

# Thinking of becoming a Council Member?



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## A GUIDE FOR CANDIDATES IN EXMOUTH

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THANK YOU FOR CONSIDERING BECOMING A  
CANDIDATE IN THE  
2025 ORDINARY LOCAL GOVERNMENT  
ELECTION  
FOR THE SHIRE OF EXMOUTH.





SNAPSHOT

Strategic Community Plan  
2023-2033



Your Choice. Our Future.

VISION

A globally recognised community of guardians for our unique environment and culture as we pursue innovations for sustainable growth.

GOALS

The goals are organised in five strategic pillars: Social, Natural Environment, Built Environment, Economy, and Governance and Leadership.

SOCIAL

Nurture a friendly, safe and inclusive community spirit.

- Improve local community and visitor experiences.
- Ensure a full suite of services to meet the needs of families and individuals at all ages and stages of life.
- Build community cohesion and connectedness.

GOVERNANCE & LEADERSHIP

Foster open, transparent & accountable leadership, working collaboratively & in partnership with our community & stakeholders.

- Forward-thinking leadership for efficient & sustainable operations.
- Continued focus on transparent, accountable leadership & community & stakeholder engagement.
- Council & administration plan & lead with good governance.

ECONOMY

Enhance a robust, resilient & diversified economy that champions innovation.

- Increase opportunities for smart and sustainable business ideas.
- Establish Exmouth as a vibrant, welcoming and environmentally aware destination.
- Promote Exmouth as a thriving economy based on its regional strength as a global environmental hotspot.

NATURAL ENVIRONMENT

Embrace natural sensitivities and promote positive change.

- Establish Exmouth as a clean and green town.
- Prepare Exmouth for changing environmental conditions.
- Increase awareness of sustainability and environmental issues.

BUILT ENVIRONMENT

Enable sustainable development and infrastructure that meets the needs of the community, visitors and industry.

- Infrastructure and assets are well-managed and maintained.
- Plan and cater for increased population growth.
- Revitalisation and expansion of airport services.



The Shire of Exmouth consists of six (6) Councillors and one (1) Shire President.

VACANCIES 2025

- 3 x Councillor – 4 year term
- 2x Councillor – 2 year term

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This guide has been developed to assist those who may be interested in becoming a Council Member.

It highlights some of the important factors relevant to being a Council Member at the Shire of Exmouth.

KEY DATES

Wednesday 27 August 2025: 5.00pm–Information Session for prospective Council Members

Thursday 28 August 2025 –Nominations open  
(Prior to nomination, candidates must complete an online induction to be fully ware of what to expect as an Council Member and the rules related of campaigning).

Thursday 4 September 2025: 4.00pm – Nominations close

Saturday 18 October 2025: (8.00am – 6.00pm) – Election day

For more information visit/contact: Department of Local Government, Industry Regulaton and Safety  
<https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/election-campaigning>  
<https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections>

08) 9222 3333





# What to consider before becoming a Candidate for Council

While you don't need any special formal qualifications to be a Council Member, having or being open to developing the following skills, knowledge and attributes will definitely help you in your role:

**1 The ability to engage with your community.** Engaging with the Exmouth community is a vital part of a Council Member's role, and it is important to consult and communicate through meetings, the media, public forums, debates and surveys.

**2 Good communication skills.** This includes good listening and interpersonal skills, public speaking and the ability to accept alternate points of view, as well as the ability to negotiate, mediate and resolve conflict.

**3 Good problem solving and analytical skills.** This includes being able to get to the bottom of an issue and to think of different ways to resolve it, including advantages and disadvantages of each scenario.



**4 Good teamwork skills.** This includes being able to work with others in meetings and on committees and being able to create and sustain functional working relationships with other Council Members, community stakeholders and Shire staff.



**5 Knowledge or understanding of social justice principles.** It is important to make sure that all community members are treated equally, have the right to be heard and are enabled to participate in the public forums and events if they choose to do so.



**6 Ethical and accountable behaviour.** Shire staff and Council Members are expected to follow a code of conduct that involves, among other things, acting in the best interests of the Exmouth community as a whole. Transparent decision making and accountability, and respect for your fellow councillors, the community and Shire staff are the foundation of good education making.



If you want to make a difference in your community and have a say in local decision making, then becoming a Council Member is a great way to do that.



# Your role as a Council Member

Generally, Council Members do not have any authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the community through a formal meeting process.

Council Members represent the Shire’s electors and residents. They will work cooperatively to meet the responsibilities of this role from making decisions about policies, infrastructure and public facilities while considering the allocation of and pressure on Shire resources. This guide highlights some of the critical factors relevant to being a Council Member at the Shire of Exmouth. Becoming a Council Member can also be a rewarding role and an opportunity to contribute to the community and influence decisions that affect the community.



ELECTORS & RESIDENTS at the Mandu Mandu Function Centre



Being a Council Member for the Shire of Exmouth is an important decision and a very personal choice. The role can often be time-consuming, demanding and complicated. However, the benefits of seeing ideas and projects you have been involved in come to fruition are very rewarding.

Providing leadership and guidance to the community	Facilitating connections between community and council
Planning for the future	Participate in decision making processes at meetings
Determining and reviewing policy	Managing assets and governing finances

Council Members are encouraged to engage with members of the community as well as networking with key stakeholders to keep in touch with the needs and views of the community.

THE ACT

The principal Act from which local governments gain power is the Local Government Act 1995 (The Act).

Local governments have the general power to provide for the good governance of the people in their district. This means local governments can make decisions for the good governance of their districts provided the Act or any other written law does not prevent them from doing so.

Local government is the grass roots level of government in Australia. Council Members are ideally placed to monitor the changing needs of local communities, to plan and implement strategies to meet those needs and bring local concerns to the attention of the State and Commonwealth Governments.

A local governments main strength is its closeness to the community and its ability to take account of, and respond to local views and ideas.



# Your commitment as a Council Member

*You need to consider your own circumstances, whether or not you think you are suited to the role, and if you can make the commitment in time and energy required to fulfil the role.*

The overview on the right outlines meetings you may need to dedicate time to as a Council Member for the Shire of Exmouth.

## YOUR COMMITMENT AS A COUNCIL MEMBER

## How would your Council schedule look like?

*A major requirement of a Council Member is the time commitment required to prepare for and attend Council and Committee meetings, workshops, webinars and other events.*

ACTIVITY	FREQUENCY	APPROX. TIME COMMITMENT
<b>Council Member Essential Training (Mandatory)</b> Contents: <ul style="list-style-type: none"><li>• Understanding Local Government</li><li>• Conflicts of Interest</li><li>• Serving on Council</li><li>• Meeting Procedures</li><li>• Understanding Financial Reports and Budget</li></ul>		
	Once within 12 months of being elected.	• Face to face – 1 week
Strategic Briefing	1 per month	2+ hours <u>and</u> additional reading
Agenda Briefing	1 per month	2+ hours <u>and</u> additional reading
Ordinary Council Meeting (OCM)	1 per month	1 - 2+ hours
Special Council Meeting (SCM)	Ad-hoc	Varies
<b>Meetings (Internal and External)</b> <ul style="list-style-type: none"><li>• Audit and Risk</li><li>• Gascoyne Zone Meeting</li><li>• Regional Road Group Meeting</li><li>• Development Assessment Panel</li><li>• CEO Performance Review</li></ul>		
	6 per year 5 per year 3 per year Ad-hoc 1 per year	Meeting times commitment varies and additional reading
<b>Ceremonies</b> <ul style="list-style-type: none"><li>• Australia Day</li><li>• ANZAC Day</li><li>• Remembrance Day</li><li>• Vietnam Veterans Day</li></ul>		
	1 per year 1 per year 1 per year 1 per year	Varies
<b>Other Shire and Community Events</b> <ul style="list-style-type: none"><li>• Opening Ceremonies</li><li>• Speeches</li><li>• Awards Nights</li></ul>		
	Ad-hoc	Varies



# Are you eligible to nominate?

You must complete an online induction course before you submit your nomination to the Returning Officer (person running the election). When you register your completion of the course, you will receive a confirmation email with a reference number and date of completion. You must include the reference number and completion date on your nomination form.

**Y**es - you are eligible if you have/are:

- 18 years of age or older;
- Not disqualified from being a Councillor under the provisions of the Act;
- Be an elector of the district (note: if you are only an elector because you are a nominee of a company then you are not eligible to stand as a candidate); and
- Completed the compulsory, free online induction available via the Department of Local Government, Sport and Cultural Industries website.

More information: <https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/nominating-to-be-a-council-member>



# Want to know more?

You would like to find out more about what is involved in becoming a candidate in the upcoming Local Government Election on October 18, 2025?

**We encourage you to attend an information session on Wednesday 27 August 2025, and meet with the Returning Officer, the Shire President and Chief Executive Officer at the Ningaloo Centre.**

You will have the opportunity to speak in a relaxed and informal atmosphere and ask any questions you may have in relation to becoming a Council Member.

Please register by contacting the Coordinator Governance, Michelle Head at [mhead@exmouth.wa.gov.au](mailto:mhead@exmouth.wa.gov.au) or (08) 9949 3000.