim is accepted by the CEO then that person will be an elector on the Owners and Occupiers Roll and they will be entitled to nominate and vote in the same ways as those on the residents roll.

TERM	DEFINITION
Postal Election	Local government elections where all eligible electors receive a package containing ballot papers and information about the election through the post. Completed ballot papers are returned by post with a signed <i>Elector's Certificate</i> . If a Council wishes to have a postal election, then it must be run by the WAEC.
Postal Vote	Electors who are on the roll for local governments who are holding an in person election may apply for a postal vote. The completed ballot papers must be returned to the local government at any time up to 6.00 pm on election day. This eliminates the need to physically vote at a polling place.
Postal Voters Register	Electors must register to receive a postal vote in an in person election. If they choose to vote by post at all future local government elections their name will be included on the postal voters register and ballot paper will automatically be sent every time there is an election in their ward/district.
President	A person who is elected or chosen to lead a group of councillors who govern a local government Shire.
Presiding Officer	The Electoral Officers appointed by the RO are to include a Presiding Officer and one or more Electoral Officers for each polling place. Section 4.70 of the Act states that the Presiding Officer is in charge of the polling place. The RO may appoint themselves as the Presiding Officer for a polling place.
Processing Centre	Returned postal vote packages are processed at the Central Processing Centre in the three week period leading up to election day.
Provisional Vote	If an elector's name has not been included on the residents roll or the owners and occupiers roll due to a clerical error from either the WAEC or the local government, the elector is entitled to a Provisional Vote. A provisional vote may also be issued if the elector has been marked off the roll as having already voted and they claim that they haven't. A <i>Provisional Voter's Declaration</i> (LG16) needs to be completed by the elector for the RO to determine if their request should be upheld.
Quota	Under Optional Preferential Voting, for a candidate to be elected they must receive enough votes to reach a quota (not an absolute majority). The quota is calculated using the formula: $Quota = \left(\frac{Number\ of\ formal\ votes}{(Number\ of\ vacancies + 1)} \right) + 1$
Re-count	A further count of votes in an election, conducted at the discretion of the Returning Officer.
Referendum	The submission of a question to the electors of the district. An extra ballot paper will be included asking electors to vote 'yes' or 'no' to one or more questions.
Replacement Package	If an elector does not receive an election package, some of their papers are missing, or they have lost, destroyed or spoiled some of the papers, they can apply to receive either another ballot paper, ballot paper envelope/Elector's Certificate or a complete election package. An <i>Application for Replacement Postal Voting Papers</i> (LG15) needs to be completed by the elector prior to receiving a replacement package
Residents Roll	Residents on a State or Commonwealth Government roll for the district are automatically enrolled for elections within their local government.

TERM	DEFINITION
Returning Officer (RO)	An electoral officer who is appointed by the Electoral Commissioner to be responsible for the conduct of an election in an electoral district.
Returning Officer Liaison Officer (ROLO)	Persons employed by WAEC to provide support and assistance to Returning Officers. Each ROLO must liaise with ROs on a regular basis to provide advice, information, monitor their progress and to answer any queries or concerns. They will also assist with training ROs.
Scrutineer	A person appointed by a candidate to observe the polling process and the scrutiny and count of ballot papers, and to ensure that election processes are conducted strictly in accordance with the law.
SharePoint File Transfer System	Documentation and district specific files such as individual Candidates Rolls and local government Code of Conduct documents will be uploaded to the Sharepoint system to allow for the distribution to candidates. The Sharepoint File Transfer System is referred to as the LG RO Online Hub throughout the manual.
Shire President Election	When a Shire President is elected directly by the electors in the local government district. The term of office is usually for four years.
Silent Elector	A person whose address and/or name details are omitted from the electoral roll for security reasons, as permitted in s.51B of the <i>Electoral Act 1907</i> .
Single Vacancy Election	When there is one vacancy in an election. This may be for Mayor or President or for a single councillor in a local government ward.
Spoilt Ballot Paper	A ballot paper incorrectly numbered or damaged by a voter. The voter is entitled to a replacement ballot paper after handing back the original.
Surplus	When each distribution has been finished, there may be candidate/s who have reached quota. If a candidate has more than the required quota, it means they have a surplus and that surplus must be transferred to the remaining candidates.
Table Supervisor	A Table Supervisor is appointed for each counting table in a manual count for a single vacancy election. The Table Supervisor manages the count and count staff and reports to the Returning Officer.
Temporary Election Workforce (TEW)	WAEC will be using an employment agency (Integrity) to employ casual staff for the local government election. Staff employed through Integrity are referred to as TEW. A TEW Coordinator will oversee the placement of all casual staff.
Transfer Value	To transfer a surplus, all the ballot papers received by the elected candidate are sorted to their next preferred continuing candidate. Each ballot paper is then worth a portion of that surplus. This portion is called the Transfer Value.
Transferred Votes	Preference votes that have been transferred from an excluded candidate to a remaining candidate.
Unscannable Voting Packages	Returned postal voting packages that have no elector identification or the elector identification is badly damaged so they cannot be scanned and marked off the roll, therefore the ballot papers cannot be included in the count.
Verification	A verification for CountWA requires all ballot papers to be data entered a second time by a different person. This is the same as a re-count for a manual count. All ballot papers will undergo verification in this year's local government elections.

TERM	DEFINITION
Vote	An elector's indication of their preferred choice for a candidate as indicated by the completion of a ballot paper.
Ward	A division of a local government district.
Western Australian Electoral Commission (WAEC)	The independent body established to facilitate the active participation of all eligible Western Australians in state elections, local government elections, and other elections. The WAEC was established by the proclamation of the <i>Acts Amendments (Electoral Reform) Act 1987</i> .

3 Timetable - In Person Election

Days to Polling Day	Day	Date	Election Events	References to Act / Regs
80	Wed	2/08/2023	Last day for declaration to have the Electoral Commissioner conduct an in person election.	LGA 4.20(2)(3)(4)
77	Sat	5/08/2023	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20(4)
77 to to	Sat to	5/08/2023 to	Between the 77th / 63rd day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)
63	Sat	19/08/2023	* Preferred date: Wednesday 9 August 2023	
63	Sat	19/08/2023	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.40(1)
			Advertising may begin for nominations from 63 days and no later than 52 days before election day.	LGA 4.47(1)
			* Preferred date: Wednesday 23 August 2023	
57	Fri	25/08/2023	Roll Close Close roll 5.00 pm.	LGA 4.39(1)
52	Wed	30/08/2023	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)
51	Thu	31/08/2023	Nominations Open First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)
44	Thu	7/09/2023	Close of Nominations 4.00 pm on the 44th day before election day.	LGA 4.49(a)
43	Fri	8/09/2023	Last day for the CEO to prepare and certify an owners and occupiers roll for the election.	LGA 4.41(1)
			Last day for the Electoral Commissioner to prepare and certify a residents roll.	LGA 4.40(2)
31	Wed	20/09/2023	* Preferred date for Notice of Election	LGA 4.64(1)
			Issuing of postal election packages is to commence on the date of election notice or as soon as practicable after this day.	Reg. 44(2)
			Commencement of absent voting to be on the date of election notice or as soon as practicable after this day.	Reg. 54(2)
			Commencement of early voting to be on the date of election notice or as soon as practicable after this day.	Reg. 59(2)
29	Fri	22/09/2023	The preparation of any consolidated roll under subregulation (1) be completed on or before 29th day before election day.	Reg. 18(2)
26	Mon	25/09/2023	Public Holiday Last day for the Returning Officer to give Statewide public notice of the election.	LGA 4.64(1)
			* Preferred date: Wednesday 20 September 2023	
4	Tue	17/10/2023	Absent voting closes 4.00 pm	Reg. 54(2)
			Issuing of Postal Votes closes 4.00 pm	Reg. 37(3)
1	Fri	20/10/2023	Early voting closes 4.00 pm	Reg. 59(2)
0	Sat	21/10/2023	ELECTION DAY - Close of poll 6.00 pm	LGA 4.7
As soon as practicable			Declaration and Notice of Election Result by the Returning Officer	LGA 4.77

Post Declaration of Results Events		References to Act / Regs
Within 14 days	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg. 81
Within 28 days	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)

** Dates subject to change*

4 Role of a Returning Officer

4.1 Appointment

Your role as a Returning Officer (RO) is to manage the conduct of an election for an appointed local government, and report the results and outcomes in accordance with:

- the *Local Government Act 1995*
- the *Local Government (Elections) Regulations 1997*
- the requirements outlined in this manual
- other relevant electoral policies and general public sector standards used by the WAEC.

Returning Officers and Deputy Returning Officers are appointed by the Electoral Commissioner under the *Local Government Act 1995* for a specific election.

In the case of a Returning Officer being prevented from attendance by illness or other sufficient cause then refer to your RO Liaison Officer (ROLO) for the Electoral Commissioner to appoint a Deputy Returning Officer.

4.1.1 Duties

The main duties of a Returning Officer include:

- introduce yourself to the CEO or delegated Administrative Officer of the local government and confirm arrangements for the election as per *the Election Information for Councils* (LG33)
- liaise with the local government CEO or delegate, and other stakeholders on an ongoing basis
- liaise with candidates, scrutineers and electors throughout the election period.
- accept candidate nominations
- conduct the ballot paper draw
- ensure security of electoral rolls, ballot papers and ballot boxes
- select and/or train staff to issue postal applications, ordinary votes and early votes.
- train staff to issue absent votes for other district in person elections
- sign off staff timesheets via Integrity Timesheet Portal by 5.00 pm each Monday
- conduct early voting in various locations, including remote polling locations, if required
- process returned postal voting packages
- conduct the count after 6.00 pm on election day and input first preference results
- distribute preferences after receiving verification from WAEC
- declare the election result(s) after receiving verification from WAEC
- complete all election returns accurately
- maintain the *Book of Arrangements* (the official record of your election, which is returned to the Commission along with other election materials)
- arrange to have the final *Results of Election for (Mayor/President)* (LG19A), *Results of Election for (Councillor)* (LG19B) and *Results of Referendum* (LG23) uploaded to the local government website
- complete a post-election survey and provide feedback
- return all election materials and equipment to the WAEC
- maintain phone contact until after the Court of Disputed Returns period has passed.

4.1.2 Functions Specified in the Act

The ROs functions are specified in the Act as follows:

- To appoint places for the casting of votes, places for the delivery of postal votes and places for the counting of votes for elections (within or outside the district)
- To appoint other Electoral Officers to assist in the conduct of elections, if necessary
- To ensure that the necessary preparations are made for the conduct of elections
- To do anything which the RO is authorised or required to do under the Act, or which is necessary or expedient in order to ensure that elections are conducted in accordance with the Act
- In the case of a RO appointed under s.4.20(4), to do other things if directed to do so by the Electoral Commissioner.

4.1.3 Availability

Returning Officers are required to be available for the following:

- in person at key election times such as training sessions, close of nominations, Election Results Exercise and Election Day
- other times by arrangement to ensure flexible accessibility for candidates during the election period such as taking nominations and meeting with candidates.

4.1.4 RO Liaison Officers (ROLO)

The WAEC has employed Returning Officer Liaison Officers (ROLOs) specifically to support Returning Officers in this election, and we actively encourage ROs to contact them by phone or email from the start of the nomination period.

ROLOs inform, provide guidance and are your point of contact with the WAEC. They do not make decisions on your behalf. They have been selected due to their wide range of experience in elections and ability to communicate effectively with Returning Officers.

ROLOs will also provide additional training support for Returning Officers via phone, email and MS Teams.

You will be assigned to a particular ROLO who will be your first point of contact, however, if that ROLO is not available you are able to speak to the other ROLOs, particularly if the matter is urgent. ROLOs will have a mobile number and a landline number and the landline number will be part of a 'Pickup' Group. This means that if your ROLO does not answer the phone, your call will be transferred to an available ROLO.

Similarly, you will keep in touch with your ROLO by email, however, there are occasions that you will use a ROLO email address which is accessed by all four ROLOs. This will typically be at time critical events so that your email can be actioned as soon as possible. Please make sure that you send emails to the ROLO address (ROLO@waec.wa.gov.au) at various times as indicated on forms and in the Returning Officer manual.

4.2 Administration

4.2.1 Book of Arrangements

Used to file original copies of nomination forms and materials, key communications, complaints and results. It is the official record of your election and is sent to the RO Coordinator with returned election materials.

4.2.2 Forms

Use only WAEC authorised forms. Do not edit, adjust format, or create any new forms for the election. Available in:

- hardcopy
- digital copy in PDF and MS Word (via LG RO Online Hub)

Please refer to Appendix 3 *Local Government Election Forms* for a list of WAEC authorised forms.

4.2.3 Appointment Forms

- *Local Government Election - Acceptance Declaration* (LGS01)
- *Declaration by Electoral Officer* (LG01) - Impartiality Declaration
- *Returning Officer Information* (LGS02) - Contact details
- Employment pack - include bank, super and tax forms emailed from HR after receipt of the signed Letter of Offer when your allocation to local government is confirmed
- *Claim Form for Expenses* (HR06) - Used for claiming kilometrage and incidental expenses

4.2.4 Election Packs

Materials will be sent to the RO to assist with the conduct of the election - you will receive multiple packs. The packs are:

- The *RO IT Pack* (LG400) will be supplied at your first training session. This pack includes your laptop and mobile phone
- The *Returning Officer's Election Pack (In Person)* (LG92IP), together with the RO printer will be sent after the Training Workshop
- The *Manual Count Pack* (LG96) and/or *CountWA Count Pack* (LG97) will be sent directly to the local government, using their supplied delivery address. The LG96 and LG97 are dispatched within the last two weeks before election day.

Please ensure that you thoroughly check all contents against materials listed on the packing forms immediately upon receipt and advise your ROLO of any missing items or additional items required.

4.2.5 General Expenditure

The WAEC will provide basic materials required for the election. Additional specific minor stationery items or additional copies of forms (available online) are not posted out. If you require any of these items you can print them from the council office or you may need to purchase them. See next section 4.2.6 *Purchasing*.

4.2.6 Purchasing

The cost of any exceptional items will be reimbursed after the election upon production of relevant receipts in exceptional circumstances. These need ROLO approval before purchasing. Typical items include printer toner and postage expenses.

In exceptional circumstances you may be required to purchase or hire goods or services. If this occurs, consult your ROLO for procedural instructions and to seek approval.

Claims can be made using *Claim Form for Expenses* (HR06).

4.2.7 Purchasing Card

Some Returning Officers may be issued with a Purchasing Card due to travel and accommodation expenses that will be incurred. Your ROLO will inform you if you will receive a Purchasing Card.

If you are given a Purchasing Card, please refer to:

- Appendix 42 - *Policy Document, Purchasing Card Policy*; and
- Appendix 43 - *Acquitting Purchasing Card Transaction through FlexiPurchase*.

4.2.8 Motor Vehicle

A motor vehicle allowance will be paid at public service rates for the use of your private motor vehicle for election purposes. Election purposes include visiting the local government for initial meeting with CEO or delegate, taking nominations, attending training etc. Keep a detailed record of each journey, including the reason for travelling and the number of kilometres travelled.

Please use the *Claim Form for Expenses* (HR06) for reimbursement.

The use of a private motor vehicle requires the owner to accept costs incurred resulting from any accident or damage. The WAEC will not accept any responsibility. It is your responsibility to ensure that the vehicle insurance is effective whilst you are employed as a Returning Officer. Reasonable kilometrage is paid at public service rates.

Payment of expenses will be made after the election or after close of nominations (if your LG does not go to election). The final cut-off date for lodging claims is 3 weeks after Election Day or 3 weeks after Close of Nominations, whichever is applicable.

4.2.9 Timesheet

A Returning Officer does not complete a timesheet. Payment is adjusted and processed based upon the number of nominations received.

Refer to the Returning Officer *Employee Information Booklet* and your letter of appointment for remuneration details.

You will be required to sign off timesheets for staff employed through Integrity. See next section 4.2.10 *Staffing supplied by WAEC*.

4.2.10 Staffing supplied by WAEC

For this election we are using an Employment Agency, Integrity. Should you, or your local government require specific staff please ask them to apply through the Integrity Staffing website <https://www.integritystaffing.net.au/waec-local-elections>. Integrity will upload all relevant applications for your area to the Temporary Election Workforce (TEW) Coordination Portal. The TEW Coordinator will forward you a spreadsheet of all applications including relevant experience for you to choose your staff.

When you have selected your staff please email the TEW Coordinator at tew@waec.wa.gov.au. They will advise Integrity of your selection and Integrity will send a letter of offer and any relevant training materials/manuals to them.

Staff Attendance Sheets (RO60) will be provided to you via your LG RO Online Hub. You will be able to pre-populate this with the names of staff working at each location. Staff should sign the attendance sheet daily and your presiding officer for each location (if applicable) can sign off the timesheets and forward them to you either by taking a photograph on their phone and emailing it to you, or if they have access to a scanner, scan and forward it to you. If you do not have a Presiding Officer, you will need to sign the timesheets. Staff will submit their timesheets through the Integrity Portal each week and they should be approved by the Returning Officer by 5.00 pm each Monday. You will be provided a link to the Integrity Timesheet Portal and instructions on how to process the timesheets will be uploaded to your LG RO Online Hub.

Should you have a shortage of staff, or if someone isn't available, please contact TEW Coordination on tew@waec.wa.gov.au and we will arrange a replacement as soon as possible.

4.2.11 Staffing supplied by Local Government

If your local government is supplying staff the local government will provide their timesheets.

Staff Attendance Sheets (RO60) will be provided to you via your LG RO Online Hub should you wish to use them. Staff should sign the attendance sheet daily and this can be forwarded along with the timesheets to the local government for payment.

4.2.12 Return of Materials

You must arrange for the return of materials to the WAEC Warehouse. This may be after you have declared the results or it may be at the close of nominations if your local government does not proceed to an election.

You may hand deliver materials to the WAEC Warehouse or use TOLL Road Services to courier the materials. For those using TOLL Road Services, consignment notices will be provided within the *Guide RO Return of Materials*, which can be found in the LG92IP pack.

WAEC TOLL Account: **E889224**.

More information on return of materials can be found in Chapter 11 *Final Duties*.

4.2.13 Election Survey

At the completion of your employment contract, you will be asked to complete an election survey.

The survey will enable us to improve our services / processes where necessary and will assist us with planning for the next election event.

Please complete as soon as possible and return within five business days. Upon submission of the survey and your materials, your RO payment will be finalised.

4.2.14 Report to the Minister

The WAEC will prepare the Report to the Minister for Local Government as per Form 20 of the *Local Government (Elections) Regulations 1997*.

This report is submitted within 14 days after the declaration of the result of the election.

4.2.15 Report to the Local Government

The WAEC prepares the final report on the conduct of the election. This report is usually forwarded two months after Election Day, to the CEO of the local government.

4.2.16 Returning Officer Performance

Assessments are made by ROLOs, based on feedback from WAEC staff, local government officers and general feedback surveys from other stakeholders.

4.3 Training

4.3.1 What is the LGE2023 Returning Officer Training Program?

The LGE2023 Returning Officer Training Program is a comprehensive program designed to ensure Returning Officers thoroughly understand their roles and responsibilities, enabling them to perform their duties with the highest level of professionalism. This training plan aims to equip ROs with the knowledge and skills necessary to carry out their roles effectively and uphold professional standards.

4.3.2 Where does the training take place?

The training takes place through a combination of online modules and in-person workshops.

Online (LMS)

Online modules are accessible via the LMS365 platform, allowing ROs to access training materials conveniently. The online modules provide comprehensive guidance on key areas such as electoral regulations, procedures, operations and effective communication.

In Person

The two day in person Returning Officer Training Workshops provide interactive sessions, offering opportunities for discussion, practice, and personalised guidance to foster professional development. In person workshops facilitate interactive discussions, case studies, and role-playing exercises to enhance practical skills and foster a deeper understanding of professional practices.

4.3.3 What support is available for ROs participating in the training programs?

The LGE2023 Returning Officer Training Program provides robust support for ROs throughout their training journey. From ROLO support to technical assistance and peer collaboration, ROs have access to various avenues of support to enhance their learning experience. Here's how ROs are supported:

ROLO Support:

ROs receive support from their Returning Officer Liaison Officer (ROLO). ROLOs provide guidance and encouragement, ensuring ROs understand the significance of the training and its alignment with their roles and responsibilities. The ROLO acts as the first level of support, assisting ROs in navigating the training plan, addressing questions, and providing additional clarification on course content and objectives.

Second Level Course Access and Education Support:

In addition to ROLO support, ROs have access to second level support for course access and education-related queries (through emailing lms365-trainingsupport@waec.wa.gov.au). The Training Operations support team is available to address any technical issues related to course access and provide education support if ROs require further assistance or clarification on specific course materials.

ICT Support for Connectivity and PC Related Issues:

ROs have access to ICT support (through emailing helpdesk@elections.wa.gov.au) for any connectivity or PC-related issues they may encounter during the training. The ICT support team is available to assist ROs with technical difficulties, troubleshoot connectivity problems, and ensure smooth access to all essential platforms, including LMS365. They provide guidance on system requirements, browser compatibility, and any necessary software installations, ensuring ROs can engage with the training materials without disruptions.

Peer Support and Collaboration:

ROs benefit from peer support and collaboration fostered through ROLO group participation activities. In-person and online group activities facilitated by the ROLO enable ROs to connect with their peers, share experiences, exchange knowledge, and discuss challenges. This peer support network promotes a sense of community and allows ROs to learn from each other's perspectives, enhancing their understanding and fostering a collaborative learning environment.

Overall, the training support structure ensures that ROs have multiple avenues to seek guidance, clarify doubts, and address technical issues. The involvement of ROLOs, training operations support,

and peer collaboration creates a comprehensive support network that empowers ROs to navigate the training successfully, gain a deeper understanding of their roles and responsibilities, and perform their duties with professionalism and confidence.

4.4 ICT Infrastructure

As per the *Employee Information Booklet*, all Returning Officers must comply with the WAEC's ICT policy relating to email usage, internet usage, ICT acceptable use and password security as you will also have a WAEC staff email account.

Please refer to Chapter 14 *Use of ICT Infrastructure Policy*.

4.5 Stakeholders

4.5.1 Service Charter for Local Government Elections

This outlines commitments by the WAEC to its individual stakeholders for the 2023 local government postal and in person elections. It is provided to all local governments, candidates and key stakeholders. It identifies service standard targets for both WAEC staff and appointed Returning Officers and commits all WAEC employees to providing quality electoral services to customers throughout Western Australia to provide a high level of service to the local government.

4.5.2 Code of Conduct

The WAEC's *Code of Conduct* ensures all Electoral Officers act lawfully, professionally, fairly and impartially; with honesty and integrity and without any conflict of interest. A copy of the code is included in the employment pack sent to all election staff.

4.5.3 Diplomacy and Impartiality

When dealing with candidates or other participants in the election, you must remain impartial and handle matters with diplomacy. Strictly adhere to all set procedures. Do not offer opinions on other candidates, their agents or local government staff.

4.5.4 Elected Membership of Local Governments

The total elected membership of a council can vary between five and fifteen people. Councillors and Mayors, or Presidents, are elected for four years. Ordinary elections for half of the council are held every two years on the third Saturday in October.

4.5.5 Decision to Conduct In Person Elections

A cost estimate has been sent to known local government customers prior to the local government election period, which is used as part of their decision process. The decision to conduct in person elections with the WAEC is made by an absolute majority of the local government mayor or president and councillors.

Only the WAEC is authorised to conduct local government postal elections, however, local governments may choose to conduct in person elections themselves.

4.5.6 Meetings with Chief Executive Officer

In the six months prior to the election, WAEC staff conduct a telephone conference with each client local government.

WAEC staff have met the Chief Executive Officer of the local government (or their delegate) and completed the *Election Information for Councils* (LG33). This information is available on the LG RO Online Hub and a hard copy is included in your *Book of Arrangements*.

4.5.7 Administrative Contact Officer

The name of the Administrative Contact Officer is contained in *Election Information for Councils* (LG33). You are responsible to keep them informed on matters connected with the election including:

- opening of nominations
- closing of nominations
- training of local government staff
- receipt of voting packages
- arrangements for early voting, election day and the count
- declaration of results
- return of election material.

4.5.8 Election Notices

The WAEC in conjunction with the local government will ensure that all statutory advertising requirements are met by publishing the following notices:

- Close of Enrolments
- Call for Nominations
- Notice of Election
- Election Results.

4.5.9 Public Notice Requirements

Throughout Part 4 of the Act and the *Local Government (Elections) Regulations 1997* there are references to the requirements to advertise certain events in the election period as stated in the Election Notice.

Local public notice is to be given of the result of the election but in other cases Statewide notice is required. The Act provides a definition of each of these types of public notice.

The WAEC will send the notices to the Local Government. The RO should check that these have been published on the local government website and placed on notice boards, if requested.

4.5.10 Local Public Notice

The Act defines 'local public notice' in section 1.7. Where local public notice is required, a notice of the matter is to be:

- published on the official website of the local government in accordance with the regulations; and
- published in at least 3 of the ways prescribed by regulation 3A of the *Local Government (Administration) Regulations 1996*.

The ways prescribed by the regulations are:

- publication in a newspaper circulating generally in the State
- publication in a newspaper circulating generally in the district
- publication in 1 or more newsletters circulating generally in the district
- publication on the official website of the Department of Local Government or another State agency
- circulation by the local government by email, text message or similar electronic means
- exhibition on a notice board at the local government offices and each local government library in the district; and
- posting on a social media account administered by the local government.

Unless expressly stated otherwise, it is sufficient to advertise once. If no time is prescribed, the exhibited advertisement must remain displayed for at least 7 days.

All candidate profiles and election results must be displayed on the Local Government's official website.

5 Visiting the Local Government

After you have attended your RO Training make arrangements to visit your local government to confirm details in the *Election Information for Councils* (LG33). Discuss the following:

- primary local government contact person
- emergency management procedures, accessibility and toilets
- access to local government photocopier and building (including keys and alarm codes)
- plans for taking nominations (meeting room arrangements)
- confirmation of whether a referendum is being held, if included in *Election Information for Councils* (LG33)
- website and social media contact person for uploading of candidate profiles to the local government website
- computer setup requirements (power and furniture, LG Portal and CountWA) and availability of count room for CountWA set up in the week preceding election day
- remote polling if applicable (time, date and locations)
- training staff for issuing ordinary, early voting, provisional votes and management of postal votes and absent votes
- processing postal voting papers on election day
- staffing requirements for election day
- polling place and count venue arrangements
- return of election materials courier collection location, if applicable.

If there are any potential changes or discrepancies between discussions with the local government and information in the *Election Information for Councils* (LG33) after your meeting, you must contact your ROLO immediately.

Please refer to Appendix 4 *Visit to Local Government - After Training*.

5.1 Candidate Information Webinar and Candidate Information Sessions

Candidate information sessions may be held prior to close of nominations. The sessions allow WAEC, WALGA, DLGSC and local government staff to provide key information to candidates about the election process.

Your ROLO will advise you if WAEC staff have been requested to attend an information session for prospective candidates in your local government. If so, it is strongly recommended that you attend so you can meet with potential candidates. The WAEC will provide you with a script if you are required to address the meeting and information to respond to queries at this briefing.

DLGSC, WALGA and WAEC will jointly hold a Candidates Information Webinar on Monday 14 August 2023.

6 Electoral Rolls

The electoral roll for local government elections comprises two rolls. The residents roll is produced by the WAEC and the owners and occupiers roll is produced by the CEO of each local government. A consolidated electoral roll may be prepared for each election by merging the residents roll and the owners and occupiers roll, removing any duplicate electors.

The consolidated electoral roll is loaded onto the LG RO Online Hub for the purpose of marking off electors who have voted, and for the issue of postal votes. The information contained within the consolidated electoral roll is highly confidential and should not be shared. All staff involved in the election must sign a *Declaration by Electoral Officer* (LG01) stating that they will observe and comply with the *Code of Conduct*. The *Code of Conduct* states that confidentiality of information must at all times be respected.

For each district or ward with vacancies, you will receive -

1. a copy of the candidates roll (which does not include the names or addresses of silent electors) for issue to candidates, upon nomination, or current members, on request. This will be uploaded to the LG RO Online Hub for you to distribute to candidates and sitting Councillors.
2. a copy of the owners and occupiers roll (certified by the CEO and supplied by the local government)

A copy of the residents roll and candidates roll (comprising electors from the State electoral roll) will also be provided directly to the CEO of the local government.

6.1 Close of Enrolments

To be eligible to vote in a local government election, an elector must be accepted for inclusion on the residents roll or owners and occupiers roll as at 5.00 pm on Friday, 25 August 2023.

6.2 Residents Roll (State Roll Extract)

Residents who were enrolled as electors on the State electoral roll for their residential address on the close of enrolments date are automatically enrolled on the residents roll for local government elections and will not need to make a separate claim for enrolment.

The name of electors who have applied for and been granted silent elector status on the State electoral roll will **NOT** appear on the roll provided to candidates.

The WAEC will forward a certified copy of the residents roll with electors listed in A-Z order for all wards to the CEO, which does include the names of silent electors but not the addresses. This copy is not to be provided to candidates or members.

6.3 Owners and Occupiers Roll

The local government prepares the owners and occupiers roll. This roll includes the names of all persons who were electors of the district or ward at the close of enrolments.

Applications must be made to the CEO of the relevant local government for inclusion on the owners and occupier roll in respect of rateable property. Applications received from property owners continue to be valid until such time as that person ceases to be an owner of the property for which entitlement was claimed. This includes the nominee of a body corporate owner.

Applications, including that of nominees of body corporate occupiers, are valid for two ordinary elections (four years). They must then be renewed within six months after the date of the second successive ordinary election for continued voting entitlement.

6.4 Candidates Roll

Candidates (for a councillor vacancy) are eligible to receive a ward roll. If there are no wards, they receive a district roll. Mayoral or Presidential candidates are eligible for a district roll.

Rolls provided to candidates are only to be used for electioneering purposes. Candidates must sign the *Record of Rolls Issued* (LG42) to indicate they will use the rolls accordingly. Penalties apply to candidates for misuse. The original form is to be retained in the *Book of Arrangements*.

Unsuccessful candidates are required to destroy/delete rolls and complete a Statutory Declaration stating that this has occurred. The Statutory Declaration must be returned to the Electoral Commissioner within five business days of the declaration of results. A copy of a Statutory Declaration template can be found on the LG RO Online Hub.

6.5 Roll Enquiries - Nominations or Voting

If you receive eligibility enquiries the first thing you must do is determine if the elector could be eligible to be on the residents roll or on the owners and occupiers roll.

If the elector believes they should be on the residents roll you must contact WAEC on **13 63 06** to check the elector's enrolment details.

If the elector believes they should be on the owners and occupiers roll you will need to check the *Election Information for Councils* (LG33) which lists the local government staff member who deals with rates matters. That staff member (usually the Rates Officer) will need to investigate and determine eligibility.

6.6 Roll Corrections

Corrections may be made to the rolls at any time. Roll corrections are to be certified by:

- the Electoral Commissioner for the residents roll; or
- the Chief Executive Officer for the owners and occupiers roll.

If any amendments to the rolls occur your ROLO will advise you of these, along with the method to advise affected candidates.

7 Nominations and Ballot draw

7.1 Nominations Process

As Returning Officer you are the only person authorised to receive nominations.

When a candidate contacts you, use the opportunity to brief them on the following:

- nomination eligibility requirements
- nomination process
- *Nomination Builder*
- profile requirements
- Department of Local Government, Sport & Cultural Industries *Local Government Candidate Induction* course
- Relevant information about candidates
- arrange a suitable venue, date and time to accept a nomination by mutual agreement.

7.2 Nomination Papers

The candidate, or their agent, must submit the following for a valid nomination:

- a completed and signed *Nomination for Election by Candidate* (LG08) or *Nomination for Election by Agent* (LG09) form
- a candidate profile (1,000 characters maximum, including spaces) that must be written in English
- nomination deposit of \$100 in cash, bank cheque or money order; or (credit card or electronic transaction accepted with prior arrangement with local government required).

A candidate's passport-sized photograph (showing head or head and shoulders only) is optional.

A candidate may provide, for publication on the local government's official website, information that they consider to be relevant to their candidature in addition to any information included in their profile. This information must accompany the candidate's nomination paper, be in the English language, and contain no more than 2,000 characters, including spaces.

The *Election Information for Councils* (LG33) states whether candidates who are or have been councillors can use LG emails in the candidate profile as a contact detail. The RO must refer to this before accepting nominations.

7.3 Nominations Open

Nominations open on the 51st day before election day (Thursday 31 August 2023). Be ready to respond to enquiries. Provide potential candidates with the link to access candidate information, which is readily available on the Commission website.

If a candidate contacts you about submitting their nomination or makes an appointment to submit their nomination, it is recommended that you use the opportunity to get their email address and forward the information included in Appendix 6 - *Email to Potential Candidates - Prior to Nomination*.

7.4 Nominations Close

Nominations close at 4.00 pm sharp on the 44th day before election day (Thursday 7 September 2023). Be ready with a supply of nomination forms and ensure cashier facilities are readily available in case nominations are received immediately prior to 4.00 pm on nomination day.

7.5 Candidates using *Nomination Builder* (preferred)

Encourage candidates to use *Nomination Builder*. When a candidate uses *Nomination Builder*:

- they enter their details, profile text and upload their photograph (optional)
- the system generates a registration ID, so the candidate can login multiple times to make further changes to their profile. If the candidate misplaces their ID or forgets their password, they will have to re-enter their details against a new registration ID
- the system requires a reference number and date to show proof of the candidate having completed an induction course from the Department of Local Government, Sport and Cultural Industries (DLGSCI)
- the candidate prints out the final nomination form, which contains their reference number, along with an A4 copy of their profile.

NOTE: The relevant information about a candidate is not entered into *Nomination Builder*. If a candidate chooses to provide additional relevant information, this is produced separately but must be included when the nomination is submitted.

7.6 Eligibility for Nomination

To be eligible to qualify for the position of mayor/president or councillor under *Local Government Act 1995*, a person must:

- be 18 years of age or over
- an elector of the local government district, as well as an elector on the State or Commonwealth electoral roll
- have completed the online course titled *Local Government Candidate Induction* from the Department of Local Government, Sport and Cultural Industries website - www.dlgsci.wa.gov.au.

A person is not qualified to be a candidate if their eligibility for enrolment as an elector is as the nominee of a body corporate or because of Schedule 9.3 of the *Local Government Act 1995*.

A person is disqualified for membership of a council if they:

- are a member of the Legislative Assembly, the Legislative Council, the House of Representatives or the Senate (or have been elected as such a member but have not yet taken office); or
- are a member of the council of another local government; or
- are an insolvent under administration; or
- are in prison serving a sentence for a crime; or
- have been convicted of a serious local government offence within the last five years; or
- have been convicted on indictment of an offence for which the indictable penalty was or included -
 - imprisonment for life; or
 - imprisonment for more than 5 years; or
- are subject to a court order disqualifying them from being a member of a council because they have misapplied local government funds or property.

A person cannot nominate:

- if he or she has been elected as a councillor (unless term expires on or before election day)
- if he or she is a candidate in another election for the office of councillor.

7.7 Detailed Check of Eligibility by Returning Officer

The RO must check either the residents roll or the owners and occupiers roll, to check and ensure the eligibility of the candidate to nominate. The candidate must have been enrolled as an elector of the district at the close of enrolments on 25 August 2023.

A person cannot nominate as mayor/president or a councillor if he or she is only eligible to be on the roll as the nominee of a body corporate, which owns or occupies property in the district. You must take special care to check the owners and occupiers roll to determine the status of the nominee.

While they must be on the local government district roll, they do not need to reside or own property in the particular ward for which they wish to nominate.

If the person nominating is not on the relevant roll but believes that they were omitted in error then contact either the enrolment section of the WAEC or the council:

- Residents roll (and believe they have been omitted due to clerical error), contact WAEC's enrolment section on **13 63 06** or email your enquiry to enrolment@waec.wa.gov.au.
- Owners and Occupiers roll (and believe they have been omitted due to clerical error), contact your local government administrative contact. Contact details will be found in the *Election Information for Councils* (LG33).

Do not confirm a nomination until the individual's enrolment status is confirmed. If you are uncertain as to the eligibility of a candidate, contact your ROLO.

If the person was not an elector of the district as at the close of enrolments, you should reject the nomination. Give written notice of the rejection and the reasons for it to the candidate using the *Rejection / Amendment of Nomination* (LG13) without delay and advise ROLO.

The eligibility of each candidate is now recorded on the candidate's profile and will be displayed on the LG website.

7.8 Online Induction

Prior to nomination, potential candidates must complete the free online course, provided by the Department of Local Government, Sport & Cultural Industries, so that they are fully aware of what to expect as an elected member and the rules relating to campaigning.

The course can be found on the Department's website - [Local Government Candidate Induction](https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates) (<https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/induction-for-prospective-candidates>)

On completion, the potential candidate will receive an automatic acknowledgement and reference number via their nominated email, and this, together with the date of completion, must be included on the *Nomination for Election by Candidate* (LG08) or *Nomination for Election by Agent* (LG09) form. It is recommended that candidates retain a copy of the email acknowledgement to show the Returning Officer in support of completion of this course.

The content of this course changes with each election so even if a candidate, regardless of their experience, has completed this course in previous elections, they are required to complete the course with their nomination for each election.

7.9 Candidate's Name

The form of how the candidate's name is to appear on the ballot paper is specified on *Nomination for Election by Candidate* (LG08) and *Nomination for Election by Agent* (LG09). It must include the candidate's surname, and one or more of the given names, or an initial or a commonly accepted variation (that includes the name by which a candidate is best known in the community or an unusual contraction of the candidate's name). Refer exceptional circumstances to the ROLO.

Check the name to appear on the ballot paper and, if the nomination form is hand-written, make sure the writing is clear. The candidate's surname is automatically entered in upper case into the *Nomination Builder*. Names will appear exactly the same in the 'name on ballot paper' field. If the candidate requires the surname as anything other than full caps, they will need to make the change to the 'name on ballot paper' field. The *Nomination Builder* and LG Portal does not allow for superscript. A name like M^c Kay will need to be entered as McKAY, and then will appear as McKAY on the ballot paper.

7.10 Variation to a Name

Some variations of a person's name are acceptable. For example, for William Ray Dally-Smith, variations could include: DALLY-SMITH, W R; DALLY-SMITH, William; DALLY-SMITH, Bill; DALLY-SMITH, Ray.

If a candidate presents a variation of name of which you are unsure, contact your ROLO.

7.11 Checking for Completeness of Nomination Form

When checking the *Nomination for Election by Candidate* (LG08) and *Nomination for Election by Agent* (LG09) ensure that the 'witness' section has been completed.

You can witness and sign the form provided the candidate completes the declaration in front of you.

Complete a copy of *Nomination Checklist* (see Appendix 7) for each nomination. The checklist will also be available on the LG RO Online Hub.

7.12 Two Candidates with Same Name

Please discuss the matter with your ROLO. To ensure that fairness is provided for both candidates with the same name you may ask the candidate/s to nominate another name or choose one, in liaison with your ROLO, yourself if this is not possible.

7.13 Candidate Profile

The purpose of a profile is to provide electors with an informed choice about each candidate. It must contain at least one contact detail (either an address, phone number or email) so electors are able to directly contact the candidate.

It is submitted as either handwritten (legible), typed or entered into the *Nomination Builder* and printed out for submission with their nominations.

The profile must:

- be 1,000 character maximum (including spaces) but does not include the name, contact details or name of local government and must be written in English
- contain only information about the candidate's background, beliefs or policies
- include candidate's name, in the format that the candidate has requested it to be shown on the ballot paper (required under legislation) and contact detail/s
- be confined to information about the proposed candidate. Information you consider to be false, misleading or defamatory is not permitted under Regulation 24(b)

The profile must be able to be printed on one A4 sheet so that all profiles are of uniform size.

Candidates should be advised that the contact detail they are required to provide as part of their profile will be published on the local government website. In the interests of their privacy, this need not be their residential address or a telephone number. A Post Office Box, email or social media address is also acceptable. The nomination form itself (which may contain a telephone number) MUST NOT be published or provided to anyone outside of the Commission. (this will be covered in more detail at training).

Once you accept a nomination in the LG Portal, it can no longer be amended by the RO. If amendments need to be made, you will need to discuss with your ROLO.

If there is time and if the candidate wants to change their profile, it is open to them to withdraw their nomination and then renominate with another profile. This can occur until 4.00 pm on close of nominations day (7 September 2023).

Please refer to Appendix 16 *Nomination Process* for instructions on how to accept a nomination in Nomination Builder.

7.14 Profile processing

Under the *Local Government Act 1995*, it is your responsibility as the Returning Officer to process submitted profiles. The Act allows for the Returning Officer to amend a profile if it does not meet the requirements of Regulation 24(b):

- make amendments, where possible, in consultation with candidates.
- editing of profiles is the sole responsibility of each Returning Officer (ensuring consistency of decisions) for their district's candidate profiles. Where the WAEC determines there is a significant risk where regulations requirements have NOT been met the ROLO will be advised to contact the specific Returning Officer.
- do not correct candidate's grammar or spelling.
- only amend if absolutely required, due to profile not meeting the requirements of the Act and Regulations. If you have to amend the profile after the nomination has been accepted, complete *Rejection / Amendment of Nomination* (LG13) and email to candidate immediately (available on the RO Online Hub and shown in Appendix 15).
- phone candidate advising of reason, and the changes made to the profile
- spelling errors can be identified in consultation with a candidate, but it is the candidate's responsibility for correct spelling. Be consistent with all candidates if identifying errors
- in rare cases, under s. 4.51 (4) of *Local Government Act 1995*, where agreement is not gained, contact your ROLO
- if the character count is over 1,000 characters including spaces, the nomination cannot be submitted by the candidate. *Nomination Builder* will only accept profiles that contain a maximum of 1,000 characters

- accept abbreviations unless abbreviation is not commonly recognisable or can be misinterpreted. Abbreviations and acronyms are counted as per individual characters e.g. WAEC is 4 characters whilst Western Australian Electoral Commission is 39 characters. It is up to the candidate to use these abbreviations. If the candidate does not use them, you do not abbreviate the profile to fit the number of characters or for any other purpose
- generalised statements such as 'I stand for eliminating corruption in local government' could be considered, by you (as Returning Officer), as acceptable, but when the statement moves to 'the current local government is corrupt' or 'Sally Smith is corrupt', then most likely you would consider it unacceptable.
- prefacing words with 'I believe', is not essential if the statement is clearly a candidate's belief. An example would be 'Local governments should be fair', does not require 'I believe that local governments should be fair'
- be consistent in editing the profiles for your district
- consider each profile on its merit.

Your ROLO can provide additional training support in terms of the requirements in editing profiles. However, once you submit a nomination to the LG Portal, it is accepted and can no longer be amended.

7.15 Photographs

- Are to only depict a candidate's head or head and shoulders
- Passport size (i.e. 45mm high x 35mm wide) or less
- Not be more than six months old or still represent a reasonable likeness of the candidate.

Photographs not meeting these criteria should be rejected and will not be processed by the WAEC when producing the candidate profiles for printing.

7.16 Relevant Information About Candidates

A candidate **may** provide, for publication on the local government's official website, a written statement that contains information that the candidate considers to be relevant to their candidature in addition to any information included in their profile. The written statement must:

- accompany the candidate's nomination paper
- be in the English language
- contain no more than 2,000 characters including spaces.

The written statement (if provided) is not to include anything the RO considers to be false, misleading or defamatory.

The Returning Officer is to check this information to ensure that it complies with the above requirements. The RO must ensure that the additional information does not exceed 2,000 characters, including spaces.

If speaking to the candidate prior to them lodging their nomination, ask that they submit their relevant information to you so that it can be checked and a character count conducted prior to the nomination appointment.

The relevant information about candidates (if provided) must also be forwarded to the local government to be uploaded to the local government website.

7.17 Nomination Deposit

When you receive a nomination deposit:

- If receipted at local government office, receive two copies of receipts (one for candidate and one placed in *Book of Arrangements*)
- If received outside of local government offices, provide receipt from your receipt book. When next at the local government, have the deposit processed as per nominations received at the local government office.
- Do not hold deposits. Give the nomination deposit to local government staff to process to the trust account set up by the local government for the election. This must be done as soon as possible after you have received the nomination

The candidate deposit of \$100 is paid in cash, bank cheque or postal order made payable to the local government before nominations close.

If an arrangement is made with the local government, the deposit may be paid electronically. However, obtain verification the deposit was credited to the local government before the close of nominations.

7.18 Refund of Deposits

A candidate's deposit will be refunded under the following conditions:

- All successful candidates have their nomination deposit returned
- Candidate receives at least 5% of the total number of first preference votes included in the count
- Nomination withdrawn prior to close of nominations at 4.00 pm on Thursday 7 September 2023
- Successful candidate in a principal office election (e.g. for mayor/president) and the deposit was made by the same candidate at a councillor election for the same local government held on the same election day
- Election declared invalid by a Court of Disputed Returns
- Death of candidate occurring after the close of nominations but before the election is completed. If a candidate dies before close of nominations then the nomination is cancelled.

Approximately one month after Election Day, the WAEC will advise the local government CEO of what deposits need to be refunded to:

- the candidate; or
- a person to whom the candidate, by written notice given to the CEO, directs the CEO to pay it; or
- if the candidate is deceased or otherwise incapable of receiving the payment, to the personal representative of the candidate or other person lawfully entitled to receive it.

7.19 Rejection of Nominations

Reject a nomination if:

- documentation is missing
- unsigned
- \$100 not received
- candidate profile is not in accordance with *Local Government (Elections) Regulations 1997*
- the candidate does not meet eligibility criteria such as they are not an elector of the district or was not an elector of the district as at the close of enrolments.

See Appendix 15 *Rejection / Amendment of Nomination*.

7.20 Death of a Candidate

- If a candidate dies before the close of nominations you are to withdraw the candidate's nomination.
- If a candidate dies after the close of nominations but before the vacant office or offices are filled, the election is void and an extraordinary election is held to fill the office or offices as if it or they had become vacant on the death of the candidate.
- If a candidate who has been elected in a contested election dies after the result has been declared the 1st unelected candidate in the election for that position will be asked to complete the term of office. If they decline, the 2nd unelected candidate will be asked to complete the term of office. If both candidates decline an extraordinary election will be required to be held at a later date.
- If a candidate who has been elected in an uncontested election dies after the result has been declared, an extraordinary election is to be held to fill the office to which the candidate had been elected as if it had become vacant on the death of the candidate.

7.21 Withdrawal of Nominations

Candidates may, by notice in writing, withdraw at any time prior to the close of nominations. The details and profile of the candidate are then to be removed from the website and a notice of cancellation is to be placed on the website until the close of nominations.

Accept a withdrawal of a nomination only if:

- written notice is received by you (by delivery, post, email or facsimile) before the close of nominations; and
- evidence that the withdrawal is made by, or with the consent of the candidate and is given to you in writing prior to the close of nominations.

Advise your ROLO immediately when nomination is withdrawn, so that EMSWA can be updated.

Once a completed nomination is accepted, the candidate cannot resubmit another new profile for nomination. They must withdraw the original nomination and then submit a new nomination.

A nomination cannot be withdrawn after the close of nominations.

If a candidate withdraws prior to the close of nominations, the candidate must destroy/delete copies of the electoral roll that they were supplied with when they nominated. They must complete a Statutory Declaration within five business days of their withdrawal and return it to the Electoral Commissioner.

7.22 Candidate has not used *Nomination Builder*

If you receive a nomination where the candidate has not used the *Nomination Builder*:

- enter LG Portal, using your RO access, and click onto 'create new nomination' and follow the process of entering and accepting the nomination; or
- if you do not have access to the internet, contact your ROLO to arrange another method to input the profile

If entering a nomination for a candidate who has not used *Nomination Builder*, you are to enter exactly as the candidate has written their profile. Do not change spelling or grammar or adjust formatting.

When candidates use *Nomination Builder* they will state whether they are eligible to stand as a resident, owner or occupier. If a candidate has not used *Nomination Builder*, you will need to ascertain the candidate's eligibility to stand for election.

If you get a large number of candidates who have not used the *Nomination Builder* on the last day, the profiles can be entered at a later time. All candidates' nomination details on the nomination form including the ballot paper name must be in the *Nomination Builder* before the draw for position on the ballot paper is conducted.

If you conduct the ballot draw prior to entering candidate profiles, the profiles must be entered as soon as possible after the ballot draw has been completed. There is a short turnaround time for ballot paper production and profiles are needed urgently as they are prepared for proofing later that day.

In both cases, email with attachments where possible or SMS a photograph of the following papers to your ROLO:

- A4 version of candidate profile, including the profile cover sheet, with a photocopy of the photograph; and
- *Nomination for Election by Candidate* (LG08); or *Nomination for Election by Agent* (LG09).

If you are unable to enter all profiles on the day nominations close, advise your ROLO immediately so that WAEC is aware of the delay and action can be taken to input the profiles.

Place signed originals in your *Book of Arrangements*.

7.23 Public Display List of Candidates

The nomination form is confidential as it contains information which is private. Do not post to the local government website or place a copy of the nomination form on any official noticeboard or provide a copy to anyone else, including the Chief Executive Officer.

The candidate profile (which is printed from *Nomination Builder*) is to be uploaded to the local government website. Forward A4 PDF to local government to be placed on the local government website.

The relevant information about candidates (if provided) must also be forwarded to the local government to be uploaded to the local government website.

7.24 Prior to and Close of Nominations

It is easier to receive nominations at local government offices, for easy access to rolls, internet access and receipting deposits. However, you may receive nominations leading up to the day of close of nominations at a different location, upon prior agreement with a candidate.

On the day nominations close, you must be at the offices of the local government from at least 2.00 pm to the close of nominations at 4.00 pm (sharp).

Some candidates may prefer to submit their nomination in the last half hour. Ask local government staff to provide assistance if a large number of candidates is expected.

Before 4.00 pm check the time on your WAEC mobile phone. Check if any candidates are in the surrounding area and wanting to submit nomination forms.

7.24.1 Collect All Paperwork from Candidates Before 4.00 pm.

Nomination papers handed to you up to 4.00 pm can be received (not accepted) for processing after 4.00 pm. Make the candidate aware it is only an 'effective nomination' if all materials have been provided.

If any part is incomplete, e.g. profile not submitted or deposit not provided in cash or bank cheque or postal order, then the nomination will be rejected. Be thorough and don't rush as once accepted you cannot later reject or edit. Remember you can receive the nomination form, profile, deposit and relevant information about candidates and then thoroughly check and process nomination later.

The draw does not take place until all nominations details have been entered into the LG Portal.

7.25 Nomination for Mayor/President/Councillor - Elected Unopposed

If there is only one mayoral candidate, or one candidate in a single vacancy ward, you can declare the candidate elected unopposed. If there are equal or fewer councillor candidates than there are councillor vacancies, you can declare the candidates elected unopposed if all the terms of office are equal.

Complete either form *Results of Election for (Mayor/President)* (LG19A) or *Results of Election (Councillor)* (LG19B) with candidate's name and "elected unopposed" and email to WAEC immediately at lgresults@waec.wa.gov.au.

However, there are two important exceptions to bear in mind:

- if the length of councillor terms varies, you must draw lots to determine the length of each councillor's term. The first one(s) drawn will get the four-year term and retire last. The next one(s) drawn get a two-year term
- if the uncontested councillor is also a candidate in a contested mayoral/presidential election then you cannot declare this person elected to the vacancy of councillor until the position of mayor/president is determined.

If that person is unsuccessful for the vacancy of mayor/president, then the person can be declared elected unopposed to the vacancy of councillor on election night.

Note that if a person has been elected unopposed as mayor/president, the nomination of the person as a candidate for the vacancy of councillor is to be regarded as having been cancelled immediately before the close of nominations.

If a candidate is eligible to be elected unopposed to a councillor position, that result is cancelled if the candidate is also standing for and wins the mayoral or presidential poll. Therefore, the declaration of successful councillor election is to be held over pending result of the mayor or president election if the candidate has also nominated for mayor or president (even if unopposed).

Refer to Appendix 8 *Close of Nominations (Unopposed) Checklist* and Appendix 9 *Declaration of Result (unopposed) Script*.

If there are fewer candidates than positions available, the candidates will be elected unopposed. Refer to Appendix 10 *Fewer Candidates than Positions available* for the Script.

If there are more than two vacancies and they are for different terms, the length of the term is decided by a draw. Use the opaque spheres to conduct this process. The first drawn candidate(s) receive the four year term.

7.26 No Candidates

If you do not receive any nominations this information should be made known to persons present.

An extraordinary election may be held at a later date to fill the office, or offices, as if they had become vacant on the day after the close of nominations.

If there are no candidates write “No Nominations Received” on the *Draw for Position on Ballot Paper for Mayor or President* (LG38) or *Draw for Position on Ballot Paper for Councillor* (LG40) and email to your ROLO - rolo@waec.wa.gov.au.

Refer to Appendix 11 *No Nominations Received - Script*.

7.27 Contested Election and Ballot Draw for Mayor/President and Councillor

The process for conducting a ballot draw is the same for all contested elections.

NOTE: If a person has been elected unopposed as mayor/president, the nomination of the person as a candidate for the vacancy of councillor is to be regarded as having been cancelled immediately before the close of nominations.

7.28 Draw for Position on Ballot Paper

Where the number of nominations is more than the number of vacancies, a draw for order on the ballot paper is conducted.

The draw for Mayor/President ballot paper position is first, then followed by the draw for Councillor positions. Refer to Appendix 12 *Close of Nominations (Contested) - Checklist* for steps to follow in conducting the ballot draw.

Appendix 13 *Close of Nominations (Contested) - Script* is the suggested script for the RO to read when conducting the ballot draw.

Take the following items to the draw:

- approved nomination forms - *Nomination for Election by Candidate* (LG08); and/or *Nomination for Election by Agent* (LG09)
- ballot box
- sufficient blue hollow opaque spheres for ballot paper draw and a small coin or similar to open the spheres
- blank slips of paper of equal size (post it notes)
- pen.

Any candidate, representative of a candidate, or members of the public can be present.

Do not allow candidates or their representatives to take part in the draw (except to shake and rotate the ballot box if they wish). You must perform the draw yourself.

Carry out a draw for position on the ballot paper according to the following procedures:

- read out the candidate names as per *Nomination for Election by Candidate* (LG08); and/or *Nomination for Election by Agent* (LG09)
- write the ballot paper name of each candidate on a separate piece of paper (names can be written just prior to the ballot draw)
- place each separate piece of paper into a blue hollow opaque sphere
- check that the blue hollow opaque sphere is properly secured
- place all blue hollow opaque spheres in a ballot box and shake and rotate the ballot box (and allow any other persons present to also shake and rotate the ballot box)
- open the ballot box
- take out one blue hollow opaque sphere at a time; the first drawn has the first position on the ballot paper
- open the blue hollow opaque sphere, and read out the name of the candidate drawn (if a whiteboard is available write the names of the candidates as you draw them) record the order on each slip (1, 2 etc)
- record the ballot paper name as supplied on *Nomination for Election by Candidate* (LG08); and/or *Nomination for Election by Agent* (LG09), in the order drawn, in Ballot Paper Order either for *Draw for Position on Ballot Paper for Mayor or President* (LG38) or *Draw for Position on Ballot Paper for Councillor* (LG40)
- continue this process until the ballot box is empty.

The order in which the names are drawn is the order in which the names will appear on the ballot paper.

Check the names. It is essential that the names are the ballot paper name, spelt correctly and in the correct order of the draw. Note: Any inaccuracies will result in delaying or reprinting of the ballot papers.

If any mishap occurs during the draw (e.g. opaque sphere opens) then you must start the draw again from the beginning and advise the WAEC of the mishap.

Enter Ballot Paper Order into LG Portal using the information from the *Draw for Position on Ballot Paper for Mayor or President* (LG38) and *Draw for Position on Ballot Paper for Councillor* (LG40), as applicable. Email LG38 and/or LG40 to your ROLO - rolo@waec.wa.gov.au.

7.29 Briefing Candidates

Once the formalities have been completed, you have the opportunity to address any candidates present. Be pleasant but professional in your dealing with candidates from the outset.

Your briefing should cover:

- the requirements of the Act that all election material must have the name and address (not a post office box) of the person who authorised it and the name and address of the printer - both of these must appear at the end of the electoral material. Election advertising on social media must also include the name and address of the person who authorised it
- an explanation that they may wish to appoint scrutineers
- an explanation that election profiles will be displayed at polling places and online at both the local government and WAEC websites
- opening hours and location of early voting centres
- early voting at remote locations (if applicable)
- advice on where the count will be conducted
- advice that Optional Preferential Voting will be used for the first time in 2023.

If anything of significance about the election is mentioned at the briefing that is not readily available on the Commission website, ensure that this is conveyed to any candidate not present as soon as possible so that everyone has the same information.

A script is available in Appendix 14 *Candidate briefing before / after Draw for Position on Ballot Paper*.

After all formalities have been completed and emails submitted to WAEC, it is advisable to email your briefing notes to all candidates so that they will all have the information to refer to if necessary. All candidates should be formally advised of the results of the ballot paper draw so this information should also be included.

You may have covered several of these topics when you met the candidates to accept their nomination, however, now is a good time to reinforce these points. Not all candidates will attend the ballot draw so sending an email ensures that all candidates receive the same information.

It is advisable to set up an email group for each district and/or ward that is going to an election including the names and email addresses of the relevant candidates. Please make sure that when you send a group email you include the candidates as a blind carbon copy (BCC) so that they cannot see each other's email address. Some candidates will have chosen to not include their email address as a publicly listed contact detail.

7.30 Proofing Print Copy - After the Draw

After the ballot draw has been conducted, the WAEC will email a PDF of the ballot paper/profile for your district/wards to your RO email address. Proofs will start to be sent soon after the close of nominations so please check your email regularly. As Returning Officer you are responsible for the proofing and final approval. Please do this immediately so that the artwork can be sent to the printer quickly and printing process can commence.

Please be available via phone or email on Thursday evening (7 September 2023) and/or Friday (8 September 2023) to complete proofing. You also need to be available, via phone or email, throughout the following few days in case there are any questions about candidate profiles.

Returning Officer must check:

- candidates' names in particular are presented exactly as on the nomination form. This includes if the name has upper and lower case letters, use of apostrophes, in ballot paper order, etc
- contact details are the same as presented by candidate for public display
- profiles match 'exactly' to wording lodged and accepted by you
- profiles are in ballot paper order
- photograph is of candidate.

Check and respond by reply email immediately, as printing timeframe is very short.

Respond by reply email to ballotpapers@waec.wa.gov.au.

After the close of nominations, some local governments will not proceed to an election as they have fewer candidates than positions available, equal number of candidates to positions available or no nominations received. If this occurs in your local government, please refer to Chapter 11 *Final Duties* for further instructions. Your ROLO will contact you to discuss return of materials and whether the local government will be holding an extraordinary election at a later time.

8 Candidates and Scrutineers

8.1 Candidates

8.1.1 Candidate Information Briefing

The WAEC together with the Department of Local Government Sport and Cultural Industries (DLGSC) and the Western Australian Local Government Association (WALGA) will host an Election Candidate Information Briefing webinar at 6.00 pm on Monday 14 August 2023. The webinar will inform prospective candidates about the election process, the roles and responsibilities of Local Government, Elected Members and the Council, together with the role of the DLGSC as the regulator of Local Government in WA.

A recording of the webinar will be available for viewing after this date.

8.1.2 Candidate Nomination Briefing

Candidates may contact you to discuss their nomination prior to the opening of nominations. If they do, provide information about key dates, method to nominate for the election, postal voting and general information. At this time you may provide candidates with specific local laws for advertising, such as road side signs, if they have been supplied by your local government. You are giving this information as a service as local laws are not the responsibility of the Returning Officer.

8.1.3 Rights and Obligations of Candidates

Candidates are entitled to receive a copy of the residents roll and the owners and occupier roll for the ward or district in which they have nominated. Silent electors are not included on the candidate rolls.

Candidates may be present at the ballot draw. All candidates (whether present for the draw or not) should be formally advised by email of the ballot paper positions.

Candidates must ensure that they comply with requirements of the Act and the *Local Government (Elections) Regulations 1977*.

Candidates are now required to observe the Local Government Model Code of Conduct which is adopted by each local government in accordance with the *Local Government (Model Code of Conduct) Regulations 2021*. The code sets out general principles to guide the behaviour of council members, committee members and candidates.

The Model Code of Conduct includes the following general principles:

- (a) act with reasonable care and diligence
- (b) act with honesty and integrity
- (c) act lawfully
- (d) identify and appropriately manage any conflict of interest
- (e) avoid damage to the reputation of the local government

In particular they must ensure that electoral material is properly authorised.

It is unlawful for a candidate or a person expressly authorised to act on behalf of a candidate to communicate with, assist or interfere with an elector while the elector is making a postal vote.

Candidates must be given advance written notice (via email) of when and where the electors' certificates for postal voting papers will be checked. They may also be present for the checking of certificates for absent voting papers.

8.1.4 Candidate Information

All information relating to standing as a candidate for a local government election is available on the Commission's website. The information includes:

- *Fact Sheets for Candidates* (Department of Local Government)
- *Candidates Information Guide, Local Government Elections 2023* (Western Australian Electoral Commission)
- *Information for Scrutineers, Local Government Elections 2023* (Western Australian Electoral Commission)
- *Service Charter for Local Government Ordinary Elections 2023* (Western Australian Electoral Commission)
- *Nomination for Election by Candidate* (LG08)
- *Nomination for Election by Agent* (LG09)
- *Disclosure of Gifts* (LG9A)
- *Appointment of Scrutineer* (LG18)

8.1.5 Disclosure of Gifts

Both candidates and donors must disclose any electoral donations promised or made within the six-month period prior to the election day that have a value of \$300 or more (or a combined value of \$300 or more).

The Returning Officer does not deal with the issue of disclosure of gifts. The system is administered by each local government and all enquiries are to be directed to the CEO of the local government.

8.2 Scrutineers

A scrutineer is a person who observes the conduct of an election on behalf of a candidate. They should not be confused with "campaign helpers" who do not enter polling places or the count area. After an election is called and polling places are identified the candidate can appoint scrutineers to act at any of the polling places.

Any number of scrutineers may be appointed but only one for each candidate may be present at any one polling place at any one time.

8.2.1 Eligibility to act as a Scrutineer

- A scrutineer must be 18 years of age or over to be appointed
- A candidate cannot be a scrutineer in their own election

Before acting, each scrutineer must present a signed copy of the *Appointment of Scrutineer* form (LG18). Upon acknowledgement by the Returning Officer, the scrutineer will be given a Scrutineer vest to wear and a name tag. The vest and name tag must be worn whenever the Scrutineer enters the polling place or count area. The LG18 is to be filed in your *Book of Arrangements*.

The duplicate copy of the notice of appointment includes space for a declaration to be made by the Scrutineer and an acknowledgement of the appointment to be made by the Returning Officer.

Refer to Appendix 17 *Appointment of Scrutineer* form.

8.2.2 Rights and Duties of Scrutineers

Scrutineers may:

- Attend at a polling place mentioned in their notice of appointment to observe the conduct of the election and to make sure that legal requirements are met
- Observe the checking of absent and postal votes
- Be present at the preparation of postal voting papers for counting but only at a sufficient distance so that they cannot ascertain the names of the electors
- Be present when ballot boxes are opened and votes are being counted.

8.2.3 Identification of Scrutineers

A scrutineer must wear a name tag and a scrutineer vest that identifies them as a scrutineer at all times whilst acting in that capacity. This does not extend to identification of the candidate they are acting for. Any campaign badges or other promotional items must be removed when scrutineers are in the polling place. Scrutineers who wear clothing showing the name of a candidate must be asked to cover up the name or asked to leave the polling place until they have complied with the regulations.

8.2.4 Prohibition on Candidates acting as Scrutineers

A candidate is not allowed to act as a scrutineer at a polling place during the hours of polling. They can enter to cast their vote but must not remain after they have done so for any reason.

8.2.5 Scrutineers are Observers

Scrutineers have the right to enter and act as a scrutineer at the polling place specified in their appointment.

Their job is to be an observer only of the electoral process. They can stand by or sit and watch proceedings or stand near the door and watch people come and go. They must not interrupt or actively get involved.

Scrutineers must not take any part in the conduct of the election. They must not speak to an elector. They do not have any right to ask the Electoral Officer or to ask an elector a question. They are there simply to see the functions that are being performed.

Scrutineers must not record the name of a person who attends a polling place to vote or record any information given by them to an Electoral Officer in order to receive a ballot paper.

Scrutineers are required to comply with reasonable requests made by an Electoral Officer.

8.3 Campaign Workers at Polling Places

The following activities are not permitted within six metres of a polling place entrance:

- Canvassing for votes
- Soliciting the vote of any elector
- Inducing any elector not to vote for any particular candidate
- Inducing any elector not to vote at that election.

Such activities constitute an offence under the Act and carry a penalty of \$2,000.

9 Voting Prior to Election Day

If an elector is unable to vote on election day there are other options available to them. The options are:

- Early Voting
- Absent Voting
- Postal Voting
- Early Voting in Remote Locations (in selected local governments)

It is usual practice for counter staff or rates staff at the local government office to be trained to process absent, early and postal votes. Ensure that there is an Electoral Officer available at all times while the LG office is open. An Electoral Officer will be needed to process absent votes for other local governments even if an election is not held in your district.

If more than one venue is used for the issue of early votes, ensure that trained staff are available for the advertised hours.

All electoral officers must complete the *Declaration by Electoral Officer* (LG01) prior to commencing these tasks.

Voting is not compulsory in local government elections.

Candidate profiles are to be displayed at the LG offices during the early voting period. They are to be displayed in the order that the names appear on the ballot paper. This can be left to right or top to bottom.

The additional relevant information supplied by candidates may also be displayed.

Make sure that the profiles and relevant information are easily seen by the local government staff to ensure that they are not removed or defaced.

Electoral officers should ensure that electors do not leave how to vote cards or other election material in voting screens. Check screens regularly. Remove how to vote cards or other material and place these in a rubbish bin. Do not allow campaign helpers to enter the polling place to clear the bin.

9.1 Early Voting

Any elector may cast an early vote. They do not have to give a reason. An elector of the district may present themselves at the LG offices, or any polling place nominated by the LG and included in the Notice of Election, after the commencement of early voting and be able to cast an early vote.

Early voting commences around the 20 September 2023 and closes at 4.00 pm the day before election day (20 October 2023).

9.2 Absent Votes

Electors from another district that is having an in person election can make an absent vote at any local government office throughout the State. This provides a simple method of voting for electors who may be away from home or who own property in another district.

All Returning Officers must make arrangements for LG staff to issue absent votes even if there is no election or poll being conducted in their district.

Absent voting commences around the 20 September 2023 and closes at 4.00 pm on the Tuesday before election day (17 October 2023).

9.3 Postal Votes

Electors can receive a postal vote in an in person election. To do so they will need to complete an *Application for Postal Voting Papers* (LG12).

Local Governments may place notices on their website, social media posts and newspaper advertisements informing electors that postal voting is available, with links to the *Application for Postal Voting Papers*.

Electors can choose to receive a postal vote for the forthcoming election or they may choose to vote by post at all elections. If an elector wishes to automatically get a postal vote for every LG election in their district/ward they need to tick the box for “all elections held in this electorate.” They will then be placed on the LG postal voters register and the Returning Officer will automatically send the elector postal voting papers every time there is an election in that electorate.

Election ³	
Tick one box	I wish to vote by post:
☐	at the election(s) to be held on / / only
	OR
☐	at all elections held in this electorate

Applications to go on the postal voters register are to be sent to the CEO of the local government as the local government maintains the postal voters register. Prior to an election the postal voters register is forwarded to the WAEC for the Commission to organise the mail out of election packages to electors on the register.

Applications for one-off postal votes are also to be emailed or delivered to the local government. The local government will then forward applications to the WAEC. Upon receipt the WAEC will process the application and the postal vote package will be mailed to the elector.

Postal election packages will be issued from 20 September 2023. Applications will not be processed after 4.00 pm on the Tuesday before election day (17 October 2023) as after this date it is not likely that an elector will have sufficient time to receive and return the election package within the required timeframe. The Returning Officer must be in possession of the returned postal vote by 6.00 pm on election day for the ballot paper to be included in the count.

9.4 Early Voting at Remote Locations

You must visit all venues advertised in the *Election Notice* and you must not visit any unadvertised locations. Visits must be concluded by 4.00 pm on Friday 20 October 2023.

Factors to consider include:

- Teams must consist of at least two Electoral Officers
- Permission by relevant authorities to attend the location
- Access to areas on arrival and securing area on departure
- Ensure the location is convenient for electors. Seek guidance from the administration on their preferred location and set up
- Keep a record of the number of votes issued, voting packages/ballot papers received and issued at a polling place (LG65IP)
- Be responsible for and maintain security of all ballot papers (used and unused)

- Make sure you keep ballot papers, electoral rolls (printed or on computer) in the locked boot of your vehicle when transporting them
- Record all the seal numbers on the *Record of Ballot Boxes and Security Seals* (LG67)

When organising visits, ask if there are any local residents who may wish to assist as an Electoral Officer. If they do, speak to your ROLO about payment for these staff members. Keep a list of staff members and include in your *Book of Arrangements* as they may be interested in work at future local or state elections.

Prior to commencing early voting at remote locations, please read Appendix 21 *Guidelines: Polling in Remote / Regional Aboriginal Communities*.

At the appointed time for polling to commence at each location you must:

- Check all seal numbers on the ballot box against those recorded on *Record of Ballot Boxes and Security Seals* (LG67)
- Certify that the number on the seals are the same as those recorded at the previous polling place and have your entry witnessed by a scrutineer, or in their absence, by the first voter or an Electoral Officer. Record the details and signatures on the *Record of Ballot Boxes and Security Seals* (LG67).
- For vinyl ballot boxes, break the seal and unzip the cleft on the lid of the ballot box so that the ballot papers can be deposited by voters. If using a cardboard ballot box with a paper seal over the cleft, it is recommended that you use a trimmer or blade to expose the ballot paper cleft. Removing the paper seal entirely may damage the ballot box top.
- The ballot box may be used continuously and taken from one remote polling location to another but must be sealed prior to leaving each polling place.

9.5 Delay in Opening a Location

Should you experience delays in starting at a location, contact the location about your estimated start time. Advise any scrutineers present of the delay and any adjustments to the early voting (in person) times.

Record any variation to the start time on *Election Information for Councils* (LG33) along with corrective action taken (possible staying open longer), then when convenient advise your ROLO.

9.6 Requests for 'How to Vote' Material

Electoral Officers must not carry any 'How to Vote' material as it could be perceived as having official status and as being endorsed by the Commission.

The Electoral Officer can only provide a copy of the candidate profiles for the elector to view and cannot give advice on whom to vote for.

9.7 Voting

An elector, regardless of whether they are on the residents roll or the owners and occupier roll may only have one vote in any election. If they own, occupy or reside in more than one location within the same ward or district they will only have one vote for that ward or district. If an elector owns multiple properties in several wards within one local government area they will receive one ward ballot paper for each ward in which they are eligible.

Each elector is entitled to one mayoral/presidential vote. If the elector owns multiple properties in different wards within the district, they will only receive one mayoral/presidential ballot paper.

9.8 Provisional Vote

If an elector's name has not been included on the resident roll or the owner and occupier roll due to a clerical error from either the WAEC or the LG, the elector is entitled to a provisional vote. A provisional vote may also be issued if the elector has been marked off the roll as having already voted but the elector states they have not already voted.

10 Election Day (including the Count)

10.1 Preparation and Set up of the Polling Place

Arrange for the local government office, or selected premises, to be open from 8.00 am to 6.00 pm on Election Day. Use Appendix 22 *Election Day Arrangements* to plan your day.

Refer to Appendix 34 for details on any *Occupational Health and Safety* related matters.

Please ensure you read Appendix 46 *WAEC Emergency Response Procedures*. It covers:

- Emergency Evacuation Procedure
- Fire Emergency Procedure
- Hazardous Material Emergency Procedure
- Bomb Threat Emergency Procedure
- Aggressive Confrontation or Disorderly Conduct
- Armed Offender Attack
- Suspicious Item Emergency Procedure
- Bomb Threat by Phone Checklist

During the day you and your staff will issue ordinary votes and process returned postal and absent packages.

Candidate profiles are to be displayed at all polling places on election day. They are to be displayed in the order that the names appear on the ballot paper. This can be left to right or top to bottom. The additional relevant information supplied by candidates may also be displayed.

Make sure that the profiles and relevant information are easily seen by the local government staff to ensure that they are not removed or defaced during the day.

Electoral officers should ensure that electors do not leave how to vote cards or other election material in voting screens. Check screens regularly. Remove how to vote cards or other material and place these in a rubbish bin. Do not allow campaign helpers to enter the polling place to clear the bin.

If the count area has not been fully set up prior to election day, this must be prepared and ready for 6.00 pm count.

Sealed ballot boxes containing returned postal ballot papers from early voting locations will be delivered to you either before or on election day.

The *Electoral Officer (In Person) Manual* includes step-by-step instructions for all electoral procedures performed by Electoral Officers such as:

- processing returned postal voting packages
- processing unscannable voting packages.

If you have more than one polling place open within your local government, you will need to ensure that all ballot boxes are transferred to the main polling place (or count centre) before 6.00 pm. These polling places will have to close prior to 6.00 pm to allow sufficient time for the transfer of sealed ballot boxes to the count location. The hours that the polling places are open will be documented in the Election Notice and the RO must ensure that advertising indicates an earlier closing time for some polling places on election day.

As well as returning ballot papers, the Presiding Officer will need to return all election material to the Returning Officer on election day. Ballot Papers must be received as close to 6.00 pm as possible but other material can be sorted and packed and returned as soon as the polling place has been cleared and materials accounted for. Election materials from polling places will be sorted by the

Returning Officer and packaged for return to the WAEC Warehouse as per instructions in Chapter 11 *Final Duties*.

If there is more than one polling place, the RO may have to travel to the polling places during the day to ensure that correct procedures are being followed. If this happens a Presiding Officer will need to be appointed at the main polling place to cover the RO's absence. A Presiding Officer and staff will also need to be appointed at every additional polling place.

Your ROLO will forward to you your staff requirements for election day and their method of appointment after the close of nominations. Staffing numbers are determined by the number of candidates, number of anticipated electors and the expected time to complete the count. Please assess this carefully and advise your ROLO if you feel it is either inadequate or excessive.

You cannot vary staffing numbers without approval from your ROLO.

Election Information for Councils (LG33) indicates if local government staff will be used for the count or the WAEC, or its agency, will provide casual staff. It also provides the contact person name from the local government, as well as specific casual staff payment arrangements.

The number of staff is based on several factors, including the number of wards, if manual or CountWA count and expected participation rate. Counting on election night is to conclude at 10.30 pm so some counts will not be finished on the Saturday night and count staff will reconvene on Sunday morning to conclude.

If you believe the number of count staff allocated is incorrect, then contact your ROLO to discuss the estimated number.

Possible staff combinations include:

- Supplied and paid by local government
- Supplied and paid by WAEC, or its agency.

Your ROLO will liaise with you on the combination that will be used for your election.

All local government staff and other casual staff employed for the election who work for you must sign and provide to you the *Declaration by Electoral Officer* (LG01). This includes staff who assist prior to election day, on election day and for the count and the form must be completed regardless of whether they are employed by the local government or by WAEC, or its agency.

Originals of this form are to be placed into your *Book of Arrangements*.

Have spare copies available for staff who have not completed the form before commencing work on election day.

Please refer to 4.2.10 *Staffing supplied by WAEC* of Chapter 4 *Role of a Returning Officer* for information on the hiring and payment of the Temporary Election Workforce (TEW).

10.2 Staff for the Count

- Staff arrive by 5.30 pm. You may have a staff member to assist in their sign-on, where you have a large number.
- Give each staff member a *Badge - Electoral Officer* (LG57), blue vest and have them sign any staffing forms they have not yet completed.
- Ensure staff sign in using the *Staff Attendance Sheet* (RO60)
- Brief staff using the script in Appendix 29 *Count Staff and Scrutineer Briefing*.

10.2.1 Training Count Staff

Train staff to:

- Conduct a manual sort/count of ballot papers; and/or
- Enter ballot paper data (CountWA). Train them just prior to the commencement of the count.

Refer to Appendix 29 *Count Staff Briefing - Script*.

10.3 Scrutineers

- Candidates must sign *Appointment of Scrutineer* (LG18). You sign the duplicate copy; then hand it to the scrutineer with a badge and yellow vest. **A candidate cannot be a scrutineer.**
- Issue *Badge - Scrutineer* (LG62) and yellow vest when scrutineers present their appointment form. Place original copy of *Appointment of Scrutineer* (LG18) in *Book of Arrangements*.
- Brief scrutineers shortly before 6.00 pm and admit them to the counting area at 6.00 pm.
- It is preferred that scrutineers arrive before 6.00 pm on Election Day, however it is not a requirement.
- Scrutineers are allowed to enter and leave the counting area.
- Each candidate is allowed one scrutineer per counting table. If more than one, then ask additional scrutineers to leave the counting area.

Only count staff and scrutineers are permitted inside the count area once the count has commenced. The CEO and LG staff may only enter if working as count staff. When setting up the count area, make sure that it is separated from the main viewing area. This can be done with the use of ropes, bollards etc. Discuss how this will be done at your initial meeting with the CEO or your Administration Contact.

The last hour before the polls close can be extremely busy. Make sure you have sufficient staff to assist with the issue of votes as well as welcoming both count staff and scrutineers. Use an Electoral officer (preferred Table Supervisor) to assist. They can collect relevant paperwork, obtain your signature (if required), and then issue badges and blue/yellow vest to staff and scrutineers respectively.

Please refer to Appendix 30 *Scrutineer Instructions before Commencement of Count - Script*.

10.4 Opening Ballot Box (after 6.00 pm)

Confirm, in the presence of scrutineers (or staff, if a scrutineer is not present) before you open any ballot boxes, that the seal number(s) on the ballot box agrees with the number(s) recorded on *Record of Ballot Boxes and Security Seals* (LG67) attached to the ballot box.

10.4.1 Postal Voting Envelopes

When opening a ballot box that contains the ballot paper envelopes from postal votes, your count staff will need to open the envelopes and extract the ballot paper(s) from the envelopes to admit to the count. If any envelopes have multiple ballot papers for one election please see below.

10.4.2 Multiple Ballot Papers in Envelopes

If two or more ballot papers of one election are enclosed in an envelope which should only contain one ballot paper:

- If the markings on the ballot papers are identical, you can admit one ballot paper to the count; amend the LG68. The other ballot paper/s of that election are then rejected and put back into the envelope. Endorse the outside of the envelope as 'one ballot paper admitted' for that election and 'one/two ballot papers rejected'. Record in your RO Election Report the total number of ballot papers admitted. The WAEC will update figures post Election Day; or
- If the markings on the ballot papers are not identical, you must reject all the ballot papers. The outside of the envelope is to be endorsed as 'one/two/three ballot papers rejected'. Rejected ballot papers within these envelopes are **NOT** recorded as informal. The envelopes are secured with a rubber band and then returned as part of the used election materials.

10.5 Count (starts ASAP after 6.00 pm)

Your role is to supervise and direct the process, NOT count ballot papers, unless the number is small enough to be counted by two to three people.

A mayoral/presidential count result is always sorted by first preference votes and counted before any other count. All other ballot boxes are opened during the mayoral/presidential sort to check that no mayoral/presidential ballot papers have been placed in the wrong ballot box.

10.5.1 Successful Mayor/President Candidate also standing for Council

In the event of a candidate nominating for both mayor (or president) and councillor, the councillor result cannot be determined until the mayoral election is finalised. If the candidate is elected as mayor (or president) their first preference votes in the councillor election will be distributed to their next preferred candidate as the first step of the count.

The count will continue as outlined above, however, there will be a number of exhausted votes and these must be included in the first preference results entered into CountWA and the LG Portal. The exhausted votes are from electors who have only indicated a 1st preference to the winning mayoral candidate in the councillor election.

10.5.2 Successful Mayor/President Candidate already a Councillor

If the successful Mayor (or President) is already a Councillor for that LG, the 1st unelected candidate in the concurrent councillor election is elected to complete the remaining term of office of the newly elected Mayor (or President). This would normally be for a two year term.

10.5.3 Centralised Count

Ballot papers for some local governments will arrive at the WAEC Processing Centre after the ballot boxes have been sent to the LG. This may happen in regional and remote areas, particularly if ballot boxes are dispatched early in the week preceding election day. If this occurs in your LG, a centralised count of these ballot papers will occur.

Your ROLO will inform you if your LG will have a centralised count conducted on election night. You cannot enter figures into the LG Portal until the results from the centralised count have been

uploaded. All centralised counts will be conducted using CountWA and batches will commence at 1000.

10.6 Optional Preferential Voting

Optional Preferential Voting (OPV) is being used for the first time in the 2023 local government elections. Optional Preferential Voting requires that voters only need to register a first preference on their ballot papers for their votes to be counted. Voters who wish to register one or more additional preferences among the remaining candidates are able to do so, using consecutive numbers.

Many counts will not conclude on election night and ROs and count staff/scrutineers will reconvene on Sunday morning to finalise the count. All counts (manual and CountWA) are to cease at **10.30 pm** on election night. If required, counting will resume at **9.00 am** on Sunday.

If adjourning the count overnight, return the votes to the ballot boxes, secure and reseal the ballot boxes, secure election packages and all election material. Notify people present that the count will be continued at 9.00 am on Sunday. Document the decision and ensure all candidates are informed.

The complexity of the OPV count may make it impossible to declare the results on election night for all local governments. It is recommended that the declaration of the results takes place on the Monday or Tuesday after the election at a time mutually agreed between the LG and RO. After the count has concluded and you have received approval to declare, discuss timing of the declaration with your ROLO before organising with your local government and notifying candidates.

Under the new procedures being used in 2023, there is the introduction of 1st and 2nd unelected candidates. The 1st and 2nd unelected candidates are the unsuccessful candidates who would have been next placed in the order of votes received. In the event that a mayor or councillor position becomes available within 12 months of the current election, the 1st unelected candidate in the election for that position will be asked to complete the term of office. If they decline the 2nd unelected candidate will be asked to complete the term of office. If both candidates decline an extraordinary election will be required to be held at a later date.

10.7 Single Vacancy Election

Under OPV for a candidate to be elected in a single vacancy (Mayor/President or councillor) election, they must receive enough votes to reach an absolute majority. An absolute majority is 50% + 1 of all formal votes cast in the election.

In a single vacancy election, if a candidate has an absolute majority after the distribution of preferences, that candidate will be declared as elected.

The sort and count of ballot papers in single vacancy elections will be conducted manually. Getting the sort and count of first preference votes correct is imperative to the process working well. For this reason, all manual sorts and counts for single vacancy elections, will include double checking and recounting of ballot papers.

After the first preference count has concluded the RO will enter results into CountWA and the LG Portal. The WAEC will then verify that the number of ballot papers counted corresponds to the number of electors marked off as voting. When the figures are correct, the RO will be able to continue with the count. If the figures do not tally, the RO is to ask Electoral Officers to recount the bundles of ballot papers. If they still do not tally, contact your ROLO for advice.

If there is not a result after the count of first preference votes, the candidate with the lowest number of first preference votes is excluded and the ballot papers will be distributed to the continuing candidates according to the second preference. If the elector has not shown a second preference the ballot paper will be exhausted as it cannot be distributed.

If there is still no candidate with an absolute majority the process will continue and the candidate with the next lowest number of ballot papers will have their ballot papers distributed.

After each distribution, the figures are to be entered into CountWA which will then advise the Returning Officer of the next step.

This process will continue until a candidate obtains an absolute majority.

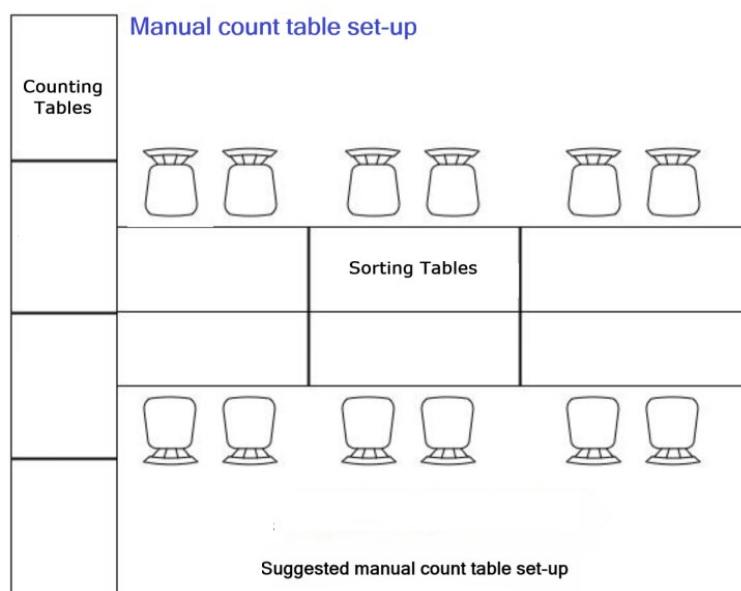
Even though single vacancy elections will be using a manual sort and count procedure, the figures will be entered into CountWA which will determine the result of the election.

To set-up for manual sort you will require:

- Whiteboard or projector for progressive results (if requested by LG)
- A computer with CountWA installed
- Count area and count tables
- Count Cards.

It is recommended you set up counting tables in a 'T' fashion. 2 tables at the top of the 'T' and 3 tables for the tail of the 'T'. The top of the 'T' is used for counting ballot papers. The tail of the 'T' is used for sorting ballot papers. Count cards are set up down the middle of the sorting tables so that they can be accessed from both sides of the table.

NOTE: The number of tables used is reliant on the sizes of tables available. If resources are limited use your discretion as to the best arrangement.



Write out a count card with the name of each candidate on a card. Also use an extra card for informal votes. Evenly space the count cards on the sorting table, ensuring that the count cards are placed in ballot paper order. Ballot papers are sorted by first vote preferences, placing ballot papers for each candidate in front of their respective count card.

Count each candidate's first preference votes and place in bundles of 50 ballot papers, securing the bundle with an elastic band. Each bundle is to be checked and counted twice to ensure accuracy.

When each bundle has been counted twice and the same number reached each time, write the number of first preference votes for that candidate on their count card.

Ballot papers are to be viewed as a whole to capture the voter's intent. The key words in the legislation refer to accepting a ballot paper that '*clearly indicates the elector's wishes*'.

In an election where one office is to be filled and only two candidates are named on the ballot paper, an elector needs to mark the ballot paper by writing the numeral '1' in the square beside the name of the candidate whom the elector wishes to be elected.

If only one office is to be filled at the election and three or more candidates are named on the ballot paper an elector is to mark the ballot paper by writing numeral '1' in the square opposite the name of the candidate for whom the elector votes as the elector's first preference. Electors may indicate further preferences for **some** or **all** of the remaining candidates by writing the numeral '2' in the square opposite the name of the candidate for whom the elector votes as the elector's second preference, and so on, until the elector has finished allocating their preferences. The elector is not required to number all the squares.

The regulation states that the elector is to use the number 1 to indicate their first choice of candidate. Some variations are acceptable.

Scrutineers are observers of the electoral process and are able to be present when ballot papers are being manually sorted and counted. Scrutineers are not permitted to handle ballot papers or electoral materials.

Each candidate is entitled to one Scrutineer and they are able to walk around the table and watch as the Electoral Officers sort and count ballot papers. A Scrutineer may request that a ballot paper be reviewed. If this occurs ask the Electoral Officer to put the ballot paper aside for you to review and make a determination.

Refer to *Formality of Ballot Papers Guide - Local Government Election - 2023* (WAEC publication) and Appendix 31 *Manual Sort Checklist*.

10.7.1 Mayor/President Vacancy

- Count the mayoral ballot papers by ward, if applicable;
- Sort the ballot papers by first preference allocation and informal ballot papers, tally them and record the figures on the respective count cards. Check other ballot boxes for mayoral ballot papers;
- Add the first preference result from each ward for each candidate together to get a total first preference result per candidate;
- Recount each bundle, checking that the ballot papers are correctly sorted;
- Enter the first preference vote totals and the number of informal ballot papers into the LG Portal and CountWA;
- If a centralised count has been completed, the exported ballot paper details provided to the RO are to be imported into CountWA;
- The RO is to run the "*First Preference Vote Report*" within CountWA;
- The RO is to advise their ROLO via text message that the figures have been entered into the LG Portal;
- Await confirmation from the WAEC that the number of ballot papers counted is consistent with the number of returned election packages that have been processed at the processing centre. You will receive telephone confirmation from a member of the WAEC results team;

- When you receive confirmation to proceed, the RO is to set the Status in CountWA to 'Data Entry Complete' and run 'Calculate Result';
- The RO is to follow the instructions from CountWA which may show a result (if a candidate received over 50% of the first preference votes) or CountWA informs the RO of the next step (which would be to distribute the 2nd preferences of the candidate who obtained the lowest number of first preference votes (1st excluded candidate);
- Conduct the distribution of preferences from the 1st excluded candidate. This will be done at a district level;
- After the preferences from the 1st excluded candidate are distributed, the additional votes for each remaining candidate, and exhausted votes, are entered into CountWA and CountWA calculates new totals and may inform the RO to complete the above steps again;
- This process is to continue until a candidate exceeds 50% of the total of all the votes for continuing candidates;
- Once this occurs CountWA will show the result of the election;
- The RO views the '*Elected members Report*' and saves it as a PDF and sends the report via LG RO Online Hub to the WAEC Results Team.

For instructions on entering the first preference results into the LG Portal please refer to Appendix 33 *Entering Results into LG Portal*.

NOTE: CountWA doesn't record mayor/president results by ward. It is recommended that the count be done at a ward level as it will be easier to reconcile the total first preference votes and informal votes at a ward level. Once you have confirmation from WAEC that the number of votes counted matches the number of packages processed for the various wards the ballot papers can be amalgamated.

10.7.2 Single Councillor Vacancy

- Sort the ballot papers by first preference allocation and informal ballot papers, tally them and record the figures on the respective count card;
- Recount each bundle, checking that the ballot papers are correctly sorted;
- Enter the first preference vote totals and the number of informal ballot papers into the LG Portal and CountWA;
- If a centralised count has been completed, the exported ballot paper details provided to the RO are to be imported into CountWA;
- The RO is to run the '*First Preference Analysis Report*' within CountWA;
- The RO is to advise their ROLO via text message that the figures have been entered into the LG Portal;
- Await confirmation from the WAEC that the number of ballot papers counted is consistent with the number of returned election packages that have been processed at the processing centre. You will receive telephone confirmation from a member of the WAEC results team;
- When you receive confirmation to proceed, the RO is to set the Status in CountWA to 'Data Entry Complete' and run 'Calculate Result';
- The RO is to follow the instructions from CountWA which may show a result (if a candidate received over 50% of the first preference votes) or CountWA informs the RO of the next step (which would be to distribute the 2nd preferences of the candidate who obtained the lowest number of first preference votes (1st excluded candidate);
- Conduct the distribution of preferences from the 1st excluded candidate. This will be done at a district level;

- After the preferences from the 1st excluded candidate are distributed, the additional votes for each remaining candidate, and exhausted votes, are entered into CountWA and CountWA calculates new totals and may inform the RO to complete the above steps again;
- This process is to continue until a candidate exceeds 50% of the total of all the votes for continuing candidates;
- Once this occurs CountWA will show the result of the election;
- The RO views the '*Elected members Report*' and saves it as a PDF and sends the report via LG RO Online Hub to the WAEC Results Team.

All instructions regarding the use of CountWA for single vacancy elections are included in the *Returning Officer CountWA Manual*.

For instructions on entering the first preference results into the LG Portal please refer to Appendix 33 *Entering Results into LG Portal*.

On election night a CountWA helpline will be set up to assist ROs with CountWA queries. The details of this will be forwarded to you by your ROLO and be included in RO Communications.

10.8 Multiple Vacancy Election

To be elected in a multiple vacancy election, the successful candidates must reach a quota. The quota is calculated using the formula:

$$Quota = \left(\frac{\text{Number of formal votes}}{\text{Number of vacancies} + 1} \right) + 1$$

When the first distribution has been finished, there may be candidate/s who have reached quota. If a candidate has more than the required quota, it means they have a surplus and that surplus must be transferred to the remaining candidates. A transfer value is determined so that each ballot paper transferred is worth a percentage of that surplus.

If the required number of vacancies are not filled after the count of first preferences and after distributing any surpluses, the candidates with the lowest number of votes is excluded. Each ballot paper from the excluded candidate will be distributed to the candidates remaining in the count according to the next preference of the elector.

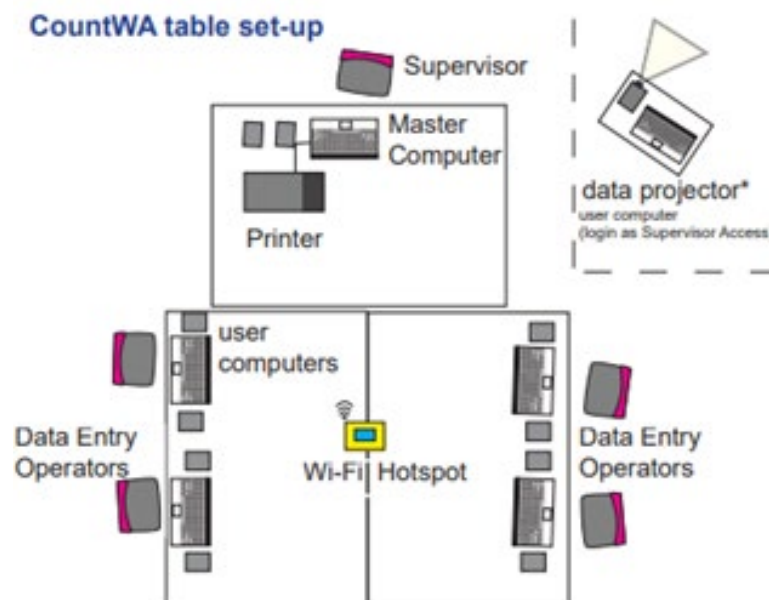
If all vacancies have not been filled, further exclusions and distributions will take place until that occurs.

CountWA will be used to determine the elected candidates in multiple vacancy elections as the number of candidates and position combinations would make a manual count difficult to conduct. For all CountWA counts, ballot papers will be data entered and then entered for a second time using the verification mode.

If using CountWA, ballot papers are not sorted according to first preference votes but are counted and placed in bundles of 50 with a batch header attached. Data entry operators will enter the votes into CountWA in batch order.

In all elections conducted by the WAEC, the WAEC will provide the computers required for CountWA. All computers will have the CountWA software installed, and a printer will be provided by the WAEC. If multiple data entry staff are to be used, the setup and networking of the computers may be performed by the ICT person from the local government.

ROs are to book in a time with WAEC ICT to ensure CountWA computers are correctly set up. Your ROLO will notify you when bookings are available.



Suggested CountWA set up

Ballot paper markings are entered in batches by Data Entry Officers. All CountWA computer counts require a verification performed. A verification requires all ballot papers to be entered twice by different operators.

Scrutineers are observers of the electoral process and are able to be present when ballot papers are entered into CountWA. Scrutineers are not permitted to handle ballot papers or electoral materials.

Each candidate is entitled to one scrutineer and they are able to walk around the table and watch as the Data Entry Officer enters ballot paper markings. A Scrutineer may request that a ballot paper be reviewed. If this occurs ask the Data Entry Officer to record the batch and sequence number of the ballot paper for you to review and make a determination.

When verification has concluded, CountWA computes the election result.

If applicable, import the “centralised count” figures from the central processing centre to the figures counted at the local government. Your ROLO will inform you if your LG will have a centralised count conducted on election night.

10.8.1 CountWA Data Entry for Multiple Vacancy Election

- Count and bundle ballot papers into batches of 50 and allocate a batch for data entry person to data enter into CountWA;
- The data entry person enters the preferences as indicated on each ballot paper against the candidates in CountWA;
- After the bundle has been entered, a different data entry person takes the same batch and enters the preferences as indicated on each ballot paper against the candidates in CountWA. If the ballot papers have been entered identically, CountWA will allow the data entry person to proceed to the next ballot paper. If the ballot papers are entered differently CountWA will alert the data entry person and will give 3 options to continue:
 - If original ballot paper is correct, then accept the original ballot paper;
 - If the verified ballot paper is correct, then accept the verified ballot paper; or
 - If both are wrong, edit the verified ballot paper and then accept the verified ballot paper.

- The RO is to be called over to make the determination as to which ballot paper is correct and which of the 3 options above is to be followed;
- If a centralised count has been completed, the exported ballot paper details are to be imported into CountWA;
- Once all ballot papers have been entered into CountWA, the RO is to run the 'First Preference Analysis Report' within CountWA;
- The RO enters the first preference votes for each candidate and the number of informal ballot papers from the 'First Preference Analysis Report' into the LG Portal;
- The total number of first preference votes plus informal ballot papers will give a total of how many ballot papers have been counted;
- The RO is to advise their ROLO via text message that the figures have been entered into the LG Portal;
- Await confirmation from the WAEC that the number of ballot papers counted is consistent with the number of returned election packages that have been processed at the processing centre. You will receive telephone confirmation from a member of the WAEC results team;
- When you receive confirmation to proceed, the RO is to set the Status in CountWA to 'Data Entry Complete' and run 'Calculate Result';
- Once this occurs CountWA will show the result of the election;
- The RO views the '*Elected Members Report*' and saves it as a PDF and sends the report via LG RO Online Hub to the WAEC Results Team.

All instructions regarding the use of CountWA are included in the *Returning Officer CountWA Manual*.

Please also refer to Appendix 32 *CountWA Checklist*.

For instructions on entering the first preference results into the LG Portal please refer to Appendix 33 *Entering Results into LG Portal*.

On election night a CountWA helpline will be set up to assist ROs with CountWA queries. The details of this will be forwarded to you by your ROLO and be included in RO Communications.

10.9 Request for Re-count

All ballot papers will be manually sorted, checked and counted twice for single vacancy elections. All ballot papers will be data entered twice into CountWA for multi vacancy elections. However, it is recommended that when the count is concluded that you announce to scrutineers that this is the final opportunity for a further re-count to be requested.

Despite everything being checked for a second time there may still be occasions where a re-count is requested. This section refers to the further check of ballot papers. The RO may arrange for some or all of the votes to be re-counted if, and to the extent that, the returning officer considers appropriate.

You can decide to re-count some or all the votes on your own initiative.

A candidate or a scrutineer on behalf of a candidate may, ask the Returning Officer to re-count the ballot papers. This request must be in writing and must —

- be made before the returning officer declares the result of the election under section 4.77; and
- include the candidate's or scrutineer's reasons for the request.

You should consider the reasons and make your own decision as to whether to re-count the ballot papers. If you believe a re-count is not necessary, then advise all candidates and scrutineers who are present of your decision. Your decision is final and can only be overturned by the Court of

Disputed Returns. If you have any doubts, contact your ROLO to discuss. Keep candidates and scrutineers informed of the re-count.

Regulations may prescribe circumstances in which the Returning Officer must arrange for some or all of the votes to be re-counted to the extent prescribed.

10.10 Tied Result

If at any point during the count two or more candidates receive the same number of votes, and CountWA is unable to determine the order of exclusion or election by countback, then a draw by lot will need to be completed to determine this.

Use the opaque spheres and a ballot box to conduct this process. Place the name of each candidate on a piece of paper inside an opaque sphere for each candidate. Place them in the ballot box and rattle the box for a few seconds, then draw out one of the spheres. If the draw is for the order of exclusion, then announce prior to draw that “The first name drawn will be excluded”. If the draw is for the order of election, then announce prior to draw that “The first drawn will be elected”.

If there are two vacancies for different terms, the first candidate drawn will receive the four-year term and the second candidate drawn the two-year term.

10.11 Ballot Paper Formality

Refer to *Formality of Ballot Papers Guide - Local Government Election 2023* for formality guidelines which is also available on the Commission’s website at www.elections.wa.gov.au.

10.12 Referendum

If your local government is holding a referendum the count will be a manual count. It will be conducted at the conclusion of all mayoral/presidential and councillor counts.

The tables will be set up as per the instructions for a single vacancy election. You will require count cards for ‘Yes’, ‘No’ and ‘Informal’ ballot papers. If there is more than one question on the referendum ballot paper your ROLO will discuss the count procedures with you.

Results for a referendum are not entered into CountWA or the LG Portal.

Returning Officer are to download the *Results of Referendum* (LG23) form from the LG RO Online Hub and manually enter the results. The LG23 is to be emailed to lgresults@waec.wa.gov.au.

11 Final Duties

11.1 Declaration

Due to the complexity of the count and the possibility of re-counts, declarations may not be conducted on election night or on the Sunday after election day but may be held on a business day such as the Monday or Tuesday after election day. If your count process is complete, the election is small in terms of number of electors and candidates, the result is clear and scrutineers have been advised that you intend to declare the result it is possible for you to do so on the Saturday night. Once the result is declared it cannot be undone so consider the declaration timing carefully and if uncertain discuss with your ROLO. Only a Court of Disputed Returns can alter the outcome of a Declaration of the Result after it is announced. An invalidity complaint is to be made by an applicant to the Court of Disputed Returns within 28 business days after notice is given of the result of the election. You cannot assist an applicant to file their complaint as you may be called upon to give evidence in the subsequent legal proceedings.

After the declaration has been made, you are to provide copies of the following forms to your Administration Contact requesting that they are uploaded to the local government website:

- *Results of Election for (Mayor/President) (LG19A)*
- *Results of Election for (Councillor) (LG19B)*
- *Results of Referendum or Poll (LG23)*

Copies of these forms are placed in your *Book of Arrangements*.

Please refer to:

- *Appendix 36 Declaration - Checklist*
- *Appendix 37 Declaration of Result (Contested) - Script*
- *Appendix 38 Declaration of Poll/Referendum - Script*

11.2 Election Materials

As soon as practical after the Declaration of Results, you are required to return all ballot papers, ICT equipment (not including your mobile phone), your *Book of Arrangements* and all other papers, documents, letters etc used at the election or in connection with the election in sealed boxes.

- Electoral materials are to be sorted and grouped.
- Using the *Return of Materials to WAEC Stores (LG79)* checklist, mark off all materials and then pack materials into box(es) supplied. The checklist is found in *Returning Officer's Election Pack (In Person) (LG92IP)*.
- Any voting screens, ballot boxes and other election material are to be banded together and placed in the large cardboard box they came in and returned to the WAEC Warehouse (unless advised otherwise). If any cardboard products are damaged, please dispose of in recycling if facility is available.
- It is your responsibility to ensure the security of election materials until they are returned to the WAEC Warehouse. It is recommended that materials are stored securely at the Returning Officer's home until delivery to WAEC Warehouse is arranged.
- No election material is to be left at the local government after the Declaration has taken place unless prior arrangements have been made with the LG that courier collection can take place from that location.

- Email or post any additional cost claims (travel etc) to rolo@waec.wa.gov.au . The final cut-off date for lodging claims is 3 weeks after Election Day.

A copy of the *Return of Materials to WAEC Stores* (LG79) checklist is included in Appendix 45.

The WAEC re-packages some of the above election material and returns it to the local government. Materials will not be returned to the local government until after the final date for appeals to the Court of Disputed Returns.

Some local governments have confirmed that they use their own archive boxes for storing election materials. This is noted on the *Election Information for Councils* (LG33). If so, election materials will be repackaged at the WAEC warehouse after the Logistics team has checked the contents of each box. This does not affect the packing of materials to be undertaken by ROs.

11.3 Return of Materials

Return of materials to WAEC Warehouse is to occur in the week commencing Monday 23 October 2023.

Use the most cost-effective dispatch method as discussed with your ROLO prior to Election Day to return election materials, computers, and printers.

If you wish to hand deliver your materials to the WAEC Warehouse, please discuss with your ROLO to organise as this will require a scheduled time for delivery.

If you are sending the materials by courier, please refer to the *Guide RO Return of Materials*, included in your LG92IP pack.

The Guide contains - instructions, consignment notes and labels.

- You must use TOLL Road Services for the return of materials to the WAEC Warehouse.
- WAEC TOLL Account: E889224.

When the materials and forms are received, they are checked for completeness and accuracy by WAEC Project Leaders.

ROs are to **keep their phone** until after the final date for an appeal to the Court of Disputed Returns has passed. During this time, ROs are to check phone messages and emails on a regular daily basis. A reply-paid satchel will be included with your RO materials to be used to return your mobile phone at the later date.

Please refer to Appendix 44 *Return of RO Mobile Phone Instructions*.

11.4 Clean Up Premises

- Replace any furniture, equipment or other materials to original locations
- Inspect premises ensuring no election material overlooked (either inside or outside)
- Rubbish removed and placed in appropriate bulk bins.

Refer to Appendix 35 *Final Clean-Up - Checklist*.

11.5 Leaving Premises

- Do not leave the polling place alone. Staff (including yourself) walk together in car park for security reasons.
- Have clear vision of area when moving electoral materials to vehicle and have someone else with you.
- If making several trips, lock vehicle each time to minimise risk of theft. Transfer ballot papers last.
- Lock all doors and windows and arm any security alarms as instructed by venue owners.
- Check all entrances are locked (including gates) prior to leaving.
- Keys to premises returned, as agreed with venue provider.

11.6 Complete Survey

- A survey will be provided to you after the election to complete. The WAEC welcomes your feedback and any recommendations for improvement.
- Final payment is processed after the RO survey is submitted and all election materials (with the exception of the mobile phone) have been returned to WAEC Warehouse. Return of the mobile phone at a later date will not affect the final payment to ROs.

12 Electoral Offences and Complaints

12.1 The Local Government Electoral Environment

Local government elections have always been highly contested and in the absence of political parties exercising control over candidates (as is the case at State elections, they often involve heated opinions and criticisms).

Your role as the RO is often looked upon by electoral participants (candidates and the community) as the impartial judge in some of these disputes between candidates or between community groups with differing opinions. That is not your role.

Your role is to deliver an election that is conducted in accordance with the legislation and the procedures provided by the Commission. Differences of opinion between candidates or community groups or members can be decided by the electors making their choice in the election.

As the Commission's on the ground representative and the person charged by the legislation with conducting the election you have much discretion to resolve complaints at the local level. We encourage you to do this wherever possible in the first instance.

In some instances, the matters raised with you will be outside your jurisdiction and should be referred to the local government CEO. For example, complaints about the personal behaviour of councillors or gifts allegedly received and not declared by a candidate.

If you become uncertain about the best path forward your next step is to talk to your ROLO. They have seen or heard most complaints before and can advise you the best course of action.

Finally, the Commission's feedback team and all the Commission's other resources are there to assist you in dealing with complaints and to support you in your decision making. If the matter is considered too large, complex or has relevance across multiple elections the Commission may take charge of it. You will be advised in these circumstances by your ROLO.

12.2 Procedures to follow when Filing a Complaint

A complaint may be made directly to you, or to the Complaints Management Team via the webform on our website.

It is preferred that complaints are in writing to action, but if that is not possible for a complainant then please assist them to make the complaint. When you receive the complaint, please take the following steps:

- Advise you will review the complaint. If the Complainant has any questions about the process, please refer them to the Complaints and Feedback Policy on our website.
- Record details of complaint on WAEC webform including all actions taken to resolve complaint attaching any photographic evidence. Submit this form and it will be forwarded to your ROLO.
- Print a copy of the complaint summary generated from the webform and place in your *Book of Arrangements*.

Step-by-step instructions for using the WAEC webform are available in Appendix 41 *Using and Submitting the WAEC Webform*.

Depending on the seriousness and complexity of the complaint, your ROLO may then escalate it to the Complaints Management Team. The complaint will be dealt with in accordance with the Complaints Management Policy and accompanying procedures, and you will be updated on how it progresses.

The information below provides guidance about the types of complaints we expect an RO to deal with directly, and those that should be escalated to your ROLO. If at any time however you need assistance in resolving a complaint, or it becomes more serious, please contact your ROLO.

The information in this section of the manual should be read in line with the Complaints and Feedback Policy, Procedures and your complaints handling training materials.

12.3 Electoral Offences (Common Types of Complaints)

12.3.1 Printing and Publication of Electoral Material (s4.87)

What is electoral material?

Electoral material means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect voting in an election but does not include an advertisement in a newspaper announcing the holding of a meeting.

The Local Government Act requires that electoral material (including material published on the internet) must state the name and address of the person who authorised the material and the name and address of the person who published the material.

This applies to anyone issuing electoral material not just candidates. In many local governments you may find ratepayer or community associations who use their internet or social media content to issue electoral material.

The address cannot be a post office box and must be a physical address. If the electoral material is published in a newspaper, there is no requirement for the publishers' details.

RO's should adopt a sensible approach to social media. Obviously if the material is an electoral advertisement, it should be authorised. However, individual posts on social media providing individual views do not have to be authorised.

Returning Officers are not expected to trawl through published material either online or hardcopy. Obviously if the RO becomes aware of an unauthorised item themselves then they should action it as soon as practicable but traditional and practical approach has been for allegedly unauthorised items to be drawn to the attention of the RO.

Tip: You may wish to study local social media or other media channels or consult to determine where candidates, community groups or members may be active in your election and could possibly seek you out to make a complaint. While contextual advice is always helpful be mindful of treating each complaint on its merits.

12.3.2 Exempt Electoral Material

Authorisation requirements do not apply to promotional material such as car stickers, clothing, lapel buttons, pens, pencils, balloons, or similar promotional material.

Advice to candidates

Remind candidates of the authorisation requirements at the earliest opportunity and the inconvenience involved if they pay considerable amounts of money on electoral material only to be informed, they cannot use it due to lack of authorisation. Under the Act there is also a potential fine of \$2,000 for unauthorised material.

Remind candidates that Returning Officers do not approve electoral publications or provide legal advice. If a candidate is unsure about their electoral material complying with the law inform them to seek their own independent legal advice.

Quick Tip: Remind candidates of the authorisation rules when they meet you to nominate. They can't then tell you later they didn't know!

12.3.3 Misleading or Deceptive Statements (s4.88)

Under section 4.88 of the *Local Government Act* it is an offence to print, publish or distribute deceptive electoral material with a potential fine of \$5,000 or imprisonment for one year.

This is an area of great confusion with candidates and the community. Everybody assumes that if material is published criticising the record of a councillor or a commitment they allegedly failed to achieve or perhaps a more personal attack that may contain allegedly false statements about a candidate is "deceptive or misleading material". Further they will argue with the RO that it will mislead an elector when they cast their vote.

The definition of deceptive material is any matter that is likely to mislead an elector when they cast a vote.

Though the terms misleading and deceptive have been narrowly defined by legal cases over the years as relating to only when an elector has to cast a vote. For example, electoral material that suggests marking a ballot paper contrary to the prescribed method would be misleading an elector when they cast a vote.

However, electoral material putting forward a perspective on an issue that can be freely contested by candidates and the public is not misleading an elector when they cast a vote.

For example, if candidate A alleges Candidate B did not vote in support of a new council building this is something that any community member can check by consulting council minutes or by asking Candidate B personally. Candidate B can also refute this statement in their own communications. It is part of the free exchange of views and opinions during any election. Coincidentally the same interpretation is applied at the State General Election.

12.3.4 Handling Ballot Papers (s4.92)

It is a serious offence under section 4.92 of the *Local Government Act* for a candidate or someone expressly authorised to act on the candidate's behalf to handle postal packages.

Advice to Candidates

Remind candidates and their supporters that to handle postal packages is a serious offence with up to one year in prison or a \$5,000 fine. Many candidates think about offering to assist the elderly, for example, by collecting their completed ballot papers and dropping them into a post box or the council office. While marked by good intentions the perception among others may be that a candidate is disposing of the ballot papers or changing them. Hence the very strong penalties attached to this offence.

Candidates should be encouraged not to try to circumvent this by getting others to collect the ballot papers, for the same problem arises.

If a candidate thinks electors require assistance with voting they should contact the RO who can make special arrangements with the local government to collect the ballots.

Family members who might collect their household's completed and sealed ballot papers and deposit them at the local government office or in a post box is acceptable. Family members should under no circumstances complete the ballot paper for another family member.

12.3.5 Other Electoral Offences listed in the *Local Government Act*

The following offences should be referred to your ROLO:

- any matters relating to removal or tampering of electoral notice(s), list or document exhibited by an electoral officer has exhibited
- bribery and undue influence (for example a councillor or candidate encouraging a person not to contest an election as a candidate)
- false statements in relation to an application, form, nomination, return or other document.
- offences relating to nomination papers, ballot papers and ballot boxes
- interference with electors (for example this might include physically interfering with electors at a polling place or stopping them from filling out their postal ballot paper).

12.3.6 Threats or Actions against the Returning Officer

Although extremely rare any threats made to the Returning Officer should be immediately reported to your ROLO. They will be investigated by the Commission and the Police will be involved if necessary.

12.4 Responsibilities of Local Councils and their CEO's

The following list are the responsibilities of local councils and their CEO's. Quite often candidates and the public think that many of the matters listed below are the responsibility of the RO.

- Disclosure of gifts by candidates and donors and the maintenance of the gift register is the responsibility of the LG CEO.
- The use of Council resources during the election campaign is a matter for the LG CEO and council.
- The maintenance of the Owner and Occupiers roll is the responsibility of the LG CEO, including decisions on eligibility.
- Non-compliance with the local council's code of conduct should be referred to the LG CEO. Some local governments implement caretaker policies to govern the behaviour of councillors and staff during the election period.
- The placement of electoral signage is a matter for the local council or the owner of the property. The RO's responsibility is to ensure the electoral material is authorised.

12.5 Court of Disputed Returns (s4.81)

A person who is dissatisfied with the result of an election or with the way in which an election was conducted may make an invalidity complaint.

An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election, and must be a complaint that either:

- An election is invalid; or
- Another person should be declared elected; or

- The term of office of a councillor should be longer or shorter than the term determined by the Returning Officer.

Candidates and their supporters should be informed to seek their own legal advice regarding invalidity complaints, you cannot provide advice as you may be called as a witness.

As the individual with responsibility for conducting the election for a local government on behalf of the Commission you may be required to attend a Court of Disputed Return. You will be supported by the Commission if this occurs. It is important in these rare circumstances that your election records are in order immediately after declaration of the poll.

12.6 Returning Officer Complaint Handling Process

Step 1: Receipt

- Returning Officer will receive the complaint in writing.
- RO to request any supporting evidence to be included in complaint submission.

Step 2: Assess

- RO will assess the complaint and determine if it is a matter that they can resolve or an issue that requires escalation to their ROLO.

Step 3: Resolve

- If RO can resolve** - Resolve complaint and respond to complainant. RO to complete webform including details of the complaint and any actions taken and select 'complaint closed' on webform. RO to be sure to select the correct ROLO from the dropdown list before clicking submit.
- If RO needs to escalate to a ROLO** - RO to complete webform with details of complaint and any actions taken and select 'Escalate issue to ROLO'. RO to be sure to select the correct ROLO from the dropdown list before clicking submit.
- RO to print off confirmation email generated from webform and place in their *Book of Arrangements*.

Step 4: Escalation to ROLO

- ROLO will assist RO in complaint resolution, engaging the Complaints Team if necessary.
- If the complaints team is not engaged** - ROLO will provide response or advice to the RO and will cc Complaints Team in final email.
- If the complaints team is engaged** - Complaints team will provide response or advice to ROLO. ROLO will provide this response to the RO.

Please refer to Appendix 41 for a step-by-step guide on using the *WAEC Complaints Webform*.

13 Media

13.1 Dealing with the Media

In your role as a Returning Officer you may be contacted by the media. The general principle is that information of an administrative or factual nature may be provided by you. This may include:

- Key dates in the local government election timeline
- Number of candidates who have nominated
- Number of electors in the local government
- Number of packages returned by electors.

More detailed or complex media enquiries should be referred to the Returning Officer Liaison Officer via email, cc'ing media@waec.wa.gov.au . This includes enquiries that:

- May be contentious
- May be political
- Ask questions on non-factual issues relating to your election.

When emailing the ROLO on a media matter, you must cc the WAEC media mailbox media@waec.wa.gov.au for visibility and support. This mailbox should also be contacted for any requests to interview the Electoral Commissioner. It is monitored by WAEC head office staff who deal with such inquiries.

14 Use of ICT Infrastructure Policy

The Commission allows reasonable access to ICT facilities including internet access, while maintaining reasonable controls to protect the Commission's image and ICT networks. Returning Officers will be required to acknowledge that they will adhere to this policy and other relevant legislation and security protocols each time they log in to the Commission's network.

14.1 Scope

This policy applies to all employees and contractors who work at the Commission and/or have access to Commission ICT facilities.

14.2 Equipment

Inappropriate use of computer equipment could place Commission networks at risk. ICT System Administrators are authorised to monitor equipment, systems and traffic. The Commission reserves the right to audit networks and systems on a periodic basis.

All PCs, laptops and phones should be password protected and not be left unlocked while unattended. A password protected screensaver should be set to activate automatically at 30 minutes or less.

No person should use equipment unless logged in with their own account or with a generic user account issued with the authorisation of the Director ICT.

Portable equipment should always be kept secure via a security leash or be locked away when not in use.

14.2.1 Unacceptable Use of Equipment / Networks

The following are strictly prohibited, without prior authorisation from the Director ICT:

- Allowing an outside person to use the computer or access the network.
- Breaches of copyright, patents or other intellectual property or the installation or distribution of pirated or unlicensed software.
- Attaching any type of unapproved hardware to the Commission's computer and/or network resources. Devices such as USB's must be scanned by ICT before they may be attached to the network.
- Removal of any hardware from the Commission without authorisation.
- Modifying the hardware or firmware of any computer or network equipment.
- Downloading or installing any type of installable software, patches, plugins, updates etc.
- Using any computer equipment or network resource to engage in private commercial activities for the purpose of commercial and/or personal gain.

14.2.2 Minimum Password Standards

Passwords must be at least 15 characters long. Users must not use passwords created from phrases that can be deemed predictable such as a sentence, words of personal significance, or popular phrases such as those found in literature or music.

New Passwords should have at least four characters different from the previous six passwords.

Passwords need to be changed at least every 6 months. Users must change their passwords when prompted. Users are able to change their own password or on request to ICT.

Restrictions are enforced to prevent the use of known compromised passwords, commonly used passwords and Commission context sensitive words such as “waec”, “elections”, etc.

Staff should never:

- use the same password for the Commission and personal accounts;
- use passwords that can easily be connected to the user (e.g. birthdays or names of family members, pets etc.);
- reveal their password to any other person, by any means;
- use the ‘Remember Password’ feature of applications (e.g. Outlook, Explorer);
- write passwords down and store them anywhere in their office/desk or on file;
- store passwords electronically without encryption; or
- access another user’s account.

Should, for any valid reason, Management or ICT administration need to access a staff members account then the matter should be raised with the Director ICT. They will liaise with the staff member’s Manager to grant access where appropriate. On returning to duty the staff member should reset their password.

14.2.3 Common Passwords

Where a group of staff members are working on the same project they may be required to share the same account and password. Apart from strong password requirements:

- access to the account is to be restricted to the required duties only;
- the account must be set with an expiry date; and
- the password is to be distributed only to those who require it.

14.2.4 Internet Usage

The Commission does not oppose personal use of the Internet as long as use is restricted to a staff member’s personal time, does not interfere with work practices and does not contravene this policy. However, the following procedures will apply:

- Internet usage may be monitored and reports made available to ICT and Management.
- Staff should not visit sites or click on hyperlinks they do not know or trust.
- The web browser or internet page should be closed immediately when finished. (This does not apply to the Commission’s Intranet.)
- Staff must log off their computer at the end of each day’s work.
- The Commission reserves the right to block internet sites if they are considered to pose a security threat or likely to have an adverse impact on productivity.
- Blocked internet sites will not be unblocked unless it can be demonstrated to your Manager that it is for work purposes.

14.2.5 Email

Use of the Commission’s email facilities to convey personal/confidential information is not encouraged.

Emails sent via the Commission's email facilities are part of the Commission's corporate record and subject to statutory record keeping, legal and Freedom of Information requirements. The same level of care should be taken when preparing an email as any other correspondence.

As a general rule any email that contains the following should be retained as a Commission record:

- contains important information for a business or project matter;
- signifies a commitment or order;
- involves a decision being made; or
- is seen as an alternative to hardcopy correspondence.

14.2.6 Email Procedures

- Do not respond to or click on SPAM (hyperlinks or open attachments in emails from an unknown or untrusted source).
- Suspicious emails from an unknown or untrusted source or considered to be SPAM, must be reported to ICT using the SPAM reporting procedures available on the Intranet.
- Emails larger than 30 Mb (including attachments) will be blocked by the system - inbound and outbound.
- All emails are logged and recorded by ICT to facilitate routine maintenance, management and troubleshooting.
- The Commission reserves the right to block emails from any source if they appear to pose a security threat or are categorised as SPAM.
- Where the monitoring system flags an email that appears to be a breach of acceptable use ICT will investigate the email and escalate as appropriate. The Commission will produce individual email usage reports where a breach of this policy is suspected and/or block an employee's inbound and/or outbound emails if their use of the email network is deemed inappropriate.
- ICT should be notified if it is intended to send large block emails (50 emails without attachments; 20 with attachments) at the one time.

14.2.7 Restricted Use of Internet and Email

Using the Commission's internet and email facilities in the following ways is not permitted and could lead to your removal from the role of Returning Officer:

- Participating in non-work related forums or promoting a political point of view.
- Distributing confidential information without due authorisation.
- Visiting websites or distributing emails that contain inappropriate material such as racism, violence, pornography or gambling.
- Using cloud storage facilities to store work related material without the permission of the Director ICT.
- Accessing social media sites without the authorisation of a ROLO and without due regard to the Commission's Social Media guidelines which are available on the LG RO Online Hub; and
- Using your email address to subscribe to websites such as auction and share trading sites, or social networking sites that are not directly related to your work.

14.3 Foreign Interference

Foreign interference is a threat to Australia's sovereignty, values and national interests. It is an activity that is carried out by, or on behalf of, a foreign state, and is **coercive, corrupting, deceptive or clandestine**. Foreign interference can reach right across Australian society, targeting the people, information and infrastructure of governments, industry, academia, the media and culturally and linguistically diverse communities.

14.3.1 Countering Foreign Interference in Elections

- Australia's democratic values are grounded in principles of freedom, equality, the rule of law and respect. A commitment to these values, and the institutions which uphold them, gives us confidence in the strength of our government and democratic processes.
- Protecting democratic institutions and systems is critical to Australia's efforts to counter foreign interference, and is essential to maintaining a healthy and robust democratic society.
- Attempts at foreign interference are occurring at all levels of government, in all states and territories. They have been recorded in relation to local government elections in some jurisdictions.
- Foreign powers have sought to interfere and undermine electoral processes in democracies overseas.
- Foreign interference in electoral systems can take many forms. One of the most common is disinformation that spreads quickly across the community.
- The **electoral process is an integral part of Australia's democratic system** and any interference impacting it by a foreign power could lead to reduced public confidence (real or perceived) in the credibility and integrity of election outcomes across all levels of government.

14.3.2 What can you do to protect yourself?

- Government officials (including electoral staff) should be aware that their position and access to decision makers, information, premises and systems - makes them potential targets for foreign interference
- Awareness of the potential for foreign interference is crucial to mitigating the threat of foreign interference:
 - Know the value of the information you hold on behalf of the WAEC, and where it is stored.
 - Be conscious of security in everything you do and say, and make sure staff understand good security practices.
 - Be wary of unsolicited contact by phone, email or through social media.
 - Be alert to unusual questions or requests for ongoing contact, particularly social contact away from the workplace that does not seem appropriate.
 - Be mindful of your own vulnerabilities and consider whether your engagement with a particular individual could leave you compromised - now or in the future.

14.3.3 Reporting suspected instances of foreign interference

If you have concerns about the behaviour of anyone coming into contact with you, raise it with your ROLO. You can also report the matter via the **National Security Hotline** if you believe you have information of possible foreign interference activities or have seen or heard something suspicious that may need investigation by security agencies.

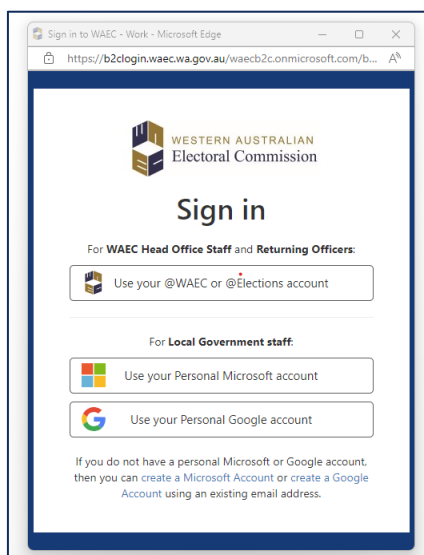
- Phone: 1800 123 400
- SMS: 0429 771 822
- Email: hotline@nationalecurity.gov.au

WAEC requests that you remain vigilant, maintain confidentiality and security of all election materials in your possession and ensure that you adhere to the IT Infrastructure Policy.

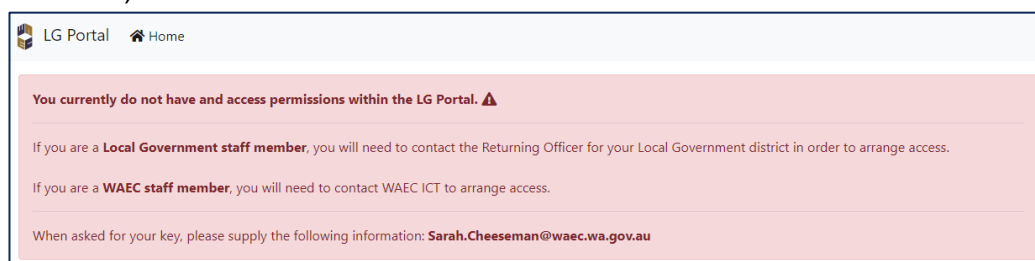
APPENDIX 1 ACCESSING THE LG PORTAL

1) Creating a new account

- a) Log in to the portal using this link
[EMSWA LG Portal \(https://lgportal.waec.wa.gov.au/portal/\)](https://lgportal.waec.wa.gov.au/portal/)
- b) You will be met with the below screen, allowing you to choose your method of sign in. WAEC staff and ROs will sign in using their WAEC email address. Local government staff and TEW will sign in using their personal Microsoft or Google email address.



- c) If you're logging in for the first time using your personal email address you may be met by an error message advising that you don't have permission to access the Portal. In this case speak to your RO who will be able to give you access through EMSWA (see section 2).



- d) Once you have the relevant permissions you will be able to sign in using your personal email address and password.

2) Adding a New User (RO and WAEC Staff)

- a) Sign in to your WAEC account on the LG Portal
- b) Click on 2023 Ordinary Election - Nominations
- c) Select your city/shire
- d) Click on 'Assigned Users'
- e) Add user
- f) Enter the email address you wish to add and click save.

3) Deleting a User

- a) Click on 2023 Ordinary Election - Nominations
- b) Select your city/shire
- c) Click on 'Assigned Users' which will bring up a list of all assigned users
- d) Click on the red dustbin sign next to the user you wish to delete.

APPENDIX 2 COMMENCEMENT AS RETURNING OFFICER

When:	Friday 25 August 2023 onwards.		
Use:	Returning Officer's Election Pack (LG92IP)		
Receival of packs			
☐	Returning Officer's Election Pack		
Review forms and guides (on WAEC website)		Downloadable from website	www.elections.wa.gov.au
☐	Nomination for Election by Candidate	LG08	
☐	Appointment of Scrutineer	LG18	
☐	Nomination for Election by Agent	LG09	
☐	Candidates Information Guide and Information for Scrutineers		
☐	Service Charter for Local Government Elections		
☐	Formality of Ballot Papers Guide		
☐	Disclosure of Gifts	LG9A	
Practice Using Training Environment in LG Portal			
☐	Nomination Builder		
☐	Results		
Obtain rolls for candidates (30 August 2023)			
☐	Owners and Occupiers roll(s)	CEO to provide RO copies of the Owners and Occupiers roll to give to candidates	
☐	Residents roll(s)	To be downloaded from LG RO Online Hub	
Schedule			
☐	Attendance at candidate information sessions	If applicable	
☐	Meeting times with prospective candidates (as requested)	31 August 2023 to 7 September 2023	

Close of Nominations - 7 September.

RO attendance from 2.00 - 4.00 pm at the local government office is a requirement

APPENDIX 3 LOCAL GOVERNMENT ELECTION FORMS

Form Number	Document name
LG01	Declaration by Electoral Officer
LG08	Nomination for Election by Candidate
LG09	Nomination for Election by Agent
LG9A	Disclosure of Gifts
LG11	Absent Vote Ballot Papers
LG12	Application for Postal Voting Papers
LG15	Application for Replacement Postal Voting Papers
LG16	Provisional Voter's Declaration
LG17	Application for Absent Vote
LG18	Appointment of Scrutineer
LG19A	Results of Election for (Mayor or President)
LG19B	Results of Election for (Councillor)
LG23	Results of Referendum
LG24	Book of Arrangements Checklist
LG30	Nomination Checklist
LG31	Rejection / Amendment of Nomination
LG33	Election Information for Councils
LG38	Draw for Position on Ballot Paper for Mayor or President
LG39	Preference Count Card
LG40	Draw for Position on Ballot Paper for Councillors
LG42	Record of Rolls Issued
LG56	Returning Officer contact details
LG57	Business Card Print (Electoral Officer) name tags
LG62	Business Card Print (Scrutineer) name tags
LG63	Spoilt Ballot Paper
LG65IP	Ballot Papers Received and issued at a Polling Place
LG67	Record of Ballot Boxes and Security Seals
LG68	Record of Ballot Papers in Ballot Box
LG69	Count Card
LG70	Record of Ballot Papers in Ballot Box Processed at Local Government
LG72	Envelopes Batch Header
LG73	Rejects and Unscannable Items Processed at the Local Government
LG73A	Rejects and Unscannable Items Processed at the Processing Centre
LG79	Return of Materials to WAEC Stores
LG81	Polling Place Accident Report
LG82	Report on Incidents and Miscellaneous Matters
LG92IP	Returning Officer's Election Pack (In Person)
LG96	Manual Count Pack per Election
LG97	CountWA Count Pack
LG99	Transfer of Ballot Boxes

Form Number	Document name
LGS02	Returning Officer Information
HR06	Claim Form for Expenses
RO60	Staff Attendance Sheet

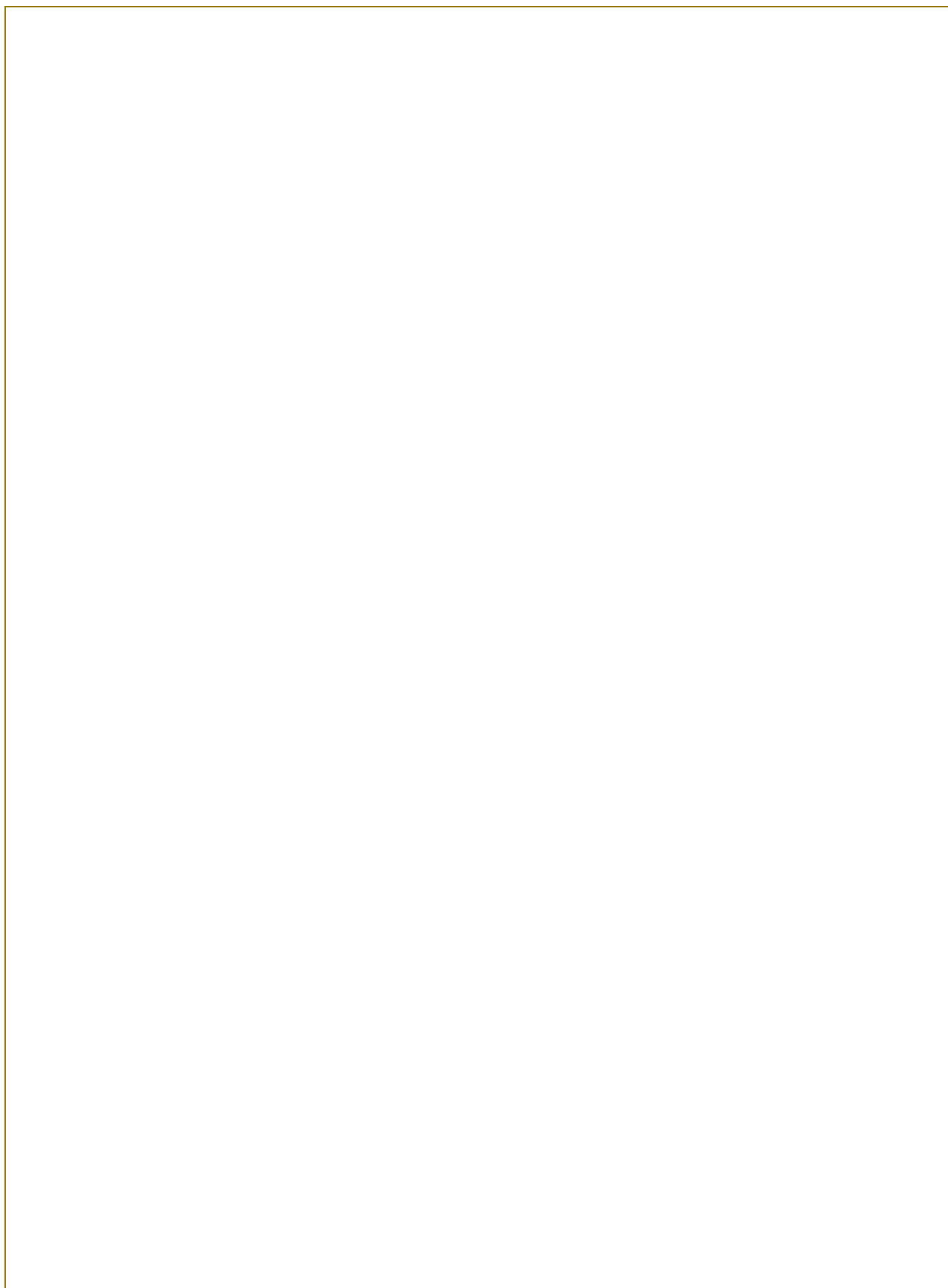
APPENDIX 4 VISIT TO LOCAL GOVERNMENT - AFTER TRAINING

When:	As soon as practicable after RO face-to-face training
Use:	<i>Election Information for Councils</i> (LG33)
<u>Review prior to visit</u>	Be able to discuss these areas readily on your visit
Note (for your awareness)	
☐ <i>Election Information for Councils</i>	LG33
☐ Local government website	
☐ Past election results on the WAEC website (if available - new customers refer to local government website)	
Phone call to local government (administrative contact)	
☐ Schedule meeting time and date at their offices	
Visit to local government office	
☐ Wear WAEC ID Badge and dress appropriately	
☐ Election Timeline (key dates)	
☐ Discuss Referendum, if being held	Included in LG33
☐ Enquire about use of equipment, supplies (paper), access (security) and the booking of meeting rooms	Use of photocopier and room requests - confirm from LG33
☐ Advertisement - website, notice board and district public libraries ○ close of enrolment ○ call for nominations ○ election notice which includes early voting times, dates and venues ○ results of election	Arranged by local government
☐ Arrange for processing nominations (where and when) ○ room available to receive and process nominations ○ access to photocopier (and any access codes) ○ arrangements for uploading profiles to local government website ○ access to (unlocking) noticeboard, if required ○ arrangements for receipting nomination deposits	LG33 - website and social media contact person For display of profiles
☐ Nominations (preparation) ○ office area for candidate briefings and ballot draw ○ witness for ballot order draw ○ results of election	Commence 2.00 pm on the day of close of nominations
Election day polling locations	Local government staff
☐ Discussion on possible places, venues and times	
☐ Advise ROLO of polling locations and times that are to be placed on the election notice	
☐ Staffing requirements	
☐ Schedule time and place to train local government staff	

Staff to issue early votes (local government building or office)	Local government staff and others as allocated
☐ Names of staff issuing early votes	
☐ Schedule time and place to train staff	
☐ Schedule early voting at remote locations	As applicable
☐ Receiving - o ballot box in an accessible location - o electoral materials in secure (locked) location	
Arrangements for receiving postal and absent packages	
☐ Receiving - o ballot box in an accessible location - o electoral materials in secure (locked) location	
☐ Security of election materials	
Election Day and early voting (logistics)	
☐ Polling place signs outside local government offices	
☐ Signs outside other polling places	Early and other election day locations
☐ Early voting (information posters) week/s prior to polling o Nominated early voting days and hours	
☐ Ordinary voting (information posters) on election day - o Chief polling place opened between 8.00 am to 6.00 pm - o Additional polling places (opening hours) - o Counting and/or data entry after 6.00 pm on Election Day	
☐ 6 metre rule (from entrances to polling places)	Campaign workers canvassing 6 metres s4.89 (1) & (2)
☐ Security and furniture	
☐ Computer location of local government computers that are being used for marking electors off the roll	
☐ Availability of count area for CountWA set up in the week preceding election day	
☐ Method to display results	
☐ Local government to provide barriers for count (queuing equipment)	Marking boundaries of processing and count area
☐ Clean up post Election Night and conclusion of count	
☐ Anticipate number of people at count	

Mud maps of count set up

Please use the space below to draw/sketch a suggested layout for the count area.

A large, empty rectangular box with a thin brown border, intended for drawing a suggested layout for the count area.

APPENDIX 5 CANDIDATE LIAISON - DISCUSSION POINTS

When:	As requested by candidates (average time 10-30 minutes). Prior to nomination.
Use:	<i>Nomination for Election by Candidate (LG08), Nomination for Election by Agent (LG09), Disclosure of Gifts (LG09A), Appointment of Scrutineer (LG18)</i>

Before close of nominations	
☐ Election timeline and Candidate forms on WAEC website	Nomination deadline
☐ Candidate eligibility requirements	www.elections.wa.gov.au
☐ <i>Nomination Builder</i> - o profiles (1,000 characters, including spaces) & photograph (recent passport size) - o copy of profile placed on LG website	
☐ Candidate Relevant Information to be placed on LG website	2,000 characters, including spaces
☐ Rolls (copies available upon receipt of nomination)	Residents roll & Owners and Occupiers roll
After close of nominations (contested election)	
☐ Electoral material needs to be authorised - o name and address of authorising person - o name and address of printer - o address cannot be a PO Box	
☐ Candidate roadside advertising signage; if - o local government property then local government approval - o private property then owners of property approval	
☐ Electoral offences and complaints - o complaints referred to you (Returning Officer) - o complainant to provide sample (such as photo or brochure) - o email details with attachments	Webform Complaints need to be in writing, not verbal
☐ <i>Disclosure of Gifts</i> (to local government CEO) o both candidate and donor requirements	LG9A
Polling locations	
☐ Early voting locations	Local government office
☐ Early voting at remote locations	As required
☐ Absent voting (other local government offices)	
☐ Campaign workers (6 metre rule)	
☐ Role of Scrutineers	LG18
☐ Applications and processing postal packages	
☐ Count procedure and formality of ballot papers	Refer: <i>Formality of Ballot Paper guide</i>

APPENDIX 6 EMAIL TO POTENTIAL CANDIDATES - PRIOR TO NOMINATION

During the election period I will be available to candidates who may wish to discuss nominations and other electoral related information. My contact details are <phone number> and <email address>, and the best time to contact me is <XX:XX> am/pm to <XX:XX> am/pm.

Candidate packs are available on the WAEC website www.elections.wa.gov.au

Submitting a nomination

- The *Summary Information for Candidates* guide outlines nomination eligibility criteria.
- Candidates must have completed the mandatory *Local Government Candidate Induction* course BEFORE finalising their nomination and recorded the reference number and date on the nomination form.
- Use the Nomination Builder on the WAEC's website www.elections.wa.gov.au. It allows you to enter your details, write up your profile up to 1,000 characters including spaces, which must be written in English, and upload your optional passport sized photo.
- Nomination Builder provides you with an easy method to input and edit your profile and place your photograph in a document ready for its display on the local government's website.
- Once you meet with me to submit your profile it will not be corrected by me as long as it does not contain any information that I consider to be false, misleading or defamatory and does not exceed the allowable 1,000 characters, including spaces.
- All you need to do, when you have finished editing it, is print it out, sign and submit with your nomination deposit of \$100.00 (cash, bank cheque or postal note) to me.
- You may also submit additional relevant information of not more than 2,000 characters that will be published on the local government's official website. The relevant information is optional but if you choose to provide it, it must be submitted with your nomination. This information cannot be entered into Nomination Builder.
- You MUST submit your nomination papers, relevant information and nomination deposit to me by 4.00 pm Thursday 7 September 2023.
- A mandatory *Code of Conduct* applies to all council members. The code also applies to all candidates.

We recommend that you don't leave your nomination until the last minute as if it is incomplete, it may not be accepted.

After you submit your nomination

- You are entitled to receive copies of two electoral rolls - the owners and occupiers roll and the residents roll. These rolls can only be used for electioneering purposes

Refer also to Appendix 14 *Candidate Briefing before/after Draw for Position on Ballot Paper*

APPENDIX 7 NOMINATION CHECKLIST

Candidate's Name _____	
☐	Nomination ID number : _____
☐	Confirm their roll eligibility from the roll or your ROLO
☐	Check all sections of form have been completed (eg: has been signed by witness)
	LG08 or LG09 RO may sign as witness
☐	Online candidate induction completed (Is the induction course reference number provided on the form?)
Profile	
☐	Same name (exactly) as ballot paper name on nomination form
☐	1,000 characters (including spaces) maximum; if handwritten, must be legible
☐	Confined to information about the candidate's background, beliefs, and policies
Photograph (optional)	
☐	Passport size, head or head and shoulders only (45 mm height and 35 mm wide)
☐	Photograph is less than 6 months old or is a reasonable likeness
Additional Information	
☐	2,000 characters (including spaces) maximum, if handwritten must be legible
Deposit (attach local government receipt copy to filed nomination)	
☐	\$100 (cash, postal money order, bank cheque or EFTPOS)
	if direct debit and/or credit card accepted by Local Government
Direct candidate to sign LG42 and provide roll (if requested)	
☐	Signed LG42 <i>Record of Rolls Issued</i> ; then send an email link from the LG RO Online Hub for the candidate to access the folder containing the roll/s:
Finalise nomination (brief candidate and process)	
☐	If 'only' hardcopy then you must enter into <i>Nomination Builder</i> via EMSWA LG Portal
☐	Email A4 candidate profile to the local government to be uploaded to the LG website
☐	Arrange for additional information to be uploaded to LG website (if applicable)
☐	Accept nomination into EMSWA LG Portal
☐	File this form and the final accepted Nomination form in the <i>Book of Arrangements</i>

APPENDIX 8 CLOSE OF NOMINATIONS (UNOPPOSED) - CHECKLIST

When:	Close of nominations on 7 September 2023
Use:	<i>Results of Election - Mayor/President</i> (LG19A), <i>Results of Election - Councillor</i> (LG19B) <u>Applicable where multiple terms of office apply</u> - Ballot Box, Ballot Box seals, opaque spheres, a coin - to open opaque sphere. Completed: <i>Nomination for Election by Candidate</i> (LG08), <i>Nomination for Election by Agent</i> (LG09)

Forms	
☐ <i>Results of Election - Mayor or President</i>	LG19A if unopposed
☐ <i>Results for Election - Councillors</i>	LG19B if unopposed
☐ Time check for 4.00 pm close	
<u>Announcements - after 4.00 pm close</u>	
No candidate nominations (less candidates than vacancies)	Candidates = 0
☐ An extraordinary election may be held at a later date	
Unopposed Mayor (or President)	Candidates = vacancies
☐ Read out nomination name	
☐ Check if appointment affects further elections	If candidate nominated for councillor position
☐ Declare the result	Appendix 9
Unopposed Councillor/s	Candidates < vacancies Or Candidates = vacancies
☐ Read out nomination name/s	
☐ Declare the Result if not also a candidate for Mayor/President election	Appendix 9
Terms of Office (multiple positions)	Two and four year terms
☐ If different terms of office, then draw for lengths of terms. First drawn candidate/s receives the four year term	Two year 18 October 2025 Four year 16 October 2027 Use ballot box and blue hollow opaque spheres refer Appendix 10
Administration	LG19A and/or LG19B
☐ Send copy of 19A and/or 19B to WAEC	lgresults@waec.wa.gov.au
☐ Arrange for LG19A and/or LG19B to be uploaded to LG website and provide courtesy copy to CEO	

APPENDIX 9 DECLARATION OF RESULT (UNOPPOSED) - SCRIPT

Equal number of Candidates to Positions available

When the candidate is unopposed and is not standing for a mayoral/presidential election the result can be declared.

LOCAL GOVERNMENT ELECTIONS 2023

Welcome

Good evening <name of any other groups of people attending > and ladies and gentlemen.

I am <RO name> the Returning Officer appointed for this election under the *Local Government Act 1995*.

It is now past 4.00 pm on the 7th of September 2023 and nominations for the election have closed.

In accordance with the *Local Government Act 1995*, I would like to publicly declare that at the close of nominations for the vacancy of councillor, <name of ward> <name of local government>, there is only one candidate for the office OR the number of candidates is equal to the number of offices to be filled at the election. Accordingly, <the candidate name> is elected unopposed OR candidates <names> are elected unopposed.

A notice will be placed on the official website of the local government and as prescribed in Regulation 29C(2)(g) of the *Local Government (Administration) Regulations 1996* stating the result.

Thank you for your attendance and congratulations to the successful candidates.

< candidates may wish to acknowledge the declaration with a speech >

Two and Four Year Terms

If both two and four year terms are up for election, then you will be required to draw for the longer term. The following text applies to these situations.

BALLOT PAPER DRAW

The procedure for drawing for length of terms is set by the *Local Government (Elections) Regulations 1997* and the *Local Government Act 1995*.

A defect during the draw process will result in it being restarted from the beginning.

The first <additional text if required > name drawn will be for the four year term, I will then subsequently draw(s) for the remaining terms of office.

< commence draw, refer to Appendix 12 >

- * Two year term expires 18 October 2025
- Four year term expires 16 October 2027

APPENDIX 10 FEWER CANDIDATES THAN POSITIONS AVAILABLE - SCRIPT

Where there are multiple vacancies and there are fewer candidates than vacancies, the result is declared as follows.

Welcome

I am <RO name> the Returning Officer appointed for this election under the *Local Government Act 1995*.

It is now past 4.00 pm on the 7th of September 2023 and nominations for the election have closed.

In accordance with the *Local Government Act 1995* I would like to publicly declare that at the close of nominations for the vacancy of councillors, <name of ward> <name of local government>, the number of candidate's is less than the number of offices to be filled at the election. Accordingly, the candidate <name> is elected unopposed or candidates <names> are elected unopposed. An extraordinary election may be conducted to fill the unfilled vacancy.

A notice will be placed on the official website of the local government and as prescribed in Regulation 29C(2)(g) of the *Local Government (Administration) Regulations 1996* stating the result.

Thank you for your attendance and congratulations to the successful candidates

< Candidates may wish to acknowledge the Declaration with a speech >

Two and Four Year Terms

If both two and four year terms are up for election, then you will be required to draw for the longer term. The following text applies to these situations.

BALLOT PAPER DRAW

The procedure for drawing for length of terms is set by the *Local Government (Elections) Regulations 1997* and the *Local Government Act 1995*.

A defect during the draw process will result in it being restarted from the beginning.

The first <additional text if required > name drawn will be for the four year term, I will then subsequently draw(s) for the remaining terms of office.

< commence draw, refer to Appendix 12 >

- * Two year term expires 18 October 2025
- Four year term expires 16 October 2027

APPENDIX 11 NO NOMINATIONS RECEIVED - SCRIPT

Welcome

Good evening <name of any other groups of people attending > and ladies and gentlemen.

I am <RO name> the Returning Officer appointed for this election under the *Local Government Act 1995*.

It is now past 4.00 pm on the 7th of September 2023 and nominations for the election have closed.

In accordance with the *Local Government Act 1995* I would like to publicly declare that at the close of nominations for the vacancy of councillors, <name of ward> <name of local government>, no nominations were received for the offices to be filled at this election..

An extraordinary election may be conducted to fill the unfilled vacancy/ies.

A notice will be placed on the official website of the local government and as prescribed in Regulation 3A of the *Local Government (Administration) Regulations 1996* stating '**No nominations received**'.

Thank you for your attendance.

APPENDIX 12 CLOSE OF NOMINATIONS (CONTESTED) - CHECKLIST

When: Close of nominations on 7 September 2023	
Materials	
☐ Opaque spheres (match same colour shading)	
☐ Ballot box (and ballot box seal for base)	
☐ Candidate nomination forms	
☐ Draw for Position on Ballot Paper for (Mayor or President)	LG38
☐ Draw for Position on Ballot Paper for Councillors	LG40
☐ Small post-it notes	
Time check - phone	
☐ Time check for 4.00 pm close	
<u>Announcements - after 4.00 pm close</u>	
Attendees	
☐ Candidates, local government staff and others	May include current councillors
☐ Witness	
Draw for Candidates (Mayor/President first, then Councillors)	
☐ Read out all the ballot paper candidate names, using script	Script in Appendix 13
☐ Read each ballot paper candidate name as you write it on a post-it note, then place post-it note into blue hollow opaque sphere	
☐ Check sphere is firmly closed, put in ballot box ○ repeat for each candidate	
☐ Shake and rotate the ballot box to ensure spheres mixed	
☐ Announce that “the first candidate drawn out of the box will be the first name on the ballot paper”	
☐ Draw one sphere from box	
☐ Announce the ballot paper candidate name	Keep post-it notes on desk, write sequence order (1, 2 etc) on them
☐ Write ballot paper candidate name on LG38 or LG40 ○ repeat process (next position on ballot until complete)	LG38 or LG40 May also write names in order drawn on whiteboard if supplied
☐ Read out all names in order of the draw	

Administration	
☐ Submit final nomination details into LG Portal	LG38 LG40 Appendix 14
☐ Verify all nomination details submitted into LG Portal	
☐ Enter Ballot Paper draw into LG Portal	
☐ Brief candidate/s. Email a copy of the briefing to all candidates	
Sign and file forms in <i>Book of Arrangements</i>	
☐ LG38 and LG40	File originals in <i>Book of Arrangements</i>
☐ Verify all final profiles submitted into LG Portal	Refer candidate listing screen in LG Portal
<u>7 September 2023 onwards</u>	
Proofing profile and ballot paper	
☐ Ballot paper name matches the nomination form ○ upper & lower case letters, apostrophes	From WAEC check draft against LG08 or LG09
☐ Order of ballot paper names	
☐ Candidate photograph	
☐ Profile text & contact details	Check draft against LG08 or LG09
Send email to nominations team stating either:	
☐ Yes, ‘All Details Correct’; or	Within 2 hours of receiving In email subject section - ‘All Details Correct’
☐ No, ‘Changes Required’ and highlight errors	In email subject section - ‘Changes Required’

APPENDIX 13 CLOSE OF NOMINATIONS (CONTESTED) - SCRIPT

Candidates greater than Positions available

(candidates > vacancies)

One or more vacancies and there are more candidates than vacancies

Welcome

Good evening <name of any other groups of people attending > and ladies and gentlemen.

I am <RO Name> the Returning Officer appointed for this election under the *Local Government Act 1995*.

It is now past 4.00 pm on the 7th of September 2023 and nominations for the election have closed.

NOMINATIONS RECEIVED

Prior to close of nominations, nominations were received from the following candidates:

Ballot paper name

BALLOT PAPER DRAW

The procedure for drawing ballot paper positions is set by the *Local Government (Elections) Regulations 1997* and the *Local Government Act 1995*.

I have written up <or I am writing up> each candidates' name on a slip and I will read them out then place them into identical opaque spheres, then place each into this ballot box. The ballot box will then be shaken and rotated. I will then make a random selection of an opaque sphere to determine the first name on the ballot paper, and then make subsequent draws for the next names in the order they will appear on the ballot paper.

A defect during the draw process will result in it being restarted from the beginning.

Candidate particulars will be advertised in prescribed ballot paper order on the Commission's website.

< commence ballot paper draw, referring to Appendix 12 >

APPENDIX 14 CANDIDATE BRIEFING BEFORE / AFTER DRAW FOR POSITION ON BALLOT PAPER

Polling Locations

- Early voting <insert details of when it will be made available>
- Applications for postal packages <via local government offices>
- Refer candidates to online *Information for Scrutineers* guide
- All polling locations will appear in the Election Notice

Count

- Conducted from 6.00 pm on Saturday 21 October 2023 at the < insert text > offices.
- The declaration of results will occur on the Monday or Tuesday after election day
- Candidates can nominate a Scrutineer by completing a form then submitting it to me before or at the count. Only one Scrutineer per candidate is permitted at a count table during the count.
- The count will conclude at 10.30 pm on election night and resume at 9.00 am on Sunday 22 October 2023, if required.

Advertising

Please read through your guide on the requirements on advertising.

- Electoral material must be authorised under of the *Local Government Act 1995*. This means that:
 - it must have the name and address of the person who authorised the materials
 - have the name and address of the printer
- If photocopying pamphlets yourself, then you are the printer. You will need to include your name and address as the printer on the pamphlet.

In both cases the address cannot be a PO Box.

Signage

Check with the local government for local laws relating to candidate election signage.

As Returning Officer for the <insert district name>, I may be contacted on:

Tel: <insert telephone number>

Email: <insert email>

APPENDIX 15 REJECTION / AMENDMENT OF NOMINATION

Candidate's Name		
Local Government		
Position	☐ Mayor / President	☐ Councillor
Ward		

I, _____, the Returning Officer advise, as per section 4.51 (4) of the *Local Government Act 1995*, that your :

☐ Profile has been Amended ☐ Nomination has been Rejected

Reason for amendment / rejection

Corrective action taken / advised

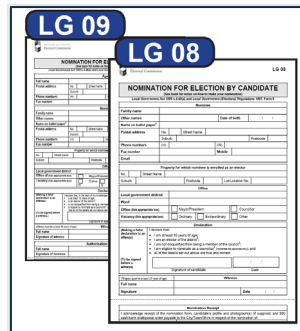
Signature of Returning Officer

/ /

Date

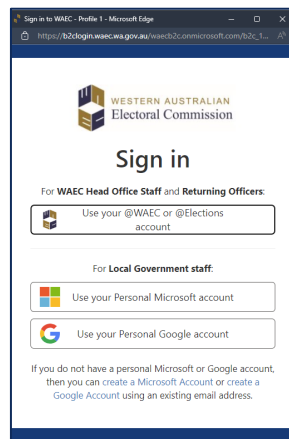
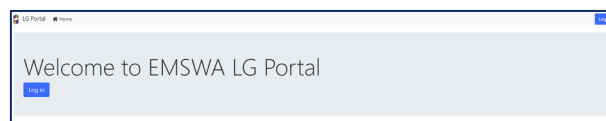
APPENDIX 16 NOMINATION PROCESS

1. Receive *Nomination for Election by Candidate (LG08)* this may include a Nomination Builder reference number or *Nomination for Election by Agent (from agent) (LG09)*.



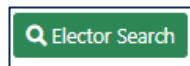
The image shows two overlapping forms. The top form is labeled 'LG 09' and is titled 'NOMINATION FOR ELECTION BY AGENT'. The bottom form is labeled 'LG 08' and is titled 'NOMINATION FOR ELECTION BY CANDIDATE'. Both forms contain various fields for personal details, nomination information, and signatures.

2. Go to the LG RO Online Hub and click on LG Portal.



A screenshot of the Western Australian Electoral Commission (WAEC) sign-in page. The page features the WAEC logo and the text 'Sign in'. Below this, there are two main sections: 'For WAEC Head Office Staff and Returning Officers' and 'For Local Government staff'. The first section has a button labeled 'Use your @WAEC or @Elections account'. The second section has two buttons: 'Use your Personal Microsoft account' and 'Use your Personal Google account'. At the bottom, there is a note: 'If you do not have a personal Microsoft or Google account, then you can create a Microsoft Account or create a Google Account using an existing email address.'

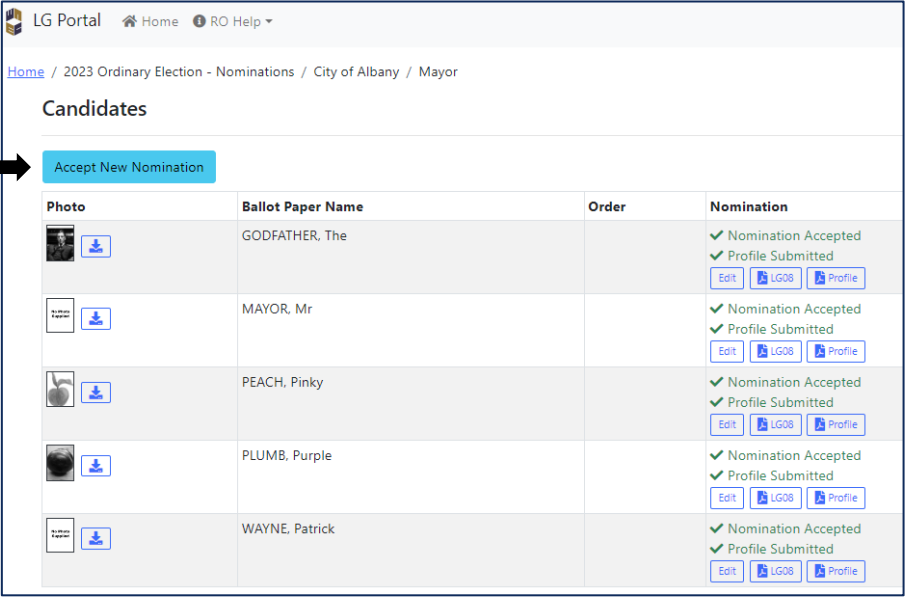
3. Check candidate's eligibility. They must be an elector of the district. Check for candidate's name on the electoral roll using

The screenshot shows the "2023 Ordinary Election - Nominations" page for the "City of Albany". At the top, there are navigation links: "LG Portal", "Home", and "RO Help". Below the header, there are three buttons: "Assigned Users", "Elector Search" (highlighted with a black arrow), and "Print Batch Headers". Underneath, there are two rows: "Mayor" and "Councillor", each with a "Candidates" button to its right.The "Elector Search" form is displayed. It has a header "Elector Search" and a sub-header "Enter the search criteria below including surname and either given name(s) or year of birth and click on 'Search'". The form contains several input fields: "Surname*", "Given names", "Year of birth" (with a "YYYY" placeholder), and "Suburb". There is a checkbox labeled "Limit search to current district only" which is checked. Below the inputs is a blue "Search" button. Under the button is a table with the following headers: "Surname", "Given names", "Date of birth", "Enrolled Address", and "# Eligibilities in City of Albany". Below the table, a message states: "No existing elector records match criteria. Either refine criteria and search again, or choose option to create a new elector record for a provisional eligibility." At the bottom, there is a checkbox labeled "Add a new elector record".

4. Locate position and correct ward (if applicable), select 'Candidates'

The screenshot shows the "City of Canning" interface. At the top, there are navigation links: "City of Canning", "Home", and "RO Help". Below the header, there are three buttons: "Assigned Users", "Elector Search" (highlighted with a black arrow), and "Print Batch Headers". Underneath, there is a list of positions and wards, each with a "Candidates" button to its right. The list includes: "Mayor", "Bannister Ward - Councillor", "Beellar Ward - Councillor", "Beeloo Ward - Councillor", "Mason Ward - Councillor", and "Nicholson Ward - Councillor".

5. Select 'Accept New Nomination', previously 'accepted nominations' are displayed below
Note: withdrawn nominations¹ are not displayed



LG Portal Home RO Help

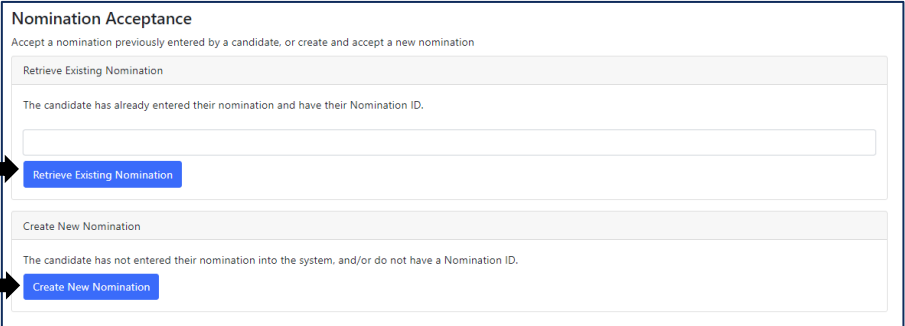
Home / 2023 Ordinary Election - Nominations / City of Albany / Mayor

Candidates

[Accept New Nomination](#)

Photo	Ballot Paper Name	Order	Nomination
	GODFATHER, The		✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile
	MAYOR, Mr		✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile
	PEACH, Pinky		✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile
	PLUMB, Purple		✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile
	WAYNE, Patrick		✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile

6. Select either:
'Retrieve Existing Nomination'²; or
'Create New Nomination'



Nomination Acceptance

Accept a nomination previously entered by a candidate, or create and accept a new nomination

Retrieve Existing Nomination

The candidate has already entered their nomination and have their Nomination ID.

[Retrieve Existing Nomination](#)

Create New Nomination

The candidate has not entered their nomination into the system, and/or do not have a Nomination ID.

[Create New Nomination](#)

7. If you select 'Create New Nomination'; then complete all details as per the printed hard copy Nomination form submitted by the potential candidate and click **"Next"**

Your Nomination ID is 220003-7693-5441

1
2
3
4

Details
Profile
Review
Accept

Candidate Details

Surname*

Date of birth*

Name on ballot paper*

⚠ Your ballot paper name must start with your **SURNAME**, followed by one or more of your given names, an initial or a commonly accepted variation of your given name(s). For example "SMITH, Johnny". To ensure fairness between candidates, the Returning Officer may rule that a name is inappropriate for inclusion on the ballot paper. If so, they may ask you to nominate another name or discuss any they considered appropriate.

Date of birth*

Gender*

Employment Status*

Gender*

Induction Course Details

Completion date*

Course of Induction Reference number*

The number that is emailed to the nominee on the completion of the induction course

Postal Address

Postal Address*

Suburb*

Postcode*

☐ Display postal address on your profile*

Enrolled Address (Property for which nominee is enrolled as an elector)

☐ Same as postal address?

Enrolled address must be a residential address (e.g. not a Post Office Box)

Enrolled Address (Property for which nominee is enrolled as an elector)*

Suburb*

Postcode*

Contact Information

Phone*

Work*

Mobile*

Postal address*

Social network address*

If you have more than one social network address, separate them with commas.
Also, to save space you can omit the "https://" prefix.
For example "facebook.com/johnsmith", twitter.com/johnsmith"

Election

Local Government District*

Office*

Ward*

Category*

8. You can choose to submit the profile at a later time or fill in the rest of the form. Once ready you must tick the boxes for the Declaration before clicking “Next”.

Your Nomination ID is 230803-7993-5441

1

2

3

4

Details

Profile

Review

Accept

☐ Submit Profile Later?

Profile Photograph

☐ I will not be supplying a photo for my profile.
If you do not choose to upload a photo then the text "No Photo Supplied" will be used in place of your profile photo.
The photo must be of the candidate's head or head and shoulders, passport sized and not more than six months old. Non-compliant photos will be rejected. The Returning Officer may use his or her discretion to reject a photo if they believe it is not a true representation.

Choose File

Allowed extensions: jpg, jpeg, png, gif

No Photo Supplied

APPLESEED, Johnny
Email: jappleseed4mayor@hotmail.com

Profile

Your profile is limited to 1000 characters (including spaces), and must fit onto an A4 page when printed with your photo and the contact details you have chosen to display on your profile. The Returning Officer will also check the validity, appropriateness and suitability of the profile prior to accepting your nomination.

▲ used 0 of 1000 available characters (includes spaces)
🔍 Fits on an A4 page? [Check Now](#)

B I U

Type your profile here...

Declaration

The nominee declares that:
☐ I am at least 18 years of age; and
☐ I am an enrolled elector of the Local Government district¹; and
☐ I am not disqualified from being a member of the council²; and
☐ I am eligible to nominate as a councillor *(or I am not nominating for councillor)*³; and
☐ I have completed the course of induction⁴; and
☐ all of the details set out above are true and correct.

Previous

Next

Nomination Process

97

- Review the Nomination Form (LG08) carefully and click the Confirmation box before clicking on "Next"

Your Nomination ID is 230803-7993-5441

1 2 3 4
 Details Profile **Review** Accept

Review Nomination

Review **each page** of your nomination below and correct any issues by pressing the **Previous** button at the bottom of the page.

Once you have reviewed and are happy with your nomination, tick the confirmation at the bottom of the page and then click the **Next** button to continue on to print your nomination ready for signing and lodgement with the Returning Officer.

Click on the page numbers below to view each page of your nomination form.

1 2 3 4
 Page 1 Page 2 Page 3 Page 4



CITY OF ALBANY
Electoral Coordinator

230803-7993-5441
Last updated: 28/08/2023 10:18 AM
Created by: rking

NOMINATION FOR ELECTION BY CANDIDATE (LG08)
Local Government Act 1995 and Local Government (Electoral) Regulations 1997, Part 9

Nominee			
Surname	JUTLESEED		
Given names	Jeffrey		
Name on ballot paper	JUTLESEED, Jeffrey		
*Your ballot paper name must start with your SURNAME, followed by one or more of your given names on initial or a commonly accepted variation of your given names. For example "SMITH, Jeffrey". To avoid fairness between candidates, the winning officer may rule that a name is inappropriate for inclusion on the ballot paper. If so, they may ask you to nominate another name or choose one they consider appropriate.			
Date of birth	20 May 1979	Gender	Male
Postal address	5 Main St		
Suburb	ALBANY	Postcode	8005
Home number		Work number	
Mobile	0425 133 085		
Email address	jeffleeseed@outlook.com		
Social network address			
✎ indicates this will be displayed on your profile			
Property for which nominee is enrolled as an elector			
Street address	5 Main St		
Suburb	ALBANY	Postcode	8005
Office			
District	Albany		
Ward	N/A		
Office type	Mayor		
Vacancy type	Ordinary		

☒ Confirms that you:

- Have reviewed the contents of the form above and ensured that all entered information is correct.
- Have ensured that your profile text contained no more than 1000 characters (including spacing) AND also fits within an A4 page.
- Have reviewed the profile text, contact details and photograph both within the LG08 form, as well as on the A4 page to ensure it appears as you would like.
- Are ready to print and sign your nomination in preparation for submission to the Returning Officer before the close of nominations.

Previous
Next

10. An automated current date will appear. If you had accepted the final nomination prior to this automated date, then enter that date. Search for the candidate's name and enrolled address on the consolidated roll and select the name.

If you have determined that the person's name is not on the list but they are eligible (with evidence), then select **"Create a new person record"**. Click **"Accept Nomination"**.

Your Nomination ID is 230803-7993-5441

1 Details 2 Profile 3 Review 4 Accept

Nomination Acceptance

Date that the Nomination was received*

03/08/2023

Sitting Member?

☐ Tick if this candidate is the current sitting member (office holder) for this vacancy.

Search for Existing Person Record

Select the matching person record for the candidate from the list below. If a matching person record is not listed, then refine the search criteria, or choose the option to create a new person record.

Search Criteria

Surname* APPLESEED Given names Johnny

Year of birth 1979 Gender* Male

Search

Select	Surname	Given names	Date of birth	Address
No existing person records match criteria. Either refine criteria and search again, or choose option to create a new person record for this candidate.				

☐ Create a new person record

Previous Accept Nomination

11. Once you have Accepted the Nomination, place a copy of the signed nomination form, profile, photo and copy of nomination receipt in the *Book of Arrangements*.

If you have entered the nomination form, profile and photo into the portal on the candidates behalf, click on LG08 to download a PDF, print this out and have the candidate sign the new form accepting what you have entered as correct.

Candidates

Accept New Nomination

Photo	Ballot Paper Name	Order	Nomination
	APPLESEED, Johnny	1	✓ Nomination Accepted ✓ Profile Submitted Edit LG08 Profile

12. The profile must be forwarded to the Website and Social Media contact person listed in the LG33 to be uploaded to the LG website.

Notes

- Candidate withdrawal from election before nominations close** - contact your ROLO who then can remove the candidates name from the system.
- Retrieving a candidate entered nomination** - the screens are similar, but you need to ensure that the signed version and profile is the same as the electronic version. The hardcopy signed version is the final accepted version. The candidate also needs to supply you their reference number, as it cannot be retrieved otherwise.
- Submitted profiles** - immediately after the order of the draw you must check that you have submitted all profiles into LG Portal.

APPENDIX 17 APPOINTMENT OF SCRUTINEER

To be completed by candidate.

ORIGINAL COPY FRONT (BLANK BACK)

Local Government (Elections) Regulations 1997, Reg.69, Form 18

Candidate						
Full name						
Address	No.		Street name			
	Suburb				Postcode	
Candidate for	☐ Mayor/President ☐ Councillor					

Scrutineer						
Full name						
Address	No.		Street name			
	Suburb				Postcode	
Phone numbers	(H)		(W)		Mobile	
Email						

Election	
Local government district	
Ward	
Election date	
Polling place(s)	

Signature of candidate		Date	/ /
-------------------------------	--	-------------	-----

Where to send this form	When you have completed and signed your part of this form, and the declaration by the scrutineer has been completed, send both copies of the form to the Returning Officer for the district or give them to the Presiding Officer at a polling place. You may send your form by post or electronically so long as it is capable of being printed in its entirety, including signatures. If you send it electronically you should check that it has been received.
Duplicate copy of form	You must complete 2 copies of this form. The original copy will be retained by the Returning Officer or Presiding Officer. The duplicate will be returned and must be given to and retained by the scrutineer.

APPOINTMENT OF SCRUTINEER

DUPLICATE COPY FRONT

Local Government (Elections) Regulations 1997, Reg.69, Form 18

Candidate				
Full name				
Address	No.		Street name	
	Suburb			Postcode
Candidate for	☐ Mayor/President		☐ Councillor	

Scrutineer				
Full name				
Address	No.		Street name	
	Suburb			Postcode
Phone numbers	(H)		(W)	
			Mobile	
Email				

Election	
Local government district	
Ward	
Election date	
Polling place(s)	
Signature of candidate	
Date	/ /

Declaration by Scrutineer	
To be completed before the notice of appointment has been acknowledged and returned	
Declaration ¹ (Making a false declaration is an offence)	I declare that I am at least 18 years of age and will comply with the provisions of the <i>Local Government Act 1995</i> and the <i>Local Government (Elections) Regulations 1997</i> which relate to scrutineers. / / Signature of Scrutineer Date

Witness	
Full name	
Office	
Signature	
Date	/ /

Acknowledgement of Appointment	
Returning Officer or Presiding Officer	
Full Name	
Signature	
Date	/ /
Declaration ¹	The declaration by the scrutineer must be signed before: - a Justice of the Peace; - a person authorised under the <i>Oaths, Affidavits and Statutory Declarations Act 2005</i> to take statutory declarations; or - the Returning Officer, Deputy Returning Officer or a Presiding Officer.

THE RIGHTS AND DUTIES OF A SCRUTINEER

What you may do	As a scrutineer you may: • attend at a polling place mentioned in your notice of appointment to observe the conduct of the election and to make sure that the <i>Local Government Act 1995</i> is being complied with; • observe the checking of absent and postal votes; • be present at the preparation of postal voting papers but only at a sufficient distance so that you cannot ascertain the markings on the ballot papers; and • be present when ballot boxes are opened and votes are being counted.
What you must do	As a scrutineer you must: • wear identification of your appointment as a scrutineer; • have your copy of the <i>Appointment of Scrutineer</i> form with you at all times and produce it when requested to do so by the Presiding Officer at a polling place; and • comply with all directions given by the Returning Officer and all reasonable requests made by any other electoral officer.
What you must not do	As a scrutineer you must not: • enter a polling place if another scrutineer appointed by the same candidate is already there (unless one of you is just there to cast your vote); • take part in the conduct of the election; • while in or within 6 metres of a polling place: – canvass for votes; – solicit the vote of an elector; – induce an elector to vote for a particular candidate; – induce an elector not to vote at the election; – record the name of a person who attends a polling place to vote or record any information given by a person to an electoral officer in order to receive a ballot paper.

APPENDIX 18 STAFF TRAINING - EARLY VOTING

When:	One to two weeks following close of nominations
Use:	<i>Declaration by Electoral Officer</i> (LG01), use: <u>Electoral Officer Manual (In Person)</u>

Check local government has received:	
☐ Count materials including cardboard	Manual Count Pack LG96 and CountWA Count Pack LG97
Read	
☐ <i>Electoral Officer Manual (In Person)</i>	
Staff to complete	
☐ <i>Declaration by Electoral Officer</i> (LG01)	LG01 , prior to staff issuing replacements
Face-to-face training	
☐ Display sections of <i>Electoral Officer Manual (In Person)</i> How to issue early and absent votes	
☐ Discuss - answering general enquiries on eligibility to vote - security and storage of ballot papers and ballot box	
☐ Provide information on issuing absent votes	
Early Voting at Remote locations	
☐ Schedule of early voting at remote locations	
☐ Maps of visit locations and polling place setup	
☐ Special requirements for location	

APPENDIX 19 EARLY VOTING AT REMOTE LOCATIONS

When:	During the Early Voting Period
Use:	<i>Election Information for Councils (LG33)</i>

Your ROLO will advise if this checklist is applicable for your election

Contact local government

- ☐ Community events/site works planned
- ☐ If local staff wish to work at early vote location
- ☐ Potential hazards - safety, power, events
- ☐ If venue would like to keep cardboard election material

Site visit (if inspection done prior to polling)

- ☐ Sign the visitors book (if applicable)

Inspect site (if inspection done prior to polling)

- ☐ Ease of location and access from street
- ☐ Access restrictions and security arrangements

Complete during visit (if applicable)

- ☐ Update LG33 information
- ☐ Confirmation of Booking Early Voting location
- ☐ Take digital photos (useful for electoral officer)

Optional

After visit, if venue approved (if applicable)

- ☐ Fully complete and send to the venue contact

Planning Staffing (if applicable)

- ☐ At least 2 Electoral Officers for each visit
- ☐ Furniture available/required and security arrangements at location/s
- ☐ Specific customer service needs
- ☐ Safety needs (weather protection, road safety)
- ☐ Check local government for any site or roadworks planned
- ☐ Staff ID badge and identification methods

Note in *Book of Arrangements*

Review locations

☐ Check travelling times between locations and allow for these in schedule ○ Only visit locations listed in the Election Notice	
☐ Update map or sketch venue	
Email ROLO	rolo@waec.wa.gov.au
☐ List of remote locations and the date/time Electoral Officers will be visiting.	LG33
File in <i>Book of Arrangements</i>	
☐ Relevant forms, photos and correspondence	

APPENDIX 20 PREPARATION FOR EARLY VOTING AT REMOTE LOCATIONS

When: Schedule visit dates for the last two weeks prior to election day - Early Voting at Remote Locations is to take place from Monday 9 October to Thursday 19 October 2023

Your ROLO will advise if this part of the checklist is applicable for your election

Review locations

Only visit locations listed in the Election Notice.

☐ Early voting at remote locations must remain open as advertised in the Election Notice

☐ Follow list of locations and dates/times as per schedule.

Follow schedule provided by RO

Review early voting (in person) guidelines

☐ Read Appendix 21 *Guidelines: Polling in Remote/Regional Aboriginal Communities*

Day before site visit

☐ Call venue to confirm visit

Pack materials for visits

☐ Vinyl mobile ballot box and appropriate seals

☐ Ballot papers

☐ Electoral rolls (electronic and hard copy)

☐ Portable voting screen

☐ Food, drink, prescription glasses, other things you may need

☐ Phone charger and fully charged phone

☐ *Recognition of Traditional Owners (PP77)* - Poster

☐ Copy of *Election Notice*

☐ Polling place sign (template in LMS Training)

Have ready to wear

☐ ID Badge

☐ *Electoral Officer* vest

☐ Any security ID badges/cards required for venue
 ○ Dress appropriate for location and local customs

Discuss and note in *Book of Arrangements*

☐ Placement of election notice (location and date), includes posters for on-site advertisement of locations

Provided by ROLO

APPENDIX 21 GUIDELINES: POLLING IN REMOTE / REGIONAL ABORIGINAL COMMUNITIES

General guidance

- Each Aboriginal community is different and unique, and while there may be some common interests, what applies in one community will not necessarily apply in another.
- Learn about the regional area, including any relevant issues and the language groups in the region. The Community Development Advisor for the community may be best placed to answer any questions you may have.
- Aboriginal community life is greatly influenced by cultural obligations. Be aware that times of law business, deaths, funerals, etc., can impact on electoral events and that plans may need to be more flexible at such times.
- Be aware of the concept of "community as family" within Aboriginal communities. Relevant extended family and kinship structures need to be respected when working with Aboriginal people.
- As you are a visitor to the Aboriginal community, you should only go to places within the community where you have been invited or been given permission.
- An Aboriginal person cannot generally speak about or for another person's land, unless given permission by the traditional landowner.
- Dress is an important aspect of visiting communities. Wear loose-fitting and long (below the knee) clothing.
- Photography in some communities is not allowed. Please always ask whether it is appropriate to take a photograph of any person or site.

Language and Communication

- Conversation style and etiquette will differ between language groups.
- Be polite, respectful and use clear language; avoid the use of jargon or acronyms.
- Silence should not be misunderstood. It may be that the person is reflecting on what you have said and may want more time to think about the answer to the question.
- Share information about yourself, eg where you come from and what your role is.
- It is not appropriate to use outdated terminology such as full-blood or half-caste, Aborigine or Aborigines. Aboriginal or Aboriginal and Torres Strait Islander are more appropriate terms.
- It is also not appropriate to attempt to determine an individual's Aboriginality.
- Mimicking Aboriginal speech patterns, or attempting to speak Aboriginal English, will not enhance communication and should be avoided.
- Offer assistance with reading and writing (if it is required) in a sensitive manner.

Operational guidance

- You will need to seek and gain permission to enter an Aboriginal community, and in the case of Aboriginal Reserve land, you must ensure that you have an entry permit (this includes if you are passing through the community). Information about whether a permit is required, and how to apply online for a permit, can be found here: [Apply for a permit to access or travel through Aboriginal land \(www.wa.gov.au\)](http://www.wa.gov.au). Alternatively, you can contact the Department of Planning, Lands and Heritage on either 1300 651 077, or at alps@dplh.wa.gov.au.
- It is a high priority to enlist the assistance of a local person, or someone who is familiar with and respected by the Aboriginal community, as this will aid communication. The individual should receive payment for their assistance if it is to extend beyond introductions and directions for set-up (i.e. ongoing assistance with name checking or acting as a language assistant).
- Be aware of methods of communication within the Aboriginal community. Providing information to the CEO of a community may not be sufficient to transfer information throughout the community. It may be necessary to inform the local store, school or nurse/ medical centre if these are the main sources of information for people in the community.
- Be aware of the many possible variations in the spelling of names. It may be necessary to search for a voter's name using different variations.
- Following a death in some communities, people may find it disrespectful to say the deceased person's name or to refer to the deceased person. Where this occurs, different names may be used to refer to the deceased person. This practice may last for months or even years after a death.
- Inform your ROLO of your itinerary. It is important that another party, or individual, knows where you are going and when you are expected to return in the event of any breakdowns or mishaps.
- Ensure that you have any additional equipment required to assist you in a remote location, such as a satellite phone and first aid kit.
- Ensure that the early voting venue is established at the most visible location that is frequented by locals (e.g. the local store). Make sure that you have all necessary equipment, and access to a power point (if required).

APPENDIX 22 ELECTION DAY ARRANGEMENTS

When: Commence after close of nominations.	
Use: <i>Declaration by Electoral Officer (LG01)</i>	

Staff, hand out:

☐ *Declaration by Electoral Officer (LG01), Electoral Officer (In Person) Manual and Timesheet (if used by their local government)*

- instruct that completed Declaration form be handed to RO before starting work. RO to file in *Book of Arrangements*

Contact your Administrative Contact

Confirm Election Day arrangements

☐ Staff issuing ordinary votes and processing returned postal and absent packages

☐ Count staff if supplied by local government

☐ Count area set-up and availability of furniture

☐ Book in appointment with ICT for set up of CountWA computers

☐ Access to computer/s with internet access

☐ Whiteboard, photocopier, and data projector

☐ Signage (internal and external)

Attendees at count

☐ Councillors, media and other attendees

All staff must complete LG01 regardless of who employs them

LG01

APPENDIX 23 COUNTWA (PLANNING)

When:	Commence two weeks before Election Day.	
Use:	<i>Returning Officer's Election Pack (LG92IP), CountWA Count Pack (LG97), Print-off Batch Headers using CountWA</i>	

Materials		
☐	CountWA loaded onto WAEC supplied computers	
☐	CountWA Count Pack	LG97
Training		
☐	Practise using CountWA at home after training session	
Processing Centre (Batches) sent on Election Night		Batch numbers will start at 1,000
☐	No	
☐	Yes; advise ROLO email to receive figures	As advised by your ROLO
Set up CountWA computers		
☐	Position tables and computers with assistance from LG, if required	
☐	Book in appointment with ICT for set up of CountWA computers	
Set-up system (before Election Day)		CountWA installed
☐	Main computer	
☐	Change Supervisor Password on Database by only changing the number in front of letters from '1' to '2'	
☐	Click on 'New Database' Name of database	
☐	Data entry computers	
☐	Click on 'Existing Database', then select name	
☐	Add Users	
☐	Check all Usernames and Passwords operational	
Print off batch headers (main computer)		
☐	Enter as Supervisor and print-off required batch headers	Based on 50 ballot papers per batch

APPENDIX 24 RETURNED POSTAL PACKAGE PROCESSING

When:	Week commencing 16 October 2023
Use:	Badges (LG57 & LG62), <i>Record of Ballot Papers in Ballot Box</i> (LG68), <i>Envelopes Batch Header</i> (LG72), <i>Unscannable Items</i> (LG73), Refer: <u><i>Electoral Officer Manual (In Person)</i></u> - (checklist and explanatory notes)

Forms, guides and materials	
☐ Badges - Electoral Officer and Scrutineer	LG57 & LG62
☐ Reject and unscannable items (no name)	LG73
☐ Letter opener, self-inking stamp, post-it notes and rubber bands	'Rejected' stamp
☐ Plastic trays for processing, labelled - o 'Unsigned declarations - rejected' - o 'Unscannable'	Source from your local government
☐ Tables for processing and chairs (suggested)	Source from your local government
☐ Cardboard boxes with paper security seals	
☐ Masking tape (to cover and fasten cables to floor)	Minimise tripping hazards
☐ Ballot boxes	
Computers	
☐ Computer operational	
☐ LG Portal Usernames and Password for staff	
☐ Ballot Box/es for each election (mayor, ward/s)	
☐ Rejected and unscannable voting packages attached to each ballot box	LG73A
Before or on Election Day	
☐ Train staff (8.00 am onwards)	Suggested time only
☐ Place unscannable into LG73 envelope	
☐ Mark electors off who have returned an accepted postal vote	Time & place notified in writing
☐ Mark electors off who have returned a rejected postal vote	Time & place notified in writing
☐ Remove electors' certificate off accepted postal votes	Time & place notified in writing
☐ Place accepted ballot paper envelopes into ballot box	Time & place notified in writing

APPENDIX 25 RETURNED ABSENT PACKAGE PROCESSING

When:	Week commencing 16 October 2023
Use:	<i>Declaration by Electoral Officer (LG01)</i>

Processing of received absent votes	
☐ Check application on the declaration envelope is complete	Reg. 58 (3) (a)
If applicant is identified, then	
☐ Is application completed correctly (substantially)	Reg. 58 (3) (b)(i)
☐ Has ballot paper envelope or declaration envelope not already been accepted - LG Portal check	Reg. 58 (3) (b)(ii)
☐ Has applicant not already cast an early vote or voted in person at the election - check any paper marked rolls	Reg. 58 (3) (b)(iii)
If declaration vote is accepted	
☐ RO to remove ballot paper envelope from declaration envelope and, without opening the ballot paper envelope place the envelope containing the ballot paper into the ballot box	Reg. 58 (3) (c)
If RO cannot identify the person	
☐ Declaration form envelope is to be stamped rejected	Reg. 58 (4)

Note: *The Electoral Officer Manual (In Person)* has similar content. The above checklist ensures that you meet the specific LGA s.58 requirements.

APPENDIX 26 PREPARATION FOR ELECTION DAY

When:	1 week before election
--------------	------------------------

Discuss with Administration Contact (as required)	
☐ Polling place(s) available on election eve for setting up	
☐ Unlocking of gates, rooms to be used and toilets	
☐ Parking for staff and electors, including disabled bays	
☐ Enough voting screens and ballot boxes have been delivered to you	
☐ Storage location of cardboard equipment	
☐ Toilet facilities available during polling	
☐ Kitchen/tea making facilities	
☐ Waste paper bins	
☐ Phone access	
☐ Mobile phone coverage suitable for operations	
☐ Furniture (adult chairs and tables)	
☐ Adequate lighting for evening work	
☐ Security arrangements	
☐ Key holder contact details and how to return keys	
☐ Contact person in case of emergency	
Before leaving home	
☐ Keys, alarm codes, if necessary	
View	
☐ Current room setup (location of chairs/tables)	
Plan	
☐ Setup for count (how tables will be rearranged)	
☐ Area for packing up materials	
☐ Determine 6 metre boundary from polling place entrance	
Contact staff	
☐ Confirm availability, food requirements and start time on Election Day	

APPENDIX 27 ELECTION EVE

When: 20 October 2023

Setup of election day polling locations

- ☐ Furniture (tables and chairs)
- ☐ Voting screens
- ☐ Ballot boxes
- ☐ Queuing equipment (if required)
- ☐ Wheelchair access voting screen on desktop
- ☐ Area to issue Provisional votes by Presiding Officer after approval by RO
- ☐ Power cords for computer taped to floor (if applicable)
- ☐ Waste paper bin

Check

- ☐ Free traffic flow for electors
- ☐ Clear view for Electoral Officer to see staff and electors
- ☐ Lighting for evening work

Display

- ☐ Candidate profiles on wall

Leave venue

- ☐ Lock and secure premises

Recharge

- ☐ Mobile phone

Important: Do not leave ballot papers or computer equipment in a vehicle overnight. Ballot papers and computers can be left in a locked area of the council offices.

APPENDIX 28 ELECTION DAY

When:	Election Day
Before leaving home	
☐	Check emails & RO Communications
☐	Recharge mobile phone
☐	Pack <i>Book of Arrangements</i>
Set-up	
☐	Forms, guides and materials ○ Electoral Officer Manual (In Person) ○ Signs on voting screens (How to Vote) ○ Pencils on voting screens
☐	Ballot papers (allocate to officers)
☐	Ballot boxes with security seals
☐	Computers
Check	
☐	Gates - if applicable
☐	Polling place and toilets
Liaise	
☐	Campaign workers on 6 metre rule and placement of signs
Display	
☐	External signs (road side and entry signs)
☐	Disabled parking signs
Complete staff forms and roles	
☐	Each staff member to sign attendance sheet
☐	Allocate materials to staff
☐	Hand out <i>Electoral Officer</i> name badges (LG57) and blue vests
☐	<i>Declaration by Electoral Officer</i> to be collected for all staff
Brief all staff	
☐	Security of electoral materials and personal items
☐	Mobile phones (or other personal electronic devices)
☐	Working hours, meal breaks, location of facilities (toilets, kitchen etc.)

LG01

- ☐ Rotation of staff
- ☐ How to issue ordinary votes
- ☐ Do not share ballot papers with another issuing point
- ☐ Assisting electors; wheelchair access (table top screen)
- ☐ Do not discuss the merits of candidates
- ☐ Refer any abusive or difficult electors to the Returning Officer or Presiding Officer
- ☐ *Spoilt Ballot Paper Envelope* (LG63)
- ☐ Polling place tidiness and removal of 'how to vote' materials
- ☐ Role of scrutineers
- ☐ Remind staff to vote if they wish (not compulsory)

Brief scrutineers

- ☐ Complete *Appointment of Scrutineer* form (LG18)
- ☐ Wear *Scrutineer* name badge (LG62) and yellow vest
- ☐ No campaign badges, t-shirts etc. inside the polling place
- ☐ Only observe the process
- ☐ Speak only to RO or Presiding Officer

Seal and have witnessed (by scrutineer if available)

- ☐ Ballot box

Record and have witnessed (by scrutineer if available)

- ☐ Ballot box seal numbers on LG67
- ☐ Check time
- ☐ Open polling place door at 8.00 am precisely

Note: The *Electoral Officer Manual (In Person)* has a similar checklist. This is provided in instances where a Presiding Officer is appointed by the Returning Officer for multiple polling places on Election Day

APPENDIX 29 COUNT STAFF AND SCRUTINEER BRIEFING - SCRIPT

Count staff - administration instructions on arrival

- Each Electoral Officer must sign their *Declaration by Electoral Officer* (LG01) on arrival and complete your online Timesheet (WAEC paid) before leaving. You must also sign the attendance sheet provided in order for me to be able to approve your timesheets. I remind you that for the purposes of the count you are an employee of the WAEC and must comply with the *Code of Conduct* and be completely neutral and accountable in all your actions.
- Fill in and wear your badges - *Electoral Officer* (LG57) and blue *Electoral Officer* vest, for security reasons.

After 6.00 pm I will ask a Scrutineer to witness the breaking of the ballot box seals. If a Scrutineer is not present I will ask an Electoral Officer to witness this process.

When the ballot box is opened

- If you find a ballot paper envelope open it and if you find two ballot papers for the same election place both these ballot papers back in the envelope and pass them to me. I will review the contents of these shortly.

Manual Count Staff - instructions (Scrutineers may attend)

There are <number of candidates for the position of Mayor/President> and this count will be conducted at <indicate table>.

The counts for the <wards> will be conducted on table <X>, <ward> on table <X> and <ward> on table <X>.

<When the Mayor/President count is completed, we will commence the count for councillors.>

<Progressive first preference votes will be displayed on the whiteboard/data projector as each count proceeds.>

Scrutineers who wish to challenge a formality decision are to ask the Electoral Officer counting the votes to place it into the informal pile for my later determination.

Formality decisions made by myself are final.

Sorting ballot papers - Mayoral/Councillors

- Sort by placing the first preference votes for each candidate next to the count card with the matching name.
- Signature or other markings identifying the voter do NOT make the ballot paper informal.
- If the ballot paper clearly shows the voters intention, then sort it accordingly. If you are unsure of the voter's intention, then place it as informal, and I will review these later.
- Once sufficient ballot papers have been sorted, and then counted in bundles of 50, fasten with an elastic band. If less than 50, fasten with an elastic band and write on a post-it note the number in the bundle and place the post-it note on top of that bundle. Place the bundles next to their count card and write the total number of first preference votes for each candidate on their respective count card.
- Do not remove ballot papers from your count table. If you finish counting, then stay at your table until you are informed of your next task by either myself <or the Table Supervisor>.

Supervisor instructions

- Arrange for second check of sorting and counting of ballot papers in each bundle
- Confirm totals on count cards, and type these figures **accurately** into the LG Portal and into the CountWA computer.

Councillor (Single vacancy)

- Sort by placing the first preference votes for each candidate next to the count card with the matching name.
- Signature or other markings identifying the voter do NOT make the ballot paper informal.
- If the ballot paper clearly shows the voters intention, then sort it accordingly. If you are unsure of the voter's intention, then place it as informal, and I will review these later.
- Once sufficient ballot papers have been sorted, and then counted in bundles of 50, fasten with an elastic band. If less than 50, fasten with an elastic band and write on a post-it note the number in the bundle and place the post-it note on top of that bundle. Place the bundles next to their count card and write the total number of first preference votes for each candidate on their respective count card.
- Do not remove ballot papers from your count table. If you finish counting, then stay at your table until you are informed of your next task by either myself <or the Table Supervisor>.

Supervisor instructions

- Arrange for second check of sorting and counting of ballot papers in each bundle
- Write totals on count cards, and type these figures **accurately** into the LG Portal and into the CountWA computer.

Full Data Entry into CountWA

- Sort ballot papers into bundles of 50 removing the obvious informals from bundles, such as blank ballot papers and replace informals with another formal ballot paper. Bundle informal votes together.
- Place a rubber band around each bundle.
- Any bundles of less than 50 votes should have a piece of paper placed on top of the bundle and the number of votes written on it. Place a rubber band around this bundle.
- Recount each bundle to ensure number is correct
- Wrap a CountWA batch header around each, write the number of ballot papers in each batch.
- Follow instructions in the *Returning Officer CountWA Manual* for entering of ballot papers.

APPENDIX 30 SCRUTINEER INSTRUCTIONS BEFORE COMMENCEMENT OF COUNT - SCRIPT

< edit script > -

Scrutineers - administration - opening of ballot boxes after 6.00 pm

Receive and sign *Appointment of Scrutineer* form (LG18), then issue *Scrutineer* name badge (LG62) and yellow *Scrutineer* vest.

< edit script >

Ask “Does any Scrutineer wish to witness the opening of the ballot boxes.”

NOTE: If a scrutineer witnesses the checking and breaking of ballot box seals ask them to complete their details on the *Record of Ballot Boxes and Security Seals* (LG67).

Advise “Other materials in the ballot box may include **ballot paper envelopes** which contain multiple ballot papers. I will decide if they are to be included as part of the count.”

< edit script >

<below as applicable>

These are voting packages received which contained more than one ballot paper of the same type. If the markings on both are the same, then one will be accepted and included into the count and the second ballot paper will be placed back into the ballot paper envelope. If the markings are different, then both will be rejected and both returned to the ballot paper envelope. <open ballot paper envelope and make decision/s>

<below as applicable>

Advise: **Rejected voting packages**

< edit script >

These voting packages have not been correctly completed by the elector, and are therefore rejected in accordance with *Regulation 52 (c)* of the *Local Government (Elections) Regulations 1997*. Some ballot paper envelopes have been returned by electors which have the elector's certificate removed. They are also rejected, as the envelope is unscannable.

Action: <inspect voting packages and display to scrutineers>

Scrutineers are not permitted to handle ballot papers or electoral materials. Please do not chat with Electoral Officers, as they are concentrating on conducting an accurate and timely count.

A candidate may have one scrutineer per count table. Any enquires you have I will answer, if not immediately, then in a timely manner.

The CountWA system identifies informal ballot paper entries. I review all these during the election. Please do not interrupt the data entry operators typing in each ballot paper. If there is a ballot paper you wish me to review, then record the Batch and sequence number of that ballot paper.

All ballot papers will be entered twice to ensure that the count is correct. A candidate, or a scrutineer on behalf of a candidate, may ask me to re-count the ballot papers. I will consider each request and determine if I believe a re-count is warranted.

This request must be in writing and must:

- (i) be made before I declare the result of the election under section 4.77; and
- (ii) include the candidate's or scrutineer's reasons for the request.

I will be declaring the result on <day, date and time>

Start of Count - Announcement to candidates and public

I am now ready to commence the count for the election of the Mayor <or President> in accordance with *Schedule 4.1* of the *Local Government Act 1995*, then to commence the count for the following ward <s>

- ward name and number of councillors to be elected
- ward name and number of councillors to be elected
- ward name and number of councillors to be elected

<Progressive first preference votes will be displayed on the whiteboard/screen.>

All ballot papers will be counted twice if it is for a single vacancy election. Ballot papers will be data entered twice if it is for a multi vacancy election. If after determining the result there is a close result, I have the discretion to determine a re-count.

The official declaration of the result will be held on <Monday (or Tuesday).>

The count for the election of the Mayor/President will be followed by the count for the election of councillors <and then the referendum count (if applicable)>

APPENDIX 31 MANUAL SORT CHECKLIST

Forms

- ☐ *Record of Ballot Boxes and Security Seals* (LG67)
- ☐ *Count Cards*
- ☐ *Preference Count Cards*
- ☐ *Appointment of Scrutineer Form* (LG18)

Opening of ballot boxes

- ☐ Witness (scrutineer or Electoral Officer) opening of seals
- ☐ Initial sort (all ballot papers)
- ☐ Check for incorrectly sorted ballot papers (different colours eg Councillor in Mayor/President ballot box)

Ballot paper envelope/s containing 2 or more ballot papers

- ☐ Decide if one or neither included in count
- ☐ Amend *Record of Ballot Papers in Ballot Box* (LG68), if necessary

Show scrutineers

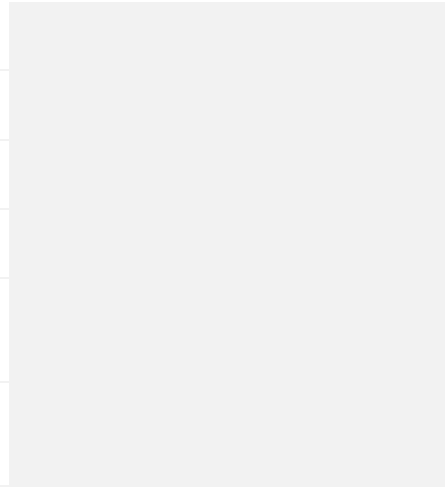
- ☐ Rejected voting packages
- ☐ Unscannable voting packages
- ☐ Accepted Absent ballot paper envelopes
- ☐ Accepted Postal ballot paper envelopes

Mayoral Count

- ☐ Verify and decide on uncertain ballot papers
- ☐ Other ballot boxes checked for mayoral ballot papers
- ☐ Match figures with *Record of Ballot Papers in Ballot Box* (LG68)
- ☐ Sort ballot papers to first preferences
- ☐ Enter first preference results into LG Portal and CountWA
- ☐ Wait for confirmation from WAEC results team that you can continue with first exclusion, if required
- ☐ Continue with count when confirmation has been received from WAEC results team

Councillor Count

- | | |
|--------------------------|--|
| ☐ | Verify and decide on uncertain ballot papers |
| ☐ | Match figures with <i>Record of Ballot Papers in Ballot Box</i> (LG68) |
| ☐ | Sort ballot papers to first preferences |
| ☐ | Enter first preference results into LG Portal and CountWA |
| ☐ | Wait for confirmation from WAEC results team that you can continue with first exclusion, if required |
| ☐ | Continue with count when confirmation has been received from WAEC results team |



APPENDIX 32 COUNTWA - CHECKLIST

Forms	
☐ <i>Record of Ballot Boxes and Security Seals</i> (LG67)	LG67 and LG68
☐ <i>Declaration by Electoral Officer</i>	LG01
☐ <i>Appointment of Scrutineer Form</i> (LG18)	LG18 & LG62
Opening of ballot boxes	After 6.00 pm
☐ Witness (scrutineer or Electoral Officer) opening of seals	
☐ Initial sort (all ballot papers)	
☐ Check (quick) for incorrectly sorted ballot papers	In ward boxes (if applicable)
Ballot paper envelope/s containing 2 or more ballot papers	
☐ Decide if one or neither included in count, if any accepted	Write one/two ballot papers rejected
☐ Amend <i>Record of Ballot Papers in Ballot Box</i> (LG68), if necessary	Record under 'Count' section, sub-total for each election
Show scrutineers	From Processing Centre and those processed on Election Day
☐ Rejected voting packages	
☐ Unscannable voting packages	
☐ Accepted Absent ballot paper envelopes	
☐ Accepted Postal ballot paper envelopes	
Start of count (sorters)	
☐ Bundle ballot papers into 50s	
☐ Place <i>Batch Header - CountWA</i> , fasten with elastic band	
Briefing	
☐ Scrutineers	
☐ Data entry operators	
Count	
☐ Allocate batches	
☐ View initial entry and view batches	
☐ Check formality, marking 'Toggle RO Checked'	Option for RO to check all for a batch

☐ Import Centrally Counted Ballot Papers	<i>applicable locations</i>
☐ Provide progressive first preferences for display, if requested	
☐ Check ballots entered against ballot paper number	
☐ Conduct a verification on all ballot papers	
Returning Officer	
☐ Check and make decisions on informals	Tagged within batches
☐ Reviews all batches entered	
☐ Enter results into LG Portal	

APPENDIX 33 ENTERING RESULTS INTO LG PORTAL

Mayor

First you must enter the results for the Mayor election by clicking on “Results” icon under Mayor

Town of Claremont

Assigned Users

Elector Search

Print Batch Headers

Scan Rejected Packages

List Accepted Batches

Mayor

Candidates

Results

East Ward - Councillor

Candidates

Scan Accepted Packages

List Accepted Batches

Results

South Ward - Councillor

Candidates

Scan Accepted Packages

List Accepted Batches

Results

West Ward - Councillor

Candidates

Scan Accepted Packages

List Accepted Batches

Results

Enter the votes against the candidates and any informal votes received. Type in the Admitted BPs by RO Determination (total formal votes). Save changes.

First Preferences

Candidate Votes

HOOPER, David

COPPIN, Lang

Total Formal Votes

0

Ballot Papers

Informal Ballot Papers

Total Ballot Papers

0

Admitted BP's by RO Determination
(already included in figures above)

Save Changes

First Preferences

Candidate Votes

HOOPER, David

196

COPPIN, Lang

99

Total Formal Votes

295

Ballot Papers

Informal Ballot Papers

5

Total Ballot Papers

300

Admitted BP's by RO Determination
(already included in figures above)

295

Save Changes

Ward

Select “Results” against the ward you want to update..

Town of Claremont

Assigned Users | Elector Search | Print Batch Headers | Scan Rejected Packages | List Accepted Batches

Mayor: Candidates | Results

East Ward - Councillor: Candidates | Scan Accepted Packages | List Accepted Batches | Results

South Ward - Councillor: Candidates | Scan Accepted Packages | List Accepted Batches | Results

West Ward - Councillor: Candidates | Scan Accepted Packages | List Accepted Batches | Results

Enter the votes against the candidates and any informal votes received. Type in the Admitted BPs by RO Determination (total formal votes). Save changes. Repeat the procedure for each ward.

Home / 2023 Ordinary Election - Results / East / Councillor

First Preferences

Candidate Votes

WHEELER, Simon: [Input Field]

SCHILL, Biddy: [Input Field]

Total Formal Votes: 0

Ballot Papers

Informal Ballot Papers: [Input Field]

Total Ballot Papers: 0

Admitted BP's by RO Determination (already included in figures above): [Input Field]

Save Changes

Once all first preference votes have been entered, wait for the Results Team to verify this is the expected number before moving on to the distribution of preferences.

APPENDIX 34 OCCUPATIONAL HEALTH AND SAFETY

Returning Officers' as far as practicable must provide and maintain a working environment that ensures the safety of themselves and other people in that environment.

Emergency Management

The WAEC meets with Emergency Stakeholders (WA Police Force, Department of Fire and Emergency, Department of Health and others) to ensure we are up to date with current information regarding emergency procedures and general information. Please ensure you read the *WAEC Emergency Response Procedures* it covers:

- Emergency Evacuation Procedure
- Fire Emergency Procedure
- Hazardous Material Emergency Procedure
- Bomb Threat Emergency Procedure
- Aggressive Confrontation or Disorderly Conduct
- Armed Offender Attack
- Suspicious Item Emergency Procedure
- Bomb Threat by Phone Checklist

Please discuss any concerns with your ROLO.

COVID-19 Pandemic

While the pandemic has officially been closed out by health authorities given the uncertainty over what the precise community health circumstances will be and recognising the speed with which things can change under a pandemic scenario, this manual has largely been written to reflect a traditional election.

The Returning Officer will provide further direction at training. Accordingly, some procedures described in this manual may be subject to change.

Nevertheless, even if Western Australia is not experiencing any community transmission at the time of the election, public health supplies will be available for the polling teams including hand sanitiser, RATS and masks.

The Commission recommends you keep updated with the latest government advice by checking the website [wa.gov.au](https://www.wa.gov.au).

Work, Health and Safety

The Electoral Commissioner is committed to work, health and safety principles for all of the WAEC staff and Temporary Election Workforce. This includes:

- Staff to take sufficient breaks - 30 mins every 5 hours
- Counting to cease at 10.30 pm at all Polling Places on Polling Day
- Staff should not work more than 12 hours
- Staff are not to work in isolation

Accidents in Polling Place

Any accidents occurring in the polling place must be dealt with sympathetically and professionally.

- Assess the situation and provide assistance
- Seek professional help if necessary
- Convey this information to your ROLO as soon as possible
- Liability for accidents should not be discussed.

Injuries to Polling Officers and/or Electors

Record incident details:

- how and where it occurred
- name and address of the witness
- statements of witnesses.

Completed *Polling Place Accident Report* (LG81) to be emailed to the ROLO immediately and copy placed in *Book of Arrangements*.

Disturbance in the Polling Place or Immediate Surrounds

Disturbance might include fighting, loitering inside the polling place, harassment of staff, interference with voters, intoxication and people failing to obey legitimate directions.

If a disturbance occurs:

- Be calm, polite, firm
- Walk away from the scene with the individual, to distance the person from the perceived problem
- Do not be drawn into an argument - state and maintain your position
- Contact your ROLO if you have further concerns about these issues for advice and assistance
- Completed *Report on Incidents and Miscellaneous Matters* (LG82) to be emailed to the ROLO immediately and copy placed in *Book of Arrangements*
- Ring Police immediately if situation escalates.

APPENDIX 35 FINAL CLEAN-UP - CHECKLIST

When:	After completion of count	
Use:	<i>Ballot Papers Received and Issued at a Polling Place (LG65), Record of Ballot Papers in Ballot Box (LG68), Election Information for Councils (LG33), Return of Materials to WAEC Stores (LG79)</i>	
Completed by staff		
☐	Timesheet - electronic provided by Integrity	Submitted by Electoral Officer and approved by Returning Officer
Sorting and clean-up on Election Day		
☐	Arrange overnight security of ballot papers (if applicable)	WAEC paper seals must be witnessed
Sorting and using correct packaging boxes		
☐	Dismantle voting screens and pack in boxes provided	
☐	Confirm materials to be returned by using LG79 checklist	
☐	Sort and group materials, and place into supplied boxes, ticking relevant contents on LG79 checklist	
☐	Seal top and bottom of each box with paper seals	
☐	Label all boxes for return to WAEC Warehouse	
Sorting and clean-up on after completion of the Count		
☐	Leave premises in tidy condition	
☐	Return keys (if applicable)	

APPENDIX 36 DECLARATIONS - CHECKLIST

When:	Monday or Tuesday after election day	
Use:	<i>Results of Election for (Mayor/President) (LG19A), Results of Election for (Councillor) (LG19B), Results of Referendum (LG23) - as applicable, Record of Ballot Papers in Ballot Box (LG68)</i>	
Forms		
☐	<i>Results of Election for (Mayor/President)</i>	LG19A
☐	<i>Results of Election for (Councillor)</i>	LG19B
☐	<i>Results of Referendum or Poll</i>	LG23
Declarations		
☐	Declaration for (Mayor or President)	Appendix 37 & LG19A
☐	Declaration for Councillor	Appendix 37 & LG19B
☐	Declaration of Poll or Referendum	Appendix 38 & LG23
Administration		
☐	Email signed copy of election results (LG19A/19B and LG23) to WAEC	lgresults@waec.wa.gov.au
Results of Election		
☐	Copy to CEO	LG19A, LG19B and LG23 (as applicable)
☐	Copy to Administration Contract to upload to LG website	

APPENDIX 37 DECLARATION OF RESULT (CONTESTED)

Mayor / President

- SUGGESTED SCRIPT -

Good evening <name of any other groups of people attending > and ladies and gentlemen.

I am <RO name>, the Returning Officer appointed for this election under *Section 4.20* of the *Local Government Act 1995*.

I publicly declare the result of the election held on 21 October 2023 for the <name of local government> for the vacancy of <Mayor/President>.

<read out names of each candidate >

The election was decided under *Section 4.72* of the *Local Government Act 1995*.

The first preference votes received by each of the candidates are:

< read from *Results of Election (LG19A)* >

The number of votes received by each of the candidates at the final count are:

< read from *Results of Election (LG19A)* >

Therefore, I declare <insert name> elected to the office of mayor/president for the <name of local government>, with the term of office expiring on <insert term as day, month and year>.

Notice is further given that the following person _____ is the second place candidate and the following person _____ is the third place candidate [remove if only 2 candidates] for the purposes of Schedule 4.1A of the *Local Government Act 1995*.

< Candidates may wish to acknowledge the Declaration with a speech>

* Two year term expires 18 October 2025

Four year term expires 16 October 2027

Councillor (Contested)

- SUGGESTED SCRIPT -

I would like to publicly declare the result of the election held on 21 October 2023 for the <name of local government> for the <number of> vacancies of councillor for the <name> <ward/district>.

The names of the candidates are:

- surname, first name
- surname, first name
- surname, first name
- surname, first name

The election was declared under *Section 4.72 of the Local Government Act 1995*.

The first preference votes received by each of the candidates are:

< read from *Results of Election (LG19B)* >

The number of votes received by each of the candidates at the final count are:

< read from *Results of Election (LG19B)* >

Therefore, I declare <insert name/s> elected to the office of councillor for the [name] ward/district, with the term of office expiring on <insert term, day, month, year>.

Notice is further given that the following person _____ is the second place candidate/first unelected candidate and the following person _____ is the third place candidate/second unelected candidate [remove if no third candidate/second unelected candidate] for the purposes of Schedule 4.1A of the *Local Government Act 1995*.

I would like to thank the <local government> and their staff for their assistance in conducting the election.

Thank you all for your attendance. I congratulate the successful candidate/s and thank the other candidates who nominated.

- * Two year term expires 18 October 2025
- Four year term expires 16 October 2027

APPENDIX 38 DECLARATION OF POLL / REFERENDUM

Welcome

Good evening <name of any other groups of people attending > and ladies and gentlemen.

I am <RO name> and I was appointed as the Returning Officer under *Section 4.20* of the *Local Government Act 1995*. I am here today to declare the result of the poll.

The election was decided under *Section 4.99* of the *Local Government Act 1995*.

The following <number of question/s> questions were asked of electors

The votes received were

Ballot Paper Question One

- text of question -

Yes	
No	

Ballot Paper Question Two

- text of question -

Yes	
No	

I would like to thank the <local government> and their staff for their assistance in conducting this poll. A copy of the result will be placed on the noticeboard, on your local government noticeboards and on the WAEC website www.elections.wa.gov.au.

Thank you all for your attendance.

APPENDIX 39 MATERIAL RETURN AND RO SURVEY - CHECKLIST

When:	From 23 October 2023	
Use:	<i>Return of Materials to WAEC Stores (LG79)</i>	

Sort & Place

☐ Forms and correspondence into *Book of Arrangements*

Survey

☐ Complete Survey

Send in all election materials

☐ Deliver or courier to WAEC Warehouse - 14 Brown St, East Perth

Email or post

☐ Any additional cost claims (travel etc)

No later than 3 weeks after Election Day

APPENDIX 40 COMPLAINTS - CHECKLIST

When:	On an as needs basis	
Use:	Complaints Webform	

Information from complainant		
☐	All complaints must be in writing for you to action, then:	
☐	Advise you will review/consider	on receipt of email
☐	Assess complaint and determine if you can resolve yourself or if complaint requires escalation to ROLO	Identifies types handled by RO, ROLO and Head Office
Action if you can resolve		
☐	Contact respondent	
☐	Complete complaints webform detailing any action taken to resolve complaint and select 'complaint closed'	Webform
☐	Print confirmation email generated from webform and place in Book of Arrangements	
Action to escalate issue to ROLO		
☐	Complete complaints webform detailing any actions taken to resolve and select 'Escalate issue to ROLO'	Webform
☐	Contact respondent and indicate that their complaint is being dealt with in Head Office.	
☐	ROLO will liaise with RO regarding complaint response	Email/phone correspondence
☐	Print confirmation email generated from webform and place in Book of Arrangements	

APPENDIX 41 USING THE WAEC COMPLAINTS WEBFORM

The Complaints and Feedback Webform will replace the LG100 form at the upcoming election. This will allow us to track and capture issues as they arise in real time. This document contains the process for using the webform. It is important that the webform be submitted in a timely manner after the resolution of the complaint/feedback or immediately after the reporting of an incident that requires escalation.

The Complaints Webform can be accessed via www.elections.wa.gov.au/complaints.

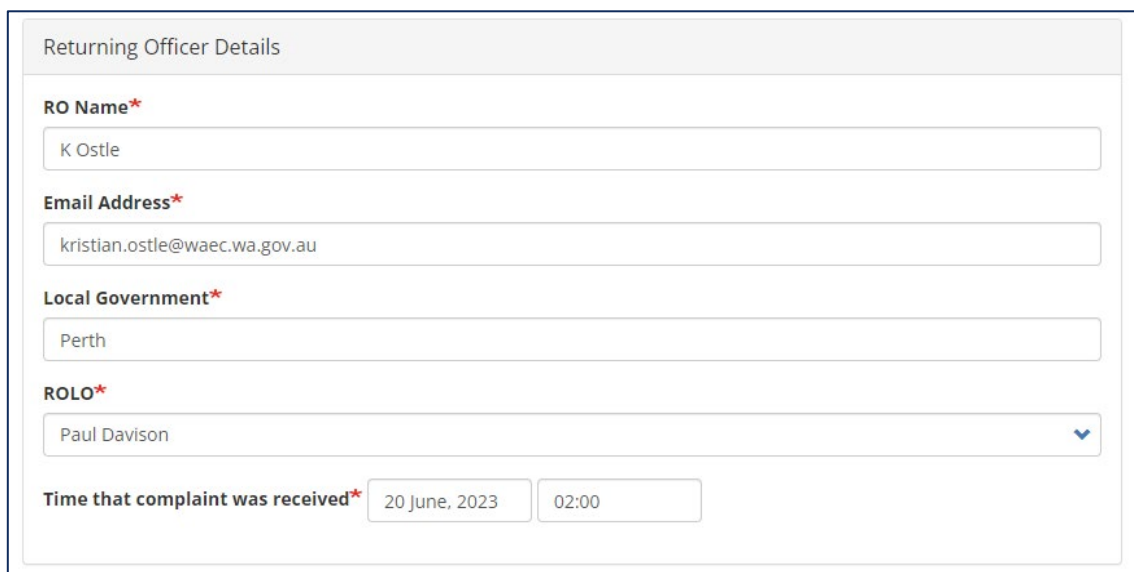
Steps to Follow:

1. Select Returning Officer from the 'I am a' dropdown list.



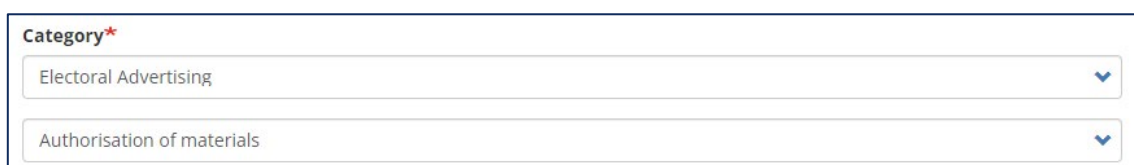
A screenshot of a webform dropdown menu. The label 'I am a*' is at the top. The dropdown list is open, showing 'Returning Officer' as the selected option. A blue downward arrow is visible on the right side of the dropdown box.

2. In the 'Returning Officer Details' section, enter your name, email address, Local Government, ROLO and time of complaint receipt. **Note:** Please be sure to select the correct ROLO from the dropdown list.



A screenshot of the 'Returning Officer Details' section of the webform. The section has a grey header. Below it are several input fields: 'RO Name*' with 'K Ostle', 'Email Address*' with 'kristian.ostle@waec.wa.gov.au', 'Local Government*' with 'Perth', 'ROLO*' with a dropdown menu showing 'Paul Davison', and 'Time that complaint was received*' with two input boxes containing '20 June, 2023' and '02:00'.

3. Select 'category' and 'subcategory' of complaint from dropdown list.



A screenshot of two dropdown menus. The first menu is labeled 'Category*' and has 'Electoral Advertising' selected. The second menu is labeled 'Subcategory*' and has 'Authorisation of materials' selected. Both menus have a blue downward arrow on the right side.

4. Enter details of your complaint or feedback in the '**Details of complaint or feedback**' freeform text box.

Details of complaint or feedback*

Please enter the details of your complaint and feedback received.

Please provide details of your complaint (max 6000 characters)

5. Enter details of any actions that have been taken to resolve the issue in the **Action taken by Returning Officer** freeform text box.

Action taken by Returning Officer*

Please enter details of any actions that have been taken to resolve the issue.

Please detail any action that has been taken resolve the issue. (max 6000 characters)

6. Under '**Complaint status**' select whether the complaint is closed or whether the issue is being escalated to a ROLO.

Complaint Status ? *

☒ Complaint closed

☐ Escalate issue to ROLO

7. Attach any supporting documents in the '**Attach any supporting documents**' section

Attach any supporting documents ?

[Upload requirements](#)

No files uploaded

No file chosen

8. Click **next**.

9. Review the details of your submission.

RO Details

I am a: Returning Officer

Name: Kristian Ostle

Email Address: kristian.ostle@waec.wa.gov.au

Local Government: Perth

Complaint Received: 27 June, 2023, 2:00am

Details of Complaint Feedback: Please enter the details of your complaint and feedback received.

Action taken: Please enter details of any actions that have been taken to resolve the issue.

Complaint Status: Complaint closed

Supporting Documentation:

10. Select the declaration checkbox.

☒ I declare that all the information I have supplied is true and correct and agree to our [privacy statement](#).*

11. Click Submit.

12. Check to confirm that the webform submission is complete.

Thank you for your submission.

Your complaint or feedback has been submitted and will be reviewed in line with our formal complaints and feedback policy. We will treat your information respectfully and in confidence.

For reference, your case number is: **SR-CF482**

[Back to form](#)

13. Check your email address for a confirmation email and print this out to place in your book of arrangements.

From: WAEC Complaint/Feedback Receipt <no-reply@waec.wa.gov.au>

Sent: Monday, 26 June 2023 12:23 PM

To: Kristian Ostle <Kristian.Ostle@waec.wa.gov.au>

Subject: SR-CF482 Complaint Feedback Submission

Thank you, your submission will be reviewed in line with our formal complaints and feedback policy. You may be contacted if we require more information.

For reference, your case number is: **SR-CF482**

Please find below the details of your complaint.

I am a: Returning Officer

Name:

Email: kristian.ostle@waec.wa.gov.au

Local Government: perth

ROLO: Paul Davison

Time Complaint Recieved: 20 June, 2023, 2:00am

Category: Electoral Advertising - Authorisation of materials

Details of Complaint Feedback:

please enter the details of your complaint and feedback received

Action taken by Returning Officer:

please enter details of any actions that have been taken to resolve the issue

Complaint Status:

Complaint closed

Kind regards

WAEC Complaints and Feedback Team

WESTERN AUSTRALIAN Electoral Commission

14. If your complaint is being escalated to your ROLO, you will be kept informed of the progress.

APPENDIX 42 PURCHASING CARD POLICY

Policy

This policy establishes overarching guidelines regarding the issue and use of purchasing cards by Commission staff to ensure that the Commission receives maximum benefit from the use of purchasing cards and that purchasing cards are used in an accountable and responsible way.

Definitions

ABN

Australian Business Number

Card Administrator

A nominated person who is responsible for issuing and cancelling purchasing cards, resolving disputed transactions, being the point of contact for lost or stolen card, monitoring the use of purchasing cards and maintaining the corporate credit card register and purchasing policies and procedures.

Certifying Officer

A person appointed to review purchases to ensure they comply with the requirements of paragraph 4(i) to (viii) of Treasurer's Instruction 304.

Common Use Arrangement (CUA)

A whole of government contract arrangement, established for use by all public authorities.

Corporate Credit Card Register

A register of all purchasing cards held by the Commission, including expiry dates and limits. The register outlines the procedures for issuing purchasing cards and confirms that all cardholders have signed a declaration acknowledging the conditions of use.

Flexi Purchase

An online expense management software application provided by NAB used for tracking, reviewing, reconciling and reporting on an organisation's purchasing card activities.

Incurring Officer

A person who has made a purchase or payment using a purchasing card.

Pay As You Go (PAYG) withholding

PAYG withholding requires that where a purchase of more than \$75 (excluding GST) is made from a supplier who does not have an ABN, the Commission must withhold 48.5% of the purchase amount and remit it to the Australian Tax Office. This does not apply when making a purchase from an overseas supplier (e.g. online), providing they have no permanent establishment in Australia

Purchasing Card

A credit card issued by a financial institution under the Common Use Arrangement 35308 for use in making official payments and purchases. Also referred to as a 'corporate credit card'.

Tax Invoice

A document issued by a supplier that must contain the following information regarding a payment or purchase:

- the date the document was issued
- the supplier's identity and ABN
- a brief description of what was sold, including the quantity and price
- the extent to which each sale is a taxable sale (shown separately, or included as 'total price includes GST')
- the amount of GST payable for each sale (if any)

Background

This policy covers the issue and use of purchasing cards for Commission staff as it relates to the procurement process, which is outlined in the Supply Management Business Plan (doc. 7450) and the Purchasing Procedures Manual (doc. 7247). Commission purchasing cards are made available under the Common Use Arrangement (CUA 35308) managed by the Department of Finance.

Relevant Legislation and Standards

Criminal Code Act Compilation Act 1913

Financial Management Act 2006

Premier's Circular 2009/03 - Timely Payment of Accounts by Public Sector Agencies

Public Sector Commission Circular 2009-18 - Guidelines for Expenditure on Official Hospitality

Public Sector Commissioner's Instruction No. 7 — Code of Ethics

Public Sector Management Act 1994

State Supply Commission Act 1991

State Supply Commission Buy Local Policy

State Supply Commission Supply Policies

Treasurer's Instructions 304, 321, 322 and 323

Policy Procedures

Principles

Purchasing cards are for official use only and are intended to make the procurement process easier and more efficient. The use of purchasing cards must still comply with purchasing policies and guidelines published by the State Supply Commission, and further outlined in the Commission's Supply Management Business Plan and the Purchasing Procedures Manual.

Procedures

Issuing Purchasing Cards

The Manager, Business Services is the Commission's *Card Administrator*.

The Card Administrator is responsible for the issuing and cancellation of purchasing cards. Staff who are entitled to apply for and use a purchasing card are listed in the Supply Management Business Plan. Any other staff members wishing to apply for a purchasing card should approach their manager. All applications for a purchasing card should be made by that Manager to the Card Administrator.

The Card Administrator is responsible for setting the limit for each purchasing card at the time of issue:

- limits of up to \$20 000 must be approved by the Manager, Business Services
- limits over \$20 000 must be approved by the Electoral Commissioner.

Any Commission staff member who is to be issued with a purchasing card must first sign a declaration acknowledging the conditions of use, which is kept on the *corporate credit card register*.

Use of Purchasing Cards

Staff issued with a purchasing card are encouraged to read the Department of Finance's Western Australian Government Purchasing Card (Corporate Credit Card) Guidelines.

Purchasing cards can be used for authorised purchases including:

- in-person retail purchases
- facsimile and telephone purchasing
- mail order purchasing and subscriptions
- online purchasing
- official travel, accommodation and related expenses
- accounts payable, as appropriate.

Purchasing cards must NOT be used for:

- withdrawing cash from a bank or automatic teller machine
- purchasing petrol or oils, unless under exceptional circumstances. Vehicle specific fuel cards should be used.

Commission staff must never use a personal loyalty card (e.g. Frequent Flyer, FlyBuys, Everyday Rewards) or similar to obtain credits or other personal benefits when using a purchasing card.

The Finance and Administration Officer monitors all monthly corporate credit card statements for compliance with purchasing policies and guidelines.

Process

This is a brief outline of the key points in the purchasing process that must be completed for all purchases and payments made using a purchasing card. Staff are referred to the Supply Management Business Plan and the Purchasing Procedures Manual for additional information and guidelines related to all purchasing.

For each transaction made using a purchasing card, the cardholder, as the incurring officer, must:

1. Determine if the supplier has an ABN before authorising payment to determine whether *PAYG withholding* tax is required
2. Ensure a valid *tax invoice* is obtained for all purchases or payments
3. Complete a Corporate Card Purchase Authority (doc 87065), attach any relevant documentation, including the tax invoice, and submit to their manager for approval

4. Complete and submit an electronic purchase authority via NAB's *Flexi Purchase* system for reconciliation and approval by the cardholder's manager, as the *certifying officer*.

The *certifying officer* should review the electronic submission and all supporting documentation, including the Corporate Card Purchase Authority and any attachments, and forward to the Accounts Officer for acquittal within one week.

Cardholder's responsibility

It is the cardholder's responsibility to keep the purchasing card secure and comply with the conditions of use and purchasing policies and guidelines.

If a purchasing card is lost or stolen, it must be immediately reported to the Manager, Business Services and NAB on 1800 033 103.

Any staff member issued with a purchasing card who is going on extended leave (exceeding four weeks) must return their card to the Manager, Business Services.

Upon ceasing employment, any staff member issued with a purchasing card must return it to the Manager, Business Services one week prior to their termination date.

Improper use of purchasing cards is a serious matter. A cardholder who is found guilty of misuse or fraudulent use of a purchasing card may be subject to disciplinary action under s.5 of the *Public Sector Management Act 1994* or liable for prosecution under the *Public Sector Management Act 1994*, *Financial Management Act 2006* and/or the *Criminal Code Act Compilation Act 1913*.

Corporate Credit Card Register

The Manager, Business Services is responsible for maintaining a register of the purchasing cards issued, including expiry dates and expenditure limits. Procedures for the issuing of purchasing cards are kept on the register.

The register will be reviewed annually by the Manager, Business Services to:

- ensure limits on existing cards are appropriate
- review the number of cards issued based on frequency of use
- review procedures for the issuing of purchasing cards as necessary.

Related Policies

Code of Conduct

Supply Management Business Plan

Purchasing Procedures Manual

Policy Owner

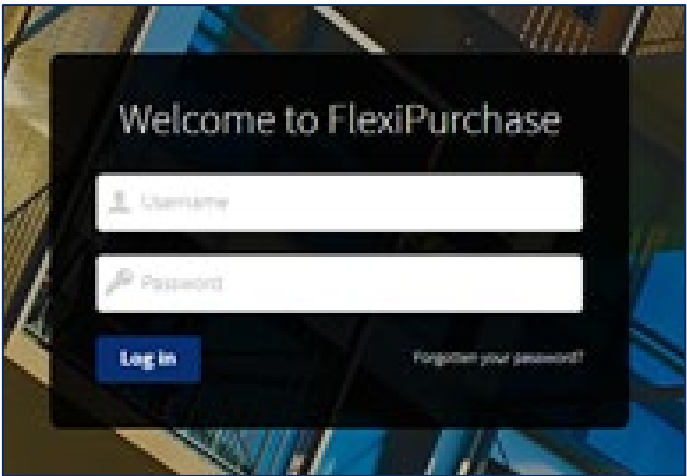
Manager, Business Services

APPENDIX 43 ACQUITTING PURCHASING CARD TRANSACTION THROUGH FLEXIPURCHASE

How to acquit your Purchasing Card transactions using National Australia Bank FlexiPurchase:

NB: Business Services will need to provide you with access to FlexiPurchase to acquit your transactions.

- 1. Go to the home screen
<https://identity.flexipurchase.com/login>
- 2. Enter your username and password



- 3. When you login it will show your recent purchases that need to be acquitted for your credit card:

MY EXPENSES		
Purchasing Card 471527 ***** 2456		
National Australia Bank VISA Kay Maree Heron		
Action Required	Pending Approval	Current Balance (AUSD)
1	0	0.00
Available Credit (AUSD)		
20,000.00		
Recent Periods		

4. Click on Action Required, it will list all the items requiring action as per the below screen shot and click on the item you wish to action.

Expenses

Filters: 1 filters set

Select all ☒ Code selected expenses

☐ Synergy	424.51 AUD	NAB	28 Jun 2023	
----------------------------------	------------	-----	-------------	--

5. A similar screen to the one below will appear.
- Make sure you have the 'correct' cost codes ready to enter or you can select the ones you saved in your favourites/template (refer to points 6 & 7)
 - Ensure you complete all the highlighted areas below.

Expenses

Filters: 1 filters set

Select all ☒ Code selected expenses

☐ Synergy	424.51 AUD	NAB	28 Jun 2023	
----------------------------------	------------	-----	-------------	--

Coding

Expense template

Amount incl: 424.51 AUD

Tax code: GST 10%

Tax code and receipt combination is invalid.

Tax amount: 38.59 AUD

Y Split

Cost Centre:

Account:

Fund: CASH

Project:

Transaction Type & Supplier Name: Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters):

Complete Update Description is required Options

Note: If you already know how to add Favourites and create Expense template skip to step 8.

6. How to add codes to your favourites if used regularly
- Click on + sign in the cost centre section and click on Search Account codes.

Expenses

Filters: 1 filters set

Select all ☒ Code selected expenses

☐ Synergy	424.51 AUD	NAB	28 Jun 2023	
----------------------------------	------------	-----	-------------	--

Coding

Expense template

Amount incl: 424.51 AUD

Tax code: GST 10%

Tax code and receipt combination is invalid.

Tax amount: 38.59 AUD

Y Split

Cost Centre: BS Business Services

Account: 5402 Electricity & Gas

Fund: CASH

Project:

Transaction Type & Supplier Name: Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters):

Complete Update Description is required Options

b. Select the code as shown in the screen shot

Amount424.51 AUD

Date28 Jun 2023

IssuerNational Australia Bank

Merchant category groupUtilities

Coding

Expense template

1

Amount incl424.51AUD

Tax codeGST 10%

Tax amount38.59AUD

Split

Cost CentreBS

Account

FundCASH

Project

Transaction Type & Supplier Name

Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters) *

Complete

Update

Description is required.

Search codes

Account

Code value

Description

Show valid codes only

Search

5105

Polling Place Casuals

5106

Casuals

5107

Travel Kilometrage

5108

Meal Allowance

5151

Training

5152

Occupational Health & safety i

5201

Telephones and facsimile

5202

Postage

5203

Freight and Courier Services

5301

Advertising

5302

Legal Fees

c. Click on Favourite

Amount424.51 AUD

Date28 Jun 2023

IssuerNational Australia Bank

Merchant category groupUtilities

Coding

Expense template

1

Amount incl424.51AUD

Tax codeGST 10%

Tax amount38.59AUD

Split

Cost CentreBS

Account

FundCASH

Project

Transaction Type & Supplier Name

Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters) *

Complete

Update

Description is required.

Search codes

Account

Code value5106

Description

Show valid codes only

Search

5106

Casuals

Select★ FavouriteInfo

Acquitting Purchasing Card Transaction through FlexiPurchase

145

7. How to create Expense template

- a. When you reach the page where the items requiring action, you will see Expense template.
- b. Click on Expense template and then click on Create expense template.

The screenshot shows the 'Coding' window in Synergy. The transaction details include: Amount 424.51 AUD, Date 28 Jun 2023, Issuer National Australia Bank, and Merchant category group Utilities. The 'Expense template' button is highlighted in the top left. The sidebar on the right, titled 'Select an expense template', shows a search bar and a 'Create expense template' button. The main area displays transaction details with fields for Amount incl (424.51 AUD), Tax code (GST 10%), Tax amount (38.59 AUD), Cost Centre (BS), Account, Fund (CASH), and Project. A message states 'Tax code and receipt combination is invalid.' and 'A required code is r'. The bottom of the window has 'Complete', 'Update', and 'Cancel' buttons, with a red error message 'Description is required.'

- c. Fill in all the highlighted areas. You can create multiple lines by clicking on + sign and save the template for easy submission in future if the transactions are repetitive.

The screenshot shows the 'Create New Expense Template' form in FlexiPurchase. The form includes a 'Template Name' field, a table for defining template lines, and fields for 'Transaction Type & Supplier Name', 'Details of Purchase', and 'Receipt'. The table has columns for Line, Cost Centre, Account, Fund, Project, Percentage, and Tax Code. Line 1 is highlighted in yellow. Line 2 has a '+ sign' button next to it. The bottom of the form has 'Save' and 'Cancel' buttons.

Line	Cost Centre	Account	Fund	Project	Percentage	Tax Code
1					50%	[Default]
2					50%	[Default]
					100%	

d. Template will show up as highlighted in the below screen shot.

Expenses

Filters: 1 filters set

Select all ☒ Code selected expenses

Synergy 424.51 AUD

NAB | 28 Jun 2023

Synergy

Amount: 424.51 AUD Date: 28 Jun 2023 Issuer: National Australia Bank Merchant category group: Utilities

Coding

Expense template

1

Amount incl: 424.51 AUD

Tax code: GST 10%

Tax amount: 38.59 AUD

Cost Centre: BS

Account:

Fund: CASH

Project:

Tax code and receipt combination is invalid.

Transaction Type & Supplier Name

Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters)

Complete Update Description is required Cancel

e. Once you click on the template (Synergy in this case) all the fields will automatically be populated as per the below screen shot. All you must do is attach the receipt and click on complete to submit for approval.

Expenses

Filters: 1 filters set

Select all ☒ Code selected expenses

Synergy 424.51 AUD

NAB | 28 Jun 2023

Synergy

Amount: 424.51 AUD Date: 28 Jun 2023 Issuer: National Australia Bank Merchant category group: Utilities

Coding

Expense template

1

Amount incl: 424.51 AUD

Tax code: GST 10%

Tax amount: 38.59 AUD

Cost Centre: BS

Account: 5402

Fund: Cash

Project: 50

Tax code and receipt combination is invalid.

Transaction Type & Supplier Name

Purchase Synergy

Details of Purchase (Mandatory - maximum 100 characters)

100 characters left

Complete Update Description is required Options

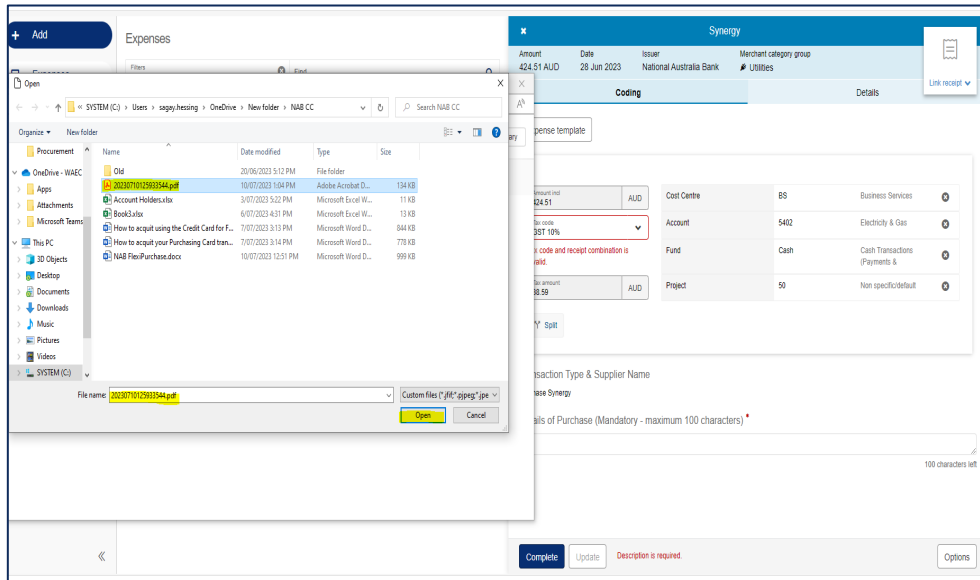
8. Attaching the receipts
- a. Click on link receipt and select image library.

The screenshot shows the 'Expenses' page in FlexiPurchase. A transaction for 'Synergy' is selected, with an amount of 424.51 AUD. The 'Link receipt' button is highlighted in the top right corner. The 'Coding' tab is active, showing a table with columns for Cost Centre, Account, Fund, and Project. The 'Details' tab is also visible. A 'Receipt attached?' dropdown menu is open, showing 'No' as the selected option. A 'Link receipt' button is also visible in the top right corner of the transaction details.

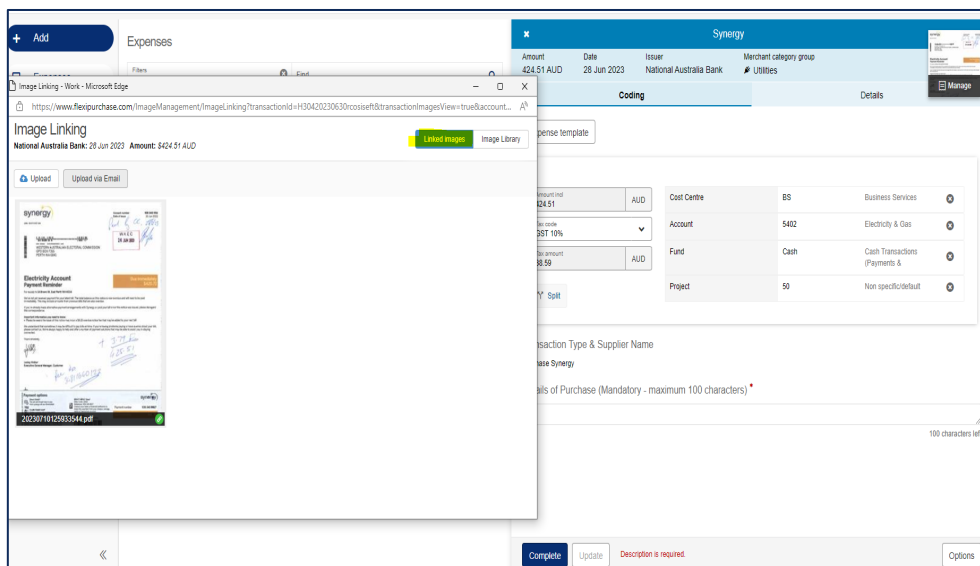
- b. New page will pop up. Click on upload.

The screenshot shows the 'Image Linking' page in FlexiPurchase. A message box states: 'We are unable to match a receipt to this expense. Ensure that there is only one receipt per photo or PDF document.' Below the message, there are instructions for better receipt recognition, including: 'The receipt photo is sharp and clear', 'White receipts have a dark background', and 'There are no obstructions on the receipt'. A 'Upload' button is highlighted. The background shows the 'Expenses' page with the 'Synergy' transaction selected.

- c. Select the receipt/invoice saved on your desktop/shared folder



- d. Image is attached, and Linked images gets selected automatically. Close the window.



- e. If you have incorrectly attached a wrong receipt/invoice click on the image and select unlink from the popup box and start the process again from 8.1 to 8.4.

The screenshot shows the 'Image Linking' popup window in the FlexiPurchase system. The popup displays a list of linked images, including a receipt from 'Synergy' dated 28 Jun 2023 for an amount of 424.51 AUD. The main window shows the 'Synergy' transaction form with fields for Amount, Date, Issuer, Merchant category group, Cost Centre, Account, Fund, and Project. The 'Manage' button is visible in the top right corner of the popup.

- f. You can click on the link Manage and system automatically updates Receipt attached to "Yes".

9. You will need to have uploaded copies of all your receipts to individual transactions. If you are unable to obtain a receipt, you will need to complete the below statutory declaration.

The screenshot shows the 'STATUTORY DECLARATION' form from the Western Australian Electoral Commission. The form includes sections for the declarant's details, a list of missing receipts, a declaration statement, and signature lines for the declarant and their supervisor/manager. Blue arrows point to specific sections with annotations:

- An arrow points to the top section: "Must print your name, position title and address"
- An arrow points to the list of missing receipts: "Write down the dollar cost for each missing receipt and the reason for the purchase"
- An arrow points to the signature line: "You need to sign here"
- An arrow points to the supervisor/manager signature line: "Signed by your Supervisor/Manager"

- a. Click complete and log out of the system.
- b. Transaction will automatically go to your manager for approval.

Note: At the end of the month all outstanding accounts need to be acquitted with all receipts submitted for approval by the 28th of each month. For any further support contact Finance at (08) 9214 0477 or (08) 9214 04707.

APPENDIX 44 RETURN OF RO MOBILE PHONE

You will be required to keep your allocated RO mobile phone until the end of the 'Court of Disputed Returns' period - **Monday 20 November 2023**.

The mobile phone MUST be returned by Friday 8 December 2023 to the WAEC.

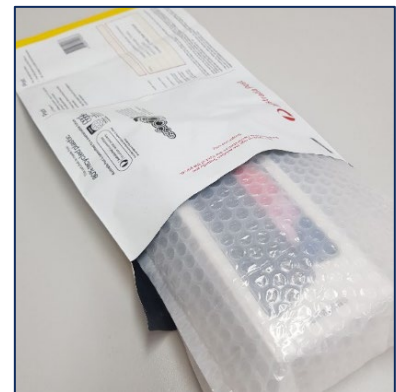
You will be provided with a prepaid Australia Post Express post satchel in your **RO IT pack**, to return the mobile phone.

STEP 1: Place the charger and mobile phone in the box.



STEP 2: Insert the box into the bubble wrap bag.

STEP 3: Place the bag into the Australia Post Express post satchel.



STEP 4: Carefully seal the satchel,
DO NOT cover the sender details.

STEP 5: Take the satchel to Australia Post.

You **MUST** get a receipt for the lodgement of the satchel.

DO NOT use the post bins out the front of the Australia Post.



STEP 6: Hold on to your receipt as **PROOF** of the lodgement and return of the mobile phone.

APPENDIX 45 RETURN OF MATERIALS TO WAEC STORES

Local government district			
Date of election		/ /	

RO to complete (tick box)	Description	Confirm receipt (tick box)	
		Stores	PL
Election Materials (Used)		☐	
☐	Form 14 <i>Electors Certificate</i> (in batches, removed from election packages)	☐	
☐	Used Ballot Papers used for (Councillor / Mayoral / President / Referendum), stored and sealed within the plastic bags provided.	☐	
☐	Used ballot paper envelopes	☐	
☐	Envelope LG63 <i>Spoilt Ballot Papers</i>	☐	
☐	Envelope(s) (A3) LG73 and LG73A containing rejects and unscannable items	☐	
☐	<i>Book of Arrangements</i> file - with complete LG24 <i>Book of Arrangements Checklist</i>	☐	☐
☐	<i>Election Folder</i> - forms file	☐	☐
Other Materials		☐	☐
☐	LG77 <i>Unused Replacement Election Packages to WAEC Stores</i> - envelope(s) or box(es)		☐
☐	Any general materials / stationery / cardboard	☐	
RO personal computer IT equipment		☐	☐
☐	Return in original box. Place completed LG400 <i>RO IT Pack</i> in clear adhesive sleeve on original packing box.	☐	☐
☐	Laptop		☐
☐	Printer (in separate box)		☐
☐	Barcode scanner(s)		☐
☐	USB Flash Drives - secure (for CountWA)		☐
☐	* Mobile phone (including charger and cable) - to be held and returned after Court of Disputed Returns period has ended		
CountWA Materials		☐	☐
☐	Return in original box(es). Place completed LG400A CountWA Master Pack and LG400B CountWA User (x3) Pack (if applicable) in clear adhesive sleeve on the original packing box.	☐	☐
☐	Systems envelope (only if using COUNTWA) containing Master computer SD card		☐

Returning Officer	Name		
	Signature	Date	/ /

APPENDIX 46 WAEC EMERGENCY RESPONSE PROCEDURES

Introduction

The need to coordinate emergency procedures in facilities such as Western Australian Electoral Commission (WAEC) offices, processing centres, early voting centres and polling places forms part of the WAEC's commitment to Workplace Health and Safety.

In the event of an emergency, the WAEC must ensure that Facility Managers, Returning Officers and Polling Place Managers (Early Voting Centres, Mobile Polling, Remote Polling, Polling Places) are aware of the processes for the safety of staff and other persons during the election process.

WAEC staff should be aware of the basic needs and requirements to ensure the safety of all persons at the polling venue or facility.

- At the Processing Centre the Facility Manager and the Assistant Facility Manager act as Chief Warden and Deputy Warden.
- At Polling Places and Early Voting Centres the Polling Place Manager and Early Voting Centre Manager are the supervisors in an emergency situation.

This Emergency Response Information covers the types of actions that may need to be taken in the event of:

- An emergency evacuation
- A fire emergency
- A hazardous material incident
- A bomb threat
- An aggressive confrontation or disorderly conduct
- An armed offender attack
- A suspicious item incident.

Should an emergency arise, it is the responsibility of the Chief Warden or Polling Place/Early Voting Centre Manager to take whatever action is deemed necessary. They will manage the emergency response up to the arrival of the emergency services when a handover of control usually takes place.

Do not forget to also contact your Returning Officer or the Director Election Operations as soon as it is possible to do so.

Emergency Evacuation Procedure

All facilities, whether they be processing centres or polling places, should have an existing emergency evacuation procedure. It is the responsibility of the Returning Officer to provide a copy of any existing emergency evacuation plan in order that procedures can be used if required. This can be a map that the venue has displaying evacuation information.

If these are not available, the Returning Officer should determine an evacuation strategy for their venue and ensure they advise the Polling Place Managers of emergency evacuation arrangements at their induction.

In the event of an emergency at a venue, the person in charge should take the following actions:

- Position themselves so that they are clearly visible, not exposing themselves or any other person to danger and be able to exercise control over persons leaving the area
- When directing people towards the exits, they shall use a firm clear voice utilising commanding hand movements
- Ensure the safety of persons with limited movement or an obvious disability.

Fire Emergency Procedure

In the event of a fire at the venue, the Chief Warden or Polling Place Manager should take the following actions:

- Evacuate the facility in a calm manner using the nearest safe exit
- Call emergency services using the '000' telephone number and/or the local fire service
- Check to ensure that all persons have evacuated the polling place and its immediate surrounds
- If safe to do so, secure the polling place and any ballot boxes containing completed ballot papers
- As soon as practicable inform the Returning Officer or the Director Election Operations.

It is not recommended that action be taken to extinguish a fire with a portable fire extinguisher unless the above procedures have been complied with, all persons are in a safe position and the fire might be contained fully using the portable fire extinguisher or other means that you have access to.

Hazardous Material Emergency Procedure

Should an incident occur, it is important to isolate the immediate area as quickly as possible, call '000' and clearly advise of the nature of the hazardous material incident.

The response to any incident, including chemical or biological incidents (whether accidental or otherwise) will depend on several factors. For example, what is the nature of the danger, who is or might be affected by it, and how best to contain the incident. Trained personnel from the emergency services are best placed to decide the appropriate response on the ground.

Always remain calm to prevent unnecessary alarm to staff and clients.

Bomb Threat Emergency Procedure

Bomb threats can be received via land line, mobile telephone, or some other electronic device.

Any WAEC staff member receiving a telephone bomb threat should observe the following:

- Remain calm and try to attract the attention of another worker
- Keep the caller on the line if possible - do not end the call
- Locate the telephone checklist attached to this document and record the threat details
- Obtain as much detail as possible about the alleged bomb and its location; record any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity, and location of the caller
- Do not discuss the call with members of the public or party workers.

Immediately after receiving the bomb threat, contact the Chief Warden or the Polling Place Manager who shall immediately notify police services by calling '000'. Complete the bomb threat report form and hand it to the Chief Warden or Polling Place Manager for handing on to the police.

Always follow any directions provided by the police.

Aggressive Confrontation or Disorderly Conduct

Aggressive confrontations or situations can arise from time to time in or around WAEC facilities.

Disturbances may occur between or by:

- Individuals or groups handing out 'how to vote' material
- Individuals or groups handing out 'how to vote' material and electors
- Special interest groups
- Aggressive members of the public including electors.

Discretion plays a major part in the handling of disturbances. For example, it may be better to fast track an elector who is creating a disturbance, if minor, and have that person leave as soon as possible.

Section 116 of the *Electoral Act 1907* provides the Returning Officer or a Presiding Officer (Facility Manager) with the authority to summon to his or her assistance any member of the Police Force for the purpose of preserving the public peace.

As soon as a staff member becomes aware of an aggressive incident or disorderly conduct occurring inside or in the vicinity of the polling place, the following action should be taken:

- Attempt to assess the severity of the incident and if warranted notify the police and request assistance by calling telephone number '000' (urgent assistance required), or '131 444'
- Endeavour to confine the presence of the persons causing the disturbance to the external/outdoor areas of the facility
- Ensure the safety of staff and members of the public in the vicinity
- If you become involved in a confrontation, remain calm - listen reflectively to the nature of the grievance and don't argue with the aggressor
- Unless essential, do not involve other staff in the incident.

Armed Offender Attack

When attacks involving firearms and other weapons occur it is important to be prepared to react quickly. The following advice should be considered:

Under Immediate Attack

- Take cover initially but attempt to leave the area as soon as it is safe to do so leaving personal belongings (except for mobile phone) behind
- Do not congregate in open areas or wait at evacuation points
- Make good use of existing cover and concealment opportunities.

Nearby Attack

- Leave the area immediately but only if it is safe to do so
- When leaving the area make use of available cover such as brickwork and vehicles
- In addition to the above also conceal yourself from view as much as possible.

If you don't believe you can safely evacuate, then you may need to consider sheltering in place and doing the following:

- Constantly re-assess the situation and your best options
- Consider locking or barricading yourself in a room or secure area and move away from the door. Choose a location which may enable access to a more secure area
- Keep as quiet as possible, try contacting police on 000 or others to advise your location and situation and silence your phones.

Suspicious Item Emergency Procedure

Remember to always remain calm to prevent unnecessary alarm to staff, electors, or party workers.

Ways to identify whether an item is suspicious include:

- Is the item hidden?
- Is it an item that would not typically be discarded or forgotten in the area?
- Has the facility received a communicated threat?
- Has the item been found in a sensitive location - e.g., a crowded area?

In the event of a suspicious item being found in a facility that cannot be readily identified, the following action should be taken by the Chief Warden or Polling Place Manager:

- Try to locate the owner of the item by making inquiries
- Do not touch or move the item if you are concerned or suspicious
- Do not use mobile phones, radios, or flash photography within a 25-metre radius
- Cordon the area off to prevent access to the item and evacuate at least 100 metres from the item
- Record all relevant information including physical characteristics and location and call '000' and report the matter to the police
- Follow any directions given by the police.

BOMB THREAT BY PHONE CHECKLIST

REMEMBER TO STAY CALM

DO NOT HANG UP

Threat Language		Exact Wording of Threat
Well spoken ☐	Abusive ☐	
Incoherent ☐	Irrational ☐	
Threat made by caller		
Taped message		
Letter		
Other		

Caller's Voice		Questions to Ask	
Voice pitch (low, high, etc)		Where is the bomb?	
Voice volume (loud, soft, etc)		When will it explode?	
Speech (fast, slow etc)		What does it look like?	
Impediment (stutter, etc)		What kind is it?	
Diction (clear, muffled etc)		Why are you doing this?	
Manner (calm, excited, etc)		Who are you?	

Did you recognise the voice?	
Did the caller sound familiar with the area?	

Background Noises		
Music ☐	Voices ☐	House noise ☐
Office ☐	Traffic ☐	Trains ☐
Aircraft ☐	Machinery ☐	Children ☐
Private phone ☐	Internal call ☐	Public phone ☐
Other ☐	Long distance (STD) ☐	

DO NOT HANG UP - LEAVE THE LINE OPEN

REPORT THE CALL IMMEDIATELY TO THE POLICE

PHONE: '000'

Name of officer			
Polling place position			
Polling place location			
Date	/	/	Time am / pm

NOTES

[illegible]



WESTERN AUSTRALIAN
Electoral Commission

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GPO Box F316
Perth WA 6841

PHONE (08) 9214 0400 or 13 63 06

EMAIL waec@waec.wa.gov.au

WEBSITE www.elections.wa.gov.au

Translating and Interpreting Service (TIS)

13 14 50 and then ask for (08) 9214 0400

National Relay Service

Speak and Listen number 1300 555 727

SMS Relay number 0423 677 767