

# The Hills Shire Council – West Ward by-election

**28 July 2018**



Report on the conduct of the election

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## ELECTION TIMETABLE

| Activity  | Date                          |
|---|-------------------------------|
| Local Government expenditure period commenced                                   | Tuesday, 5 June 2018          |
| Registration for candidates, third-party campaigners and official agents opened | Monday, 18 June 2018          |
| Close of rolls*   | Monday, 18 June 2018, 6pm     |
| Close of nominations  | Wednesday, 27 June 2018, 12pm |
| Registration of electoral material commenced                                    | Wednesday, 27 June 2018       |
| Close of registration of candidates   | Wednesday, 27 June 2018       |
| Pre-poll voting commenced   | Monday, 16 July 2018          |
| Registration of electoral material closed                                       | Friday, 20 July 2018, 5pm     |
| Close of registration of third-party campaigners                                | Friday, 20 July 2018          |
| Postal voting applications closed   | Monday, 23 July 2018, 5pm     |
| Declared Institution voting commenced   | Monday, 23 July 2018          |
| Pre-poll voting finished  | Friday, 27 July 2018, 6pm     |
| Declared Institution voting concluded   | Friday, 27 July 2018          |
| Election day  | Saturday, 28 July 2018        |
| Local government expenditure period ended                                       | Saturday, 28 July 2018        |
| Return of postal votes closed   | Monday, 30 July 2018, 6pm     |
| Distribution of preferences   | Wednesday, 1 August           |
| Declaration of the poll   | Thursday, 2 August 2018       |

\* For nominations and roll printing purposes.

## FOREWORD

I am pleased to present the NSW Electoral Commission's report on the conduct of the The Hills Shire Council - West Ward Local Government by-election held on Saturday, 28 July 2018, to fill the vacancy created by the resignation of Councillor Raymond Harty.

The by-election proceeded smoothly, with 64.23 per cent of registered voters turning out, and an informality rate of 3.63 per cent.

Councillor Jacob Jackson was declared elected on Thursday, 2 August 2018.

I am grateful to the staff, suppliers and contractors who contributed to the successful conduct of this by-election.



John Schmidt  
Electoral Commissioner

## OVERVIEW

### By-election outcome

The candidate elected at the The Hills Shire Council - West Ward by-election on Saturday, 28 July 2018 was Jacob Jackson with 11,611 votes, 66.53% per cent of first preference votes.

### Candidates standing for election

| Candidate name    | Party affiliation |
|-------------------|-------------------|
| Jacob JACKSON     | Liberal           |
| Immanuel SELVARAJ | Labor             |

### Cost data

|                     |           |
|---------------------|-----------|
| Cost of by-election | \$116,150 |
| Cost per elector    | \$4.27    |

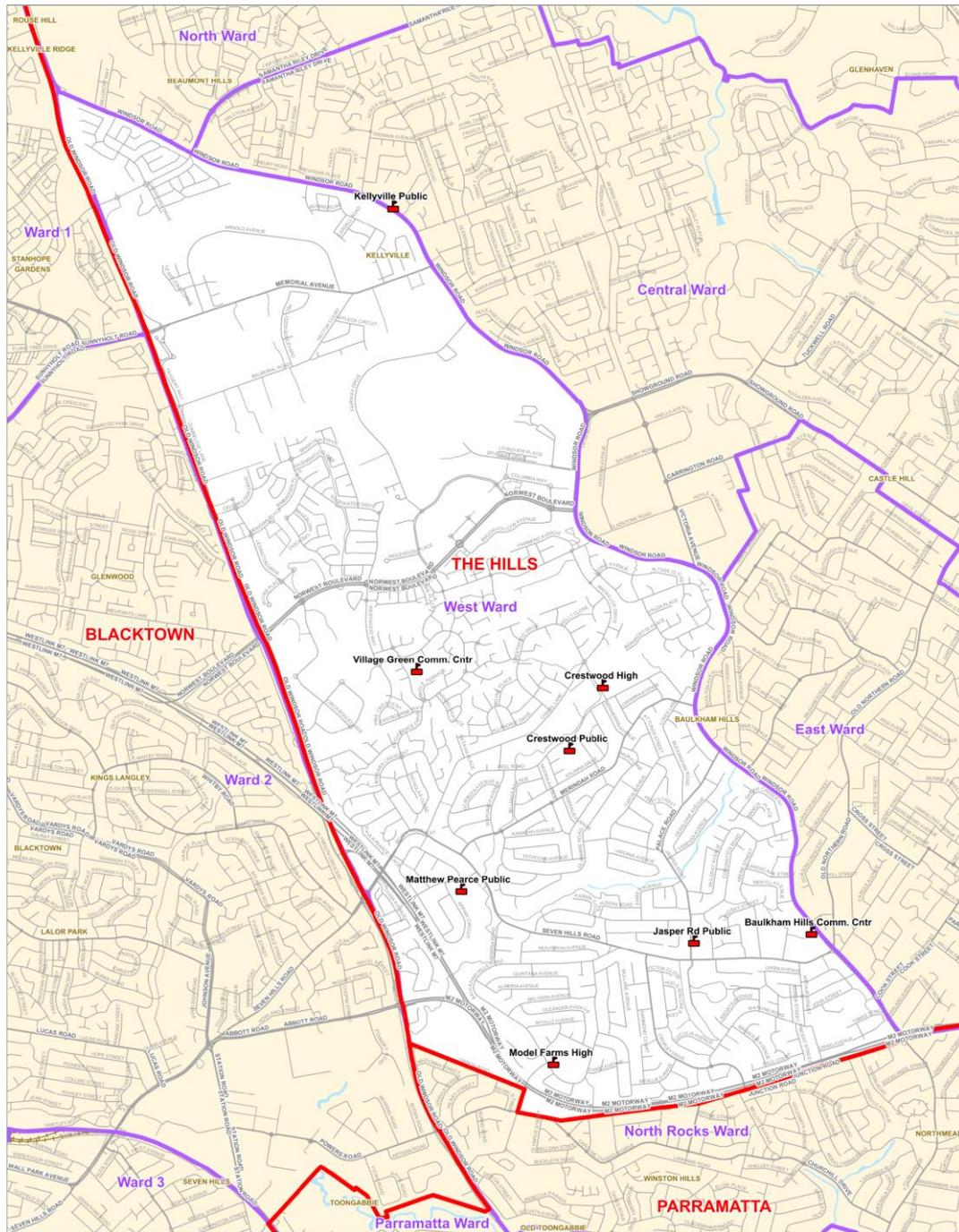
## BY-ELECTION SUMMARY

|  |                    |
|--|--------------------|
| <b>Enrolment</b>                       |                    |
| Total electors                         | 27,171             |
| <b>Voting venues</b>                   |                    |
| Pre-poll venues                        | 1                  |
| Polling places                         | 8                  |
| Declared Institutions                  | 3                  |
| <b>Voter turnout</b>                   |                    |
| Formal votes                           | 16,819             |
| Informal votes                         | 634                |
| Total votes                            | 17,453             |
| Voter turnout rate                     | 64.23%             |
| Formality rate                         | 96.37%             |
| Non-voting penalty notices issued      | 8,725 <sup>1</sup> |
| Penalty notices issued as % of roll    | 32.11%             |
| <b>Voting options used by electors</b> |                    |
| Ordinary                               | 14,802             |
| Postal                                 | 515                |
| Pre-poll                               | 1,958              |
| Declared Institution                   | 41                 |
| Enrolment                              | 125                |
| Provisional/Silent                     | 12                 |
| <b>Candidates</b>                      |                    |
| Total candidates                       | 2                  |

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<sup>1</sup> A penalty notice is withdrawn if an elector provides a valid excuse for not voting. At the date of this report the enforcement process for failure-to-vote penalty notices for this by-election had not yet been completed.

# THE HILLS SHIRE COUNCIL - WEST WARD



-  Polling Place
-  Local Government Boundary
-  Ward Boundary

## The Hills Shire West Ward

### Local Government By-Election 28 July 2018

1



Polling Places current as at: 13 June 2018

# CONDUCT OF THE ELECTION

## Background

The Hills Shire Council - West Ward is a council divided into four wards with twelve councillors. There was one vacancy to be filled for this by-election following the resignation of Councillor Raymond Harty.

## Performance

The service standards in the Election Service Charter 2017 – 2020 were applied to the The Hills Shire Council - West Ward by-election. In short, the NSW Electoral Commission undertakes to:

- foster participation in the democratic process
- provide seamless service delivery
- be customer focussed and commercially minded
- be innovative and fast adaptors.

The Service Charter can be found at Appendix A.

## Comparisons to 2017 Local Government elections

Comparative data on key indicators for the The Hills Shire Council - West Ward in the 2018 by-election and the 2017 ordinary election.

| Voter participation       |                 |                  |
|---------------------------|-----------------|------------------|
|                           | 2017 election   | 2018 by-election |
| <b>Total electors</b>     | 26,955          | 27,171           |
| <b>Formal votes</b>       | 20,890          | 16,819           |
| <b>Informal votes</b>     | 1,348           | 634              |
| <b>Total votes</b>        | 22,238          | 17,453           |
| <b>Voter turnout</b>      | 82.50%          | 64.23%           |
| <b>Informality</b>        | 6.06%           | 3.63%            |
| <b>Election officials</b> | 373 (All wards) | 61               |
| <b>Cost per elector</b>   | \$6.64          | \$4.27           |

## Communications

### Advertising

The 2018 Local Government by-election advertising campaign for The Hills Shire Council - West Ward consisted of council specific statutory advertisements and non-statutory advertising. Non-statutory advertising included information about registering as a third-party campaigner or candidate under the *Election Funding, Expenditure and Disclosures Act 1981* (EFED Act).

### Statutory campaign

Prior to the election the NSW Electoral Commission consulted with The Hills Shire Council to determine in which local newspapers the statutory advertisements, required under the legislation, were to be placed and the frequency of those placements.

Items covered in the statutory advertisements included:

- enrolment on residential and non-residential rolls
- nomination information
- candidates and polling place information
- election results.

Reproductions of these advertisements, and details of their placement in newspapers, can be viewed at Appendices B-E.

### Social media

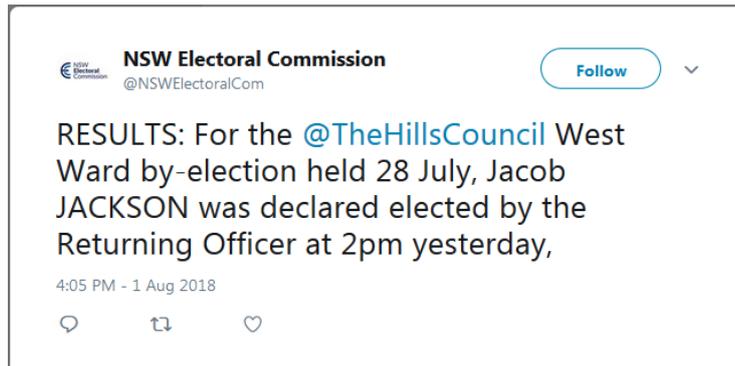
The NSW Electoral Commission utilised social media to raise awareness of the election, promote voter participation, and communicate the responsibilities of political participants.

There was one Facebook post and one tweet published for the by-election covering the topics of:

- nominations and registrations
- the announcement of candidates
- pre-poll and postal voting details
- election campaign finance rules.

The Facebook posts and tweets reached a total of 7,636 users.

The top performing tweet and Facebook post are shown on the following page.



## Direct communications with political participants

Direct communications to candidates, third-party campaigners and official agents were made for the by-election using email and letters. The direct communications covered the topics of:

- confirmation of candidate and third-party campaigner registrations

- advice to nominated candidates about the requirements to appoint an official agent
- confirmation of official agent registrations
- advice to official agents about the rules for managing the election campaign finances of candidates and third-party campaigners.

## Website

A NSW Electoral Commission website was specifically set up for the by-election for stakeholders to source information on:

- the election timetable
- election employment opportunities
- enrolment requirements and online enrolment confirmation
- methods for voting
- political parties
- nomination and registration of candidates, third-party campaigners and donors
- political donations
- list of nominated candidates
- polling place lookup facility
- election results.

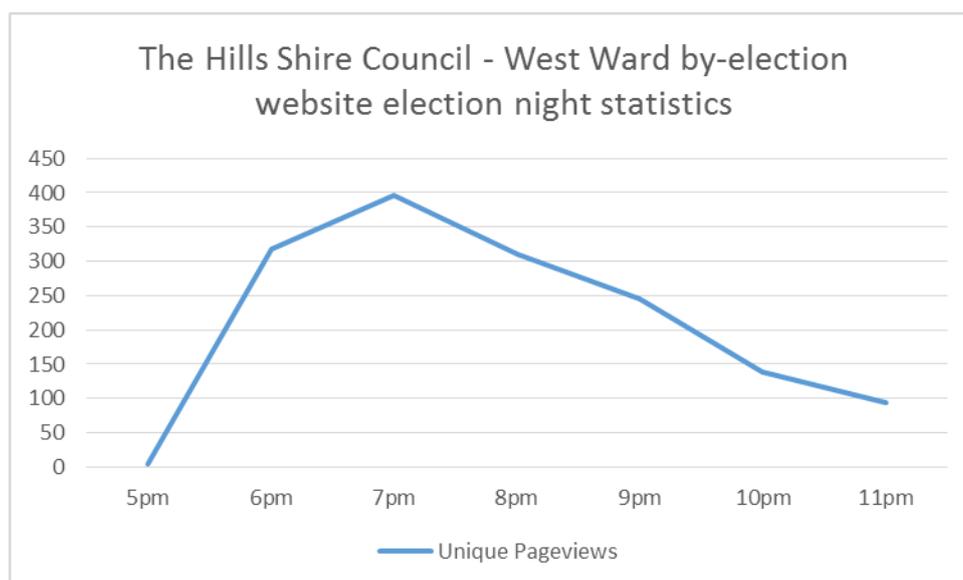
An enrolment search facility on the NSW Electoral Commission website was available to assist electors to verify their enrolment information.

Polling place information provided on the website included accessibility information for electors with a disability.

The Hills Shire Council - West Ward provided a link on its website to the NSW Electoral Commission site. The NSW Electoral Commission's website experienced 26,531 unique page views in the month leading up to the election.

Use of the NSW Electoral Commission's website is typically greatest on election night when users seek information on results. The following graph provides a picture of usage over the period from close of polling to midnight on election night for the by-election. A total of 11,246 page views were recorded on election day.

Graph 1: The Hills Shire Council - West Ward by-election – Usage of the NSW Electoral Commission website for poll results, 28 July 2018



## Registrations

Registration of candidates closed on Wednesday, 27 June 2018. Registration of third-party campaigners closed on Friday, 20 July 2018.

Two candidates were registered under the EFED Act for the by-election. Two candidates appointed an official agent as required under the EFED Act.

There were no third-party campaigners registered for the by-election. Following the declaration of the polls, we advised the elected candidate of their obligations under the EFED Act as an elected member. The elected member was designated by the NSW Electoral Commission as their own official agent (as an elected member) and has an obligation to disclose on an annual basis (during their term as a councillor) any political donations made or received and electoral expenditure incurred.

## Nominations

Nominations closed at noon on Wednesday, 27 June 2018.

A total of two nominations were received by close of nominations.

The draw for ballot paper position, held at 2pm on Wednesday, 27 June 2018, was conducted by the Returning Officer at the Returning Officer's office.

For a nomination to be accepted by the Returning Officer, candidates were required to complete a nomination form and a Candidate Information Sheet. Candidates were also required to submit a statistics form and pay a nomination deposit of \$125 to the Returning Officer.

The nomination deposit is refunded to candidates if:

- a candidate is elected or receives at least four per cent of the total first preference votes;
- in a group, any one of the group is elected or receives at least four per cent of the total first preference votes; or
- the election is uncontested.

## Rolls

### Residential roll

In New South Wales, enrolment and voting are compulsory at all Federal, State and Local Government elections. The New South Wales electoral roll is managed by the NSW Electoral Commission in conjunction with the Australian Electoral Commission.

Legislation provides that for Local Government elections the electoral roll closes on the 40th day before the day of the election. Any person who was on the roll when it closed at 6pm on Monday, 18 June 2018 was required to vote.

There were 27,170 electors on the residential electoral roll for The Hills Shire Council - West Ward. This was an increase of 215 electors from the number on the roll for the Local Government Ordinary Elections in September 2017.

### Non-residential roll

The non-residential roll is comprised of the roll of non-residential electors and the roll of occupiers and rate-paying lessees. The non-residential roll lapses after each election. Inclusion on the non-residential roll of electors is available to electors who pay rates to the council on property they own but do not occupy, as well as people who occupy or lease property. Under the *Local Government Act 1993*, the council's General Manager is responsible for compiling and maintaining the non-residential roll of electors.

There was one elector on the non-residential roll for The Hills Shire Council - West Ward for the 2018 by-election.

## Voting

### Method of voting

Section 285 *Local Government Act 1993* prescribes that the voting system in a contested election of a councillor or councillors is to be:

- optional preferential if the number of councillors to be elected is one; or
- proportional representation if the number of councillors to be elected is two or more.

For this by-election, optional preferential was the method used. A reproduction of the ballot paper is shown at Appendix F.

### Absent voting

Unlike State and Federal elections, absent voting is not available at NSW Local Government elections for electors who are outside their council area or ward on election day.

### Early voting

#### *Pre-poll voting*

Pre-poll voting opened at 8am on Monday, 16 July 2018 and closed on Friday, 27 July 2018. The pre-poll location was at Conie Avenue, Baulkham Hills.

#### *Postal voting*

Electors who are registered as a Registered General Postal Voter for NSW State Elections are not required to register again for Local Government elections and were automatically sent postal vote ballot papers.

Applications for postal voters opened on nomination day with electors able to obtain applications from the NSW Electoral Commission website, the NSW Electoral Commission head office or the Returning Officer's office. Applications for postal voting closed on Monday, 23 July 2018.

In order to be admitted to the count postal votes needed to be received by the Returning Officer by 6pm on Monday, 30 July 2018. Of 735 postal votes issued, 515 were accepted, 49 were rejected and 171 were not scrutinised because they were either returned too late or not returned at all.

#### *Declared Institutions*

The Electoral Commissioner has the authority to appoint hospitals, nursing homes, retirement villages and like facilities as Declared Institutions, to assist the residents and/or patients of these facilities who are unable to attend a polling place on election day.

Election officials visited Declared Institutions from the Monday until Wednesday before election day.

A total of three institutions were visited:

- Bupa Baulkham Hills
- Gracewood Kellyville
- Norwest Private Hospital

## Election day voting

### *Polling places*

Securing appropriate premises for polling places can be difficult. The NSW Electoral Commission does not own facilities within council areas. The pool of available rental premises is limited by the short-term nature of the lease and the NSW Electoral Commission's space, accessibility, location and workplace health and safety requirements.

The NSW Electoral Commission provided council with a draft list of proposed polling places to be used at this election. Feedback from the council was taken into consideration prior to the final selection of polling places.

As far as practically possible, the NSW Electoral Commission aimed to provide accessible and appropriately sited polling places for the by-election. Information was provided to assist electors with mobility issues or other disabilities to locate the most suitable polling place. This access information was provided on the NSW Electoral Commission's website and by NSW Electoral Commission staff.

There were eight polling places for the The Hills Shire Council - West Ward area on election day:

- Baulkham Hills Community Centre – Conie Avenue, Baulkham Hills NSW 2153
- Crestwood High School – 17 Chapel Lane, Baulkham Hills NSW 2153
- Crestwood Public School – 38 Peel Road, Baulkham Hills NSW 2153
- Jasper Road Public School – Jasper Road, Baulkham Hills NSW 2153
- Kellyville Public School – 35a Windor Road, Kellyville NSW 2155
- Matthew Pearce Public School – Astoria Park Road, Baulkham Hills NSW 2153
- Model Farms High School – Gooden Drive, Baulkham Hills NSW 2153
- Village Green Community Centre – 109 Bella Vista Drive, Bella Vista NSW 2153

One venue was fully accessible, six venues were accessible with assistance and one had no wheelchair access. All venues were open to electors from 8am to 6pm on election day.

## Counting the votes

On election night all polling places conducted an initial sort and count of first preference votes. At the Returning Officer's office, declaration (i.e. postal, pre-poll and Declared Institution) votes are opened, sorted and first preferences are counted. The count results were placed on the NSW Electoral Commission website on election night from 6pm onwards.

The successful candidate was declared elected by the Returning Officer at 3pm on Thursday, 2 August 2018, following the statutory 24-hour period required for any recount requests.

Once the declaration of the election result had been signed by the Returning Officer, copies of the declaration were provided to the Electoral Commissioner, the Council's General Manager and the Chief Executives of both the Office of Local Government and Local Government NSW. In addition, the Returning Officer advised all candidates by phone, email or SMS that the election results were available on the NSW Electoral Commission website. Election results were also published in local newspapers.

## Non-voters

### *Failure to vote*

Under electoral legislation, the NSW Electoral Commission is required to issue 'failure to vote' notices to those electors whose names were not marked off the electoral roll as having voted or as having provided a valid excuse.

All electoral rolls marked at polling places and in the Returning Officer's office were scanned after election day to create a list of non-voters. The penalty for failing to vote without a valid reason at a Local Government election is \$55.00.

For this election, 8,725 penalty notices were issued within the three-month period after election day.<sup>2</sup>

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<sup>2</sup> A penalty notice is withdrawn if an elector provides a valid excuse for not voting. At the date of this report the enforcement process for failure-to-vote penalty notices for this by-election had not yet been completed.

## SERVICES TO CANDIDATES AND POLITICAL PARTIES

### Candidate information

A candidate information presentation was available on the NSW Electoral Commission website to assist prospective candidates in their preparation for the election.

The presentation provided prospective candidates with the opportunity to familiarise themselves with the candidate process. Major topics covered in the presentation include:

- the election timetable
- candidate eligibility criteria and how to nominate
- groups of candidates and political party names on ballot papers
- campaigning (election advertising, 'how-to-vote' material and public scrutiny of candidates)
- complaints handling by NSW Electoral Commission
- voting and counting ballot papers
- scrutineers
- election funding obligations.

The NSW Electoral Commission *Handbook for Parties, Groups, Candidates and Scrutineers*, which outlines relevant electoral processes and procedures for local government elections, was also made available to stakeholders.

Information about election processes and election campaign finance rules was also provided to candidates, political parties and others who made telephone or email enquiries.

A fact sheet for local government by-elections was published on the website to support candidates and other political participants understand the requirements for managing political donations and electoral expenditure.

### How-to-vote material

All electoral material to be distributed by candidates or their representatives on election day must be registered by the NSW Electoral Commission. Registration does not apply to posters, whether they are displayed before or on election day, nor is it required for material to be distributed before election day.

Candidates are required to provide an application form and a copy of each item to be registered. The NSW Electoral Commission provided candidates with guidelines to assist them to meet the registration requirements. A candidate help line was also set up by the NSW Electoral Commission to aid candidates.

## ELECTORAL STAFFING

### Returning Officer

The Returning Officer had a number of responsibilities central to the running of the election, including:

- set up and decommissioning of a temporary office
- training of office staff and polling place managers
- making arrangements for voting at polling places and Declared Institutions
- issuing and processing postal and pre-poll votes
- dealing with enquiries and complaints from candidates and the public
- processing candidate nominations
- counting of votes and declaring the result of the election.

The Returning Officer's office for the The Hills Shire Council - West Ward by-election was located at 15Z Conie Avenue, Baulkham Hills NSW 2153.

### Returning Officer Support Officer

A Returning Officer Support Officer was appointed in order to provide support to the Returning Officer on electoral matters and procedures in the conduct of the election.

### Staffing

Staffing is a significant cost for elections and, as such, the NSW Electoral Commission recognises the importance of accurately predicting the number of required staff while taking into consideration the associated costs without compromising the level of service to electors.

The level of staffing required for the by-election varied during the different phases of the election. Staff were employed to undertake a variety of tasks including:

- office setup
- packing materials for each polling place
- registration, distribution and receipt of postal votes
- operation of pre-poll voting
- visits to Declared Institutions
- counting of the votes
- office pack-up.

All polling places have a minimum of two staff, one of whom is the polling place manager.

## ELECTION COSTS

Councils are required to meet the costs of conducting their elections. While the NSW Government does not provide direct funding for local government elections, some NSW Electoral Commission services required for local government elections, such as enrolment and non-voting services, are provided by the NSW Electoral Commission at no cost. It should also be noted that services provided to candidates, political parties and others regarding the requirements of the EFED Act are provided by the NSW Electoral Commission at no cost.

Key cost drivers for the election included:

- election officials wages
- office accommodation for the Returning Officer
- information and technology support
- polling places
- number of electors in council area
- newspaper and elector brochure advertising
- printing/materials for polling places.

The final cost of NSW Electoral Commission conducting the election was \$116,150 (GST exclusive).

This was made up of election staffing \$67,409; venues \$17,209; logistics \$5,635; ballot papers and electoral rolls \$3,233; other miscellaneous items \$3,644 and election management fee \$19,020. The cost per elector was \$4.27.

## APPENDICES

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## Appendix A: Election Service Charter 2017 - 2020

### Election Service Charter 2017 - 2020

| GOALS   | TO BE ACHIEVED BY:   | SUCCESS MEASURED BY:  |
|---|--|---|
| <b>Foster participation in the democratic process</b> | <ul style="list-style-type: none"> <li>• Conducting impartial and fair elections in accordance with the law</li> <li>• Providing services and information to enable all election participants to participate fully including communities with historically lower participation rates</li> <li>• Communicating election information in ways that encourage awareness and engagement</li> <li>• Supporting events and activities that encourage participation in democracy</li> </ul>  | <ul style="list-style-type: none"> <li>• Election participants report conduct of election as impartial and fair and without barriers to participation</li> <li>• Election participation equals or exceeds prior election levels</li> <li>• Formality rates equal or exceed prior election levels</li> <li>• There are no Court challenges to declared results</li> </ul>                        |
| <b>Provide seamless service delivery</b>              | <ul style="list-style-type: none"> <li>• Providing comprehensive services including:                             <ul style="list-style-type: none"> <li>– information services</li> <li>– enrolment services</li> <li>– voting options including pre-poll and technology enabled voting</li> <li>– location and accessibility of polling places</li> <li>– services to assist those with particular needs</li> <li>– responsibilities and entitlements of candidates, groups and political parties including funding and disclosure requirements</li> </ul> </li> <li>• Providing efficient services to meet needs of participants according to legislative mandate</li> <li>• Providing election services in timely, efficient and professional manner</li> </ul> | <ul style="list-style-type: none"> <li>• Stakeholders feel well informed about election events</li> <li>• Election participants report satisfaction with the NSWEC's electoral services</li> </ul>  |
| <b>Be customer focussed and commercially minded</b>   | <ul style="list-style-type: none"> <li>• Understanding the needs of our stakeholders and users of our election services through liaison, consultation and structured feedback</li> <li>• Delivering well organised, reliable and quality elections</li> <li>• Ensuring elections are provided on a competitive basis</li> </ul>  | <ul style="list-style-type: none"> <li>• Participants report satisfaction with NSWEC's services and election staff</li> <li>• Those entities using the NSWEC to conduct elections report satisfaction with services provided and see these are representing value</li> <li>• Costs of providing elections are recovered</li> <li>• The NSWEC actively seeks feedback on its services</li> </ul> |
| <b>Be innovative and fast adaptors</b>                | <ul style="list-style-type: none"> <li>• Utilising new technologies to increase convenience for those participating in elections within the legislative mandate while maintaining integrity of the election and security of information</li> <li>• Review developments in election services and funding and disclosure across Australia and internationally for possible application to NSW</li> </ul>   | <ul style="list-style-type: none"> <li>• The NSWEC is seen as seeking to adapt its services, within legislative requirements, to meet participants' needs</li> <li>• The NSWEC advises Government of innovations that will strengthen the democratic system and improve administration of elections</li> </ul>  |

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## Appendix B: The Hills Shire Council - West Ward by-election – enrol to vote advertisement

### The Hills Shire Council West Ward *By-Election*



**Saturday 28 July 2018**

#### **ENROL TO VOTE**

A by-election will be held in The Hills Shire Council West Ward area on Saturday, 28 July 2018 to elect one councillor.

#### **Non-residential Rolls**

If you are an owner, rate-paying lessee, or occupier of rateable land which is not your primary residence, you or a nominee may be entitled to be enrolled on the roll of non-residential owners of rateable land or the roll of occupiers and rate-paying lessees for this election.

Details of the eligibility criteria and enrolment claim forms may be obtained from The Hills Shire Council at 3 Columbia Court, Baulkham Hills, 2153; Website: [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au).

The claim must be completed and lodged with the The Hills Shire Council by 6pm Monday, 18 June 2018.

If a claim for non-residential enrolment was made for a previous election, and you wish to claim enrolment for this election, you should re-apply.

#### **Residential Roll**

If you are enrolled in the West Ward of The Hills Shire Council local government area as at 6pm Monday 18 June 2018 you must vote.

To check your enrolment details or to obtain a residential enrolment form visit [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or call 1300 135 736. Enrolment forms are also available from any Australia Post office. Enrolment forms must be received by 6pm Monday, 18 June 2018.

**Voting in Local Government elections is compulsory for all electors included on the residential roll.**

#### **Information**

**[www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)  
or 1300 135 736**

For enquiries in languages other than English call our interpreting service on **13 14 50**

For hearing and speech impaired enquiries, call us via the National Relay Service on **13 36 77**

John Schmidt,  
Electoral Commissioner

#### **Advertising schedule**

Hills Shire Times  
Rouse Hill Times

5 June 2018  
6 June 2018

## Appendix C: The Hills Shire Council - West Ward by-election – nominations advertisement

### The Hills Shire Council West Ward By-Election



Saturday 28 July 2018

#### Nominate as a candidate

If you intend to nominate as a candidate, it is important that you read this notice. As a candidate, you have certain obligations and responsibilities under law. Check the website [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) for further details.

#### How to nominate

To nominate for councillor, you must lodge a nomination form and \$125 nomination deposit by 12 noon Wednesday 27 June 2018 with the Returning Officer.

#### Candidate Information sheets

Every candidate is required to lodge the candidate information sheet which is included in the nomination form.

#### Where to get a nomination form

Nomination forms and other important nomination and electoral information are available from the Returning Officer or the NSW Electoral Commission website: [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

#### Where and when to nominate

Your nomination form and deposit must be lodged at the Returning Officer's office, 390 Windsor Road, Baulkham Hills, 2153 (access off Conie Avenue), from Monday 18 June 2018 to 12 noon Wednesday 27 June 2018.

#### You must also register as a candidate for funding purposes

In addition to being nominated, candidates must be registered and have an official agent before accepting political donations or making payments for electoral expenditure.

The last date for registration is 12 noon, Wednesday 27 June 2018. If you registered as a candidate for a previous election, you must reapply to be registered for this by-election. Nomination forms, registration forms, and the Handbook for Parties, Groups, Candidates and Scrutineers are available from the Returning Officer or from the NSW Electoral Commission website.

Nomination enquiries should be directed to the Candidate Helpdesk: 1300 088 942 and registration enquiries to our funding and disclosure team on 1300 022 011.

#### Information

[www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)  
or 1300 135 736

For enquiries in languages other than English call our interpreting service on **13 14 50**

For hearing and speech impaired enquiries, call us via the National Relay Service on **13 36 77**

#### Advertising schedule

|                   |              |
|-------------------|--------------|
| Hills Shire Times | 12 June 2018 |
| Rouse Hill Times  | 13 June 2018 |

# Appendix D: The Hills Shire Council - West Ward by-election – notice of election advertisement

## The Hills Shire Council West Ward By-Election



**Saturday 28 July 2018**

A by-election will be held in the The Hills Shire West Ward local government area on Saturday, 28 July 2018 to elect one councillor.

If you are enrolled in the The Hills Shire West Ward local government area, you must vote. To check your enrolment details, visit [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or call 1300 135 736.

### Voting on election day

Voting will take place on Saturday, 28 July 2018 between the hours of 8am and 6pm.

### Polling Places

| Locality       | Venue                           | Address               |
|----------------|---------------------------------|-----------------------|
| Baulkham Hills | Baulkham Hills Community Centre | Conie Avenue          |
| Baulkham Hills | Crestwood High School           | 17 Chapel Lane        |
| Baulkham Hills | Crestwood Public School         | 38 Peel Road          |
| Baulkham Hills | Jasper Road Public School       | Jasper Road           |
| Baulkham Hills | Matthew Pearce Public School    | Astoria Park Road     |
| Baulkham Hills | Model Farms High School         | Gooden Drive          |
| Bella Vista    | Village Green Community Centre  | 109 Bella Vista Drive |
| Kellyville     | Kellyville Public School        | 35a Windsor Road      |

### Voting before election day

You may be entitled to a postal or pre-poll vote. For details, visit [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or call 1300 135 736.

### Pre-poll voting

You can vote early in person from Monday, 16 July 2018 at the Returning Officer's office, Baulkham Hills Community Centre, Conie Avenue, Baulkham Hills.

### Pre-poll voting hours:

- Monday, 16 July to Thursday, 26 July 2018: 8:30am-4:30pm
- Friday, 27 July: 8:30am-6:00pm
- Closed weekends

### Voting by post

You can apply online for a postal vote from [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or by calling 1300 135 736. Your application must be completed and received by the Returning Officer no later than 5pm Monday, 23 July 2018.

### Candidates

| Name of Candidate | Party Affiliation |
|-------------------|-------------------|
| JACKSON Jacob     | LIBERAL           |
| SELVARAJ Immanuel | LABOR             |

### CANDIDATE INFORMATION SHEETS

Each candidate's information sheet is available for viewing at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or at the Returning Officer's office or at polling places.

### Voting is compulsory

Voting is compulsory for all electors of the The Hills Shire West Ward local government area. The penalty for not voting is \$55.

### Information

[www.elections.nsw.gov.au](http://www.elections.nsw.gov.au) or 1300 135 736

For enquiries in languages other than English call our interpreting service on **13 14 50**

For hearing and speech impaired enquiries, call us via the National Relay Service on **13 36 77**

**Wayne Donaldson**  
Returning Officer

## Advertising schedule

Hills Shire Times

3 July 2018, 25 July 2018

Rouse Hill Times

3 July 2018, 24 July 2018

## Appendix E: The Hills Shire Council - West Ward by-election – declaration of election advertisement



### The Hills Shire Council West Ward *By-Election*

Held Saturday 28 July 2018

#### Declaration of Election

An election was held to elect one Councillor for The Hills Shire Council—West Ward. I declare **Jacob JACKSON** elected as Councillor until the next ordinary election of the Council.

Detailed results are available from the NSW Electoral Commission website.

Wayne Donaldson  
Returning Officer  
Wednesday, 1 August 2018

#### Information

[www.elections.nsw.gov.au](http://www.elections.nsw.gov.au)  
or 1300 135 736

For enquiries in languages other than English,  
call our interpreting service on **13 14 50**

For hearing and speech impaired enquiries,  
call us via the National Relay Service on **13 36 77**

#### Advertising schedule

Hills Shire Times

25 August 2018

Rouse Hill Courier

8 August 2018

## Appendix F: The Hills Shire Council - West Ward by-election – ballot paper

Local government election

West Ward

**The Hills Shire**

BALLOT PAPER FOR  
ELECTION OF 1 COUNCILLOR

Held on 28 July 2018

**DIRECTIONS FOR VOTING**  
**PLEASE READ CAREFULLY**

Place the number **1** in the square next to the candidate of your choice.

**JACKSON Jacob**  
LIBERAL

**SELVARAJ Immanuel**  
LABOR

**You must not take a ballot paper out of the polling place**

 electoral  
commission nsw