



2023 WA Labor Rules & Constitution

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DEFINITIONS

Administrative Committee means the governance body responsible for the administration of the Party between meetings of the State Executive as outlined in [Rule 7](#).

Affiliated Union(s) means a trade union that has undertaken the process of affiliating with the Party in accordance with these Rules.

Affirmative Action means deliberate steps and processes as outlined in these Rules to ensure the equal representation of women in positions of the Party.

ALP means the national Australian Labor Party entity.

ALP National Constitution means the constitutional document of the national Australian Labor Party entity.

Annual Federal Electorate Council Meeting means a meeting of a Federal Electorate Council for the purpose of electing Political Delegates to State Executive in accordance with [Rule 9](#).

AYL WA means WA Young Labor (as established under Rule 12.10).

State Campaign Director means the State Secretary acting in an oversight and management capacity for all campaign activities in Western Australia related to the State and Federal Elections.

Candidate's Pledge means the pledge required to be executed by an endorsed Parliamentary Candidate as at [Appendix 4](#).

Caucus means the caucus of the State Parliamentary Labor Party.

Census Date means the 30 April in each calendar year, unless this date falls on a weekend, in which case it shall be the first available weekday, or any other day as determined by the Administrative Committee.

Critical Matters means any matters that involve severity or gravity of consequence for the interests of the Party which requires decisive action. A matter may be considered a Critical Matter without being urgent.

Direct Branches means a branch of the Party established as such under these Rules.

Federal Election means one or more elections for Members or Senators of the Federal Parliament occurring on the same day or as part of the same election.

Federal Electorate(s) means electoral districts for the Federal House of Representatives as determined by the Australian Electoral Commission.

Federal Electorate Council(s) means geographical areas based on Federal Electorates and allocated by the State Executive in accordance with [Rule 9](#).

Federal Parliament means the Parliament of the Commonwealth comprising the House of Representatives and the Senate.

First Nations means a person(s) of Aboriginal and/or Torres Strait Islander descent, who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which they live or have lived.

FPLP means Federal Parliamentary Labor Party WA as outlined in [Rule 11](#).

Head Office means the principle office determined by the State Executive for the operations of WA Labor, also known as "Party Office".

Local Branches means a branch of the Party established as such under these Rules.

Local Electors means:

- a. members of the Party who at the close of nominations for State and Federal Election positions are certified by the State Secretary to be financial members of the WA Branch at the date of the opening of nominations; and
- b. have been continuous financial members for at least twelve (12) months; and
- c. are registered to vote within the meaning of the State or Federal electoral laws in the electorate for which the Parliamentary Candidate is being preselected; or

- d. if ineligible to vote within the meaning of the State or Federal electoral laws in the electorate for which the Parliamentary Candidate is being preselected, because the member is under 18 years of age or not an Australia citizen, will be considered a Local Elector if the member:
 - i. before the opening of nominations, attends Head Office in-person with a valid and current passport, drivers' license, Department of Transport photo card or other photographic proof of identity to the satisfaction of the State Secretary; and
 - ii. before the opening of nominations, provides proof of their residency in the electorate for which the Parliamentary Candidate is being preselected, as at Appendix 7, to the State Secretary; and
 - iii. after the opening of nominations, provides proof of residency, as at Appendix 7, with the same address as was provided under (c)(i) and (ii), above, dated within three (3) months of the opening of nominations, to the State Secretary.

LWO WA means Labor Women's Organisation WA.

Member(s) of Parliament means any elected parliamentarian of the State Legislative Assembly or Legislative Council, and the Federal House of Representatives or Senate.

Membership Ticket means a current financial WA Labor membership according to Head Office records.

MLO WA means Multicultural Labor Organisation.

National Conference means the ALP's highest decision-making forum.

National Executive means the chief administrative authority of the ALP which is subject only to the ALP's National Conference.

National Platform means the statement of the Australian Labor Party's beliefs, values and program for Federal Government.

Officers means officers and staff of the Party as outlined in Rule 6.

Parliament of Australia means the Federal Parliament comprising the House of Representatives and the Senate.

Parliament of Western Australia means the Parliament of the State of Western Australia comprising of the Legislative Assembly and the Legislative Council.

Parliamentary Candidate(s) means any Party member endorsed as a candidate for any State Election or Federal Election, and the individual responsible for undertaking the Candidate's Pledge.

Party means the composition of WA Labor, being affiliated industrial unions, individual members, and any established Party Units.

Party Organisation(s) means a Party Unit constituted under Rule 12 for the purpose of engaging WA Labor members around a specific issue, cause or group.

Party Unit(s) means all formal and informal bodies established under these Rules, including but not limited to, Local and Direct Branches, Federal Electorate Councils, and Party Organisations.

Perth Metropolitan Region means the same meaning as defined in the Planning and Development Act 2005 (WA).

Regular Party Business means business pertaining to the functions ordinarily performed by Party Units and Head Office.

Resolution(s) means a formal proposal adopted by the Party through a vote of State Conference.

Rules means these WA Labor Rules as adopted at State Conference.

SPLP means the State Parliamentary Labor Party as outlined in Rule 11.

State Conference means the primary governing body of WA Labor established in accordance with Rule 4.

State Elections means one or more elections for WA Legislative Assembly or WA Legislative Council seats occurring on the same day or as part of the same election.

State Executive means the chief administrative authority of the Party as established in accordance with Rule 5.

State Platform means the statement of WA Labor's beliefs, values and program for when in Government.

Unions means any trade union.

WA Labor means the entity being the Australian Labor Party (Western Australian Branch) and is often used interchangeably with the term Party.

Women means people who genuinely identify as women.

1. GENERAL

1.1. Name

- 1.1.1. The name of the Party shall be the Australian Labor Party (Western Australian Branch), known as “WA Labor”.

1.2. Objectives

- 1.2.1. The objectives of WA Labor are:
- a. at State and Federal Elections, to promote preselected candidates for election to the Parliament of Western Australia and the Parliament of Australia;
 - b. to strengthen and consolidate labour organisation throughout Western Australia, including by actively encouraging Party members to belong to their Unions;
 - c. to actively seek affiliation of industrial unions and individual members; and
 - d. to promote, through parliamentary and other appropriate means, the objectives, aims and policies outlined in the State Platform of WA Labor and the National Platform of the Australian Labor Party.

1.3. State Platform and Rules

- 1.3.1. These Rules (including Schedules and Appendices) shall be binding on all members of the Party.
- 1.3.2. All members must uphold the Objectives of the Party under Rule 1.2.1.

1.4. Origins

- 1.4.1. The ALP has its origins in:
- a. the aspirations of the Australian people for a decent, secure, dignified and constructive way of life;
 - b. the recognition by the trade union movement of the necessity for a political voice to take forward the struggle of the working class against the excesses, injustices and inequalities of capitalism; and
 - c. the commitment by the Australian people to the creation of an independent, free and enlightened Australia.

1.5. Principles of Action

- 1.5.1. The pursuit of WA Labor’s goals and objectives is a collective and cooperative process which requires:
- a. Party members, candidates, elected representatives and Party officials to act at all times with integrity and honesty;
 - b. constitutional action through the State and Federal Parliaments, municipal and other statutory authorities; and
 - c. Union action.

1.6. Charter of Member Rights and Responsibilities

1.6.1. Commitment to Diversity

WA Labor is committed to recognising and encouraging diversity in our membership and parliamentary representation to reflect the makeup of the Australian community, including but not limited to:

- a. women;
- b. First Nations peoples;
- c. people from culturally and linguistically diverse backgrounds;
- d. sex and gender diverse peoples;
- e. people living in regional WA; and
- f. people with disabilities.

1.6.2. Commitment by Members of Parliament

- a. WA Labor Members of Parliament will ensure ongoing engagement with the Party, including, where reasonable:
- b. regular attendance at Local and Direct Branch meetings;
- c. engagement with Party Units to assist them in achieving their goals; and
- d. regular communication with trade unions.
- e. Additionally, Ministers and Shadow Ministers agree to do what is reasonably practicable to ensure:
 - i. engagement with Party Units on matters of policy;
 - ii. timely responses to Party Units on matters of policy; and
 - iii. feedback to Party meetings on matters of policy.

1.6.3. Commitment by Party Members

- a. Membership of the ALP is open to all residents of Australia who are prepared to accept its objectives and who have associations with no other political party.
- b. All members agree to faithfully uphold to the best of their ability, the Rules and State and National Platforms, the Objectives of the Party, and to work and vote for selected Parliamentary Candidates for public office.
- c. All members must refrain from any activity, behaviour or public statement that brings, or has the potential to bring the Party into disrepute.
- d. Members must only use the Rules and procedures of the Party to change these Rules, the State Platform, and policies and decisions of the Party.
- e. A member who nominates for preselection for State or Federal Parliament must support the candidate the Party selects as its Parliamentary Candidate.
- f. A member who nominates for State or Federal Parliament against an endorsed Parliamentary Candidate automatically ceases to be a member of the Party, unless prior approval for such nomination has been granted by the Administrative Committee.
- g. A member who campaigns against an endorsed Parliamentary Candidate for State or Federal Parliament automatically ceases to be a member of the Party, unless prior approval for such campaign has been granted by the Administrative Committee.
- h. Party members, officers or units must not make statement or comment to the media in connection with any Party business, including preselection. Communication with media is the responsibility of the State Secretary and may be delegated by the State Secretary, but may not be assumed by any other Party Officers or members.
- i. Any person who has ceased to be a member because of [Rule 1.6.3\(f\)](#) or [Rule 1.6.3\(g\)](#) must apply in writing to the State Secretary to rejoin the Party.
- j. Members shall notify the State Secretary of any change of residential and/or postal address, and the last notified address will be deemed to be the member's current address in accordance with [Rule 3.9](#).

2. UNION AFFILIATION

2.1. Establishing Affiliation

- 2.1.1. A Union seeking to affiliate with the Party may be admitted to membership of the Party by a recommendation of the Administrative Committee to the State Executive.
- 2.1.2. The State Executive may accept or reject the recommendation provided under Rule 2.1.1.
- 2.1.3. When a Union affiliates, the Union's President (or equivalent) and Secretary (or equivalent) shall write to the State Secretary and submit an independent audit report as required in Rule 2.4.
- 2.1.4. When a Union affiliates, it shall pay affiliation fees initially pro-rata for the balance of the financial year.

2.2. Altering Affiliation

- 2.2.1. A Union which is currently affiliated to the Party, which seeks to increase or decrease the number of members upon which it is affiliated, may do so by complying with the provisions set out in Rules 2.1.1 and 2.4.
- 2.2.2. The application to alter a Union's affiliation numbers must be considered by the Administrative Committee which will make a recommendation to the State Executive.
- 2.2.3. The State Executive may accept or reject the recommendation provided under Rule 2.2.2.
- 2.2.4. Where State Executive approves an application to decrease affiliation numbers, the application will be processed immediately.

2.3. Appealing State Executive Decisions Regarding Affiliation

- 2.3.1. If the State Executive rejects a Union's application under Rules 2.1 or 2.2, then that Union may write to the State Secretary within twenty-one (21) days of the State Executive decision, lodging an appeal, and seeking the application's reconsideration at the next State Conference.
- 2.3.2. The relevant Union Secretary (or delegate) will be permitted to speak on the application at State Conference.

2.4. Maintaining Affiliation

- 2.4.1. Each Union's affiliation shall be determined each year by an audit of the Union's membership as at 30 June of the preceding year. This audit shall determine the Union's maximum affiliation as:
 - a. the number of members eligible to vote in a ballot for an office in that Union at 30 June as conducted by the appropriate Electoral Commission/s; and
 - b. the number of members identified in (a) above for whom the Union received an amount of dues in relation to the period between 1 April and 30 June for that year.
- 2.4.2. Before 4:00pm AWST on the last Friday in November in each year, each Union shall provide an independent audit report from the current year and advice on the number of members the Union will affiliate on for the year commencing 1 January the following year.
- 2.4.3. The independent audit report and affiliation fee advice shall be provided to the State Secretary in a sealed envelope addressed "Confidential Union Affiliation". These envelopes shall be secured in a ballot box and opened in the presence of scrutineers at an agreed time and place, following the date determined in Rule 2.4.2. Each Affiliated Union is entitled to send a scrutineer.
- 2.4.4. The affiliation fee is calculated by multiplying the Union capitation fee as determined in accordance with Rule 2.8 by the number of members advised by the Union in accordance with Rules 2.4.1 and 2.4.2.
- 2.4.5. A Union's affiliation for the purpose of determining State Conference and State Executive delegates shall be based upon the three-year rolling average of the Union's affiliation for the current and two preceding years.

- 2.4.6. Each Union shall comply with the following conditions in preparing the independent audit report:
- a. engage a registered company auditor; and
 - b. request that the work performed in the audit be in accordance with Australian Auditing Standard 802 (The Audit Report on Financial Information Other than a General Purpose Financial Report) and Auditing Guidance Standard 1044 (Audit Reports on Information Provided Other than a Financial Report).
- 2.4.7. The independent audit report shall include:
- a. an audit certificate signed by the auditor which shall include advice as set out in Appendix 5;
 - b. a statistical return which shall include a figure determined to be equal to or less than the Union's maximum; and
 - c. affiliation as of 30 June of the year in question.
- 2.4.8. If a Union fails to lodge an independent audit report by the date determined in Rule 2.4.2, the State Executive shall use the Union's previous year's affiliation reduced by 15 percent.

2.5. Ceasing Affiliation

- 2.5.1. A Union seeking to cease their affiliation with the Party may do so upon providing written notification to the State Secretary.

2.6. Unions in Arrears

- 2.6.1. Subject to Rule 2.7, any Union more than six months in arrears will:
- a. be deemed unfinancial, and therefore have its entitlement to representation on State Executive and State Conference suspended;
 - b. be advised in writing by the State Secretary that its entitlement has been suspended under Rule 2.6.1 and be invited to pay the outstanding affiliation fees;
 - c. continue to accrue an affiliation debt during any period that it remains unfinancial;
 - d. be required to pay the entire outstanding debt before its entitlement resumes; and
 - e. be entitled to its representation on State Executive and State Conference once the outstanding fees are paid.

2.7. Unions Facing Financial Hardship

- 2.7.1. When an Affiliated Union is unable to meet its financial obligations to the Party as in Rule 2.4, the Secretary of that Union may make written application to the State Secretary seeking special consideration by the Administrative Committee.
- 2.7.2. Upon receipt of such an application, the State Secretary, in consultation with the Union Secretary, will establish a repayment schedule with which that Union can comply.
- 2.7.3. The State Secretary must report the matter and proposed repayments schedule to the Administrative Committee which can amend, reject or endorse the proposal.
- 2.7.4. If the Administrative Committee endorses a repayment schedule which allows the Union to pay less than the previously agreed affiliation fees, the Administration Committee may also proportionally reduce the Union's representation on State Executive and State Conference to reflect the actual amount being paid.
- 2.7.5. At any time, the Affiliated Union may notify the State Secretary in writing that it will resume payment of ordinary affiliation fees. The Union will then, subject to Rule 2.6.1(d), resume its full representation on State Executive and State Conference. The State Secretary must report such matters to the Administrative Committee.

2.8. Level of Affiliation Fees

- 2.8.1. Annual affiliation fees will be established by a meeting of representatives of Affiliated Unions and the Administrative Committee.
- 2.8.2. The meeting will be convened by the State Secretary in May of each year.
- 2.8.3. The agreed fee will take effect from the following 1 January and will be applied on the basis of each Union's affiliation numbers.

3. INDIVIDUAL MEMBERS

3.1. Joining the Party

- 3.1.1. Any person resident in the State of Western Australia, over the age of sixteen years, who signs the Application for Membership Form as at [Appendix 3](#), may apply to join the Party. For the purpose of Rule [3.1.1](#), a resident is:
- a. an Australian citizen; or
 - b. a person who holds a permanent visa (as defined in the Migration Act 1958) that is in effect; or
 - c. a New Zealand citizen who is usually resident in Australia or a Territory and who holds a special category visa (as defined in the Migration Act 1958) that is in effect; or
 - d. a resident of Christmas Island; or
 - e. any other person who is usually resident in Australia or a Territory and whose continued presence in Australia or a Territory is not subject to a limitation as to time imposed by law; and
 - f. whose usual place of residence is within Western Australia.

3.2. Local or Direct Branch Application

- 3.2.1. A person may apply for Local or Direct Branch membership direct to the Head Office by filing out an application for membership and paying the membership fee to the State Secretary.
- 3.2.2. The State Secretary will notify the Local or Direct Branch of the application.
- 3.2.3. The Local or Direct Branch will consider the application at its next meeting. This consideration shall explicitly examine the applications compliance with these Rules. The Local or Direct Branch may accept or reject the application, and notify the State Secretary within twenty one (21) days of the decision or before 5:00pm AWST on the Census Date of that year, whichever is sooner. Where the application is rejected, written reasons for the decision will also be provided to the State Secretary. This consideration may occur prior to the State Secretary receiving the application, where the branch is aware of the application and its substance.
- 3.2.4. Where the application has not been considered by the Local or Direct Branch within one (1) calendar month of the notification provided under Rule [3.2.2](#) or before 5:00pm AWST on the Census Date of that year, whichever is sooner the State Secretary may place the application before the next meeting of the Administrative Committee which may accept or reject it.
- 3.2.5. A Local or Direct Branch may not grant more than twelve (12) new membership applications in any one calendar month. Where more than twelve prospective members apply to join a Local or Direct Branch in any one month, all applications are to be referred to the State Secretary with a written recommendation indicating these support or opposition to the granting of these applications, within twenty one (21) days of the date of the Local or Direct Branch meeting or before 5:00pm AWST on of the Census Date that year, whichever is sooner.
- 3.2.6. The State Secretary shall ensure that all the applications for memberships received from a Local or Direct Branch in accordance with Rule [3.2.3](#) are placed before the next occurring Administrative Committee meeting, together with the written recommendation from the Local or Direct Branch. The Administrative Committee may then consider these applications in its own right and accept or reject each application.
- 3.2.7. Where the Administrative Committee accepts the membership, the date of effect of the membership shall be the date on which the following conditions are met:
- a. a complete and correct application was received by the State Secretary; and
 - b. payment was successfully taken as per below:
 - i. credit/debit card payments: successful payment was processed within 14 days of receipt;
 - ii. Direct Debit payments: payment clears;

- iii. cheque; cheque clears; or
 - iv. cash: the day that cash is received by the State Secretary.
- 3.2.8. The Administrative Committee will have the power to accept or reject applications for membership received as part of an application to form a new Local or Direct Branch pursuant to Rule 10.4.

3.3. Direct Membership Application

- 3.3.1. A person may apply for Direct Membership to Party Office by:
- a. a complete and correct application was received by the State Secretary; and,
 - b. payment was successfully taken as per Rule 3.2.7(b).
- 3.3.2. A Direct member will not belong to a Local or Direct Branch of the Party, but shall otherwise enjoy the rights of ordinary Party members.
- 3.3.3. The State Secretary shall place the application before the Administrative Committee which may accept or reject it.

3.4. Commencement of Membership

- 3.4.1. A person who applies for individual membership online under Rules 3.2.1 or 3.3.1 shall be a Provisional Member immediately upon completion of the online application form. Provisional Members shall be entitled to receive information about Party Activities and have the ability to attend Party meetings. The National Executive may permit Provisional Members to vote in any National ballot as National Executive decides appropriate in its absolute discretion.
- 3.4.2. Individual membership commences on acceptance of the application for membership as specified in Rules 3.2.3 or 3.3.3. Individual members may participate in the activities of the Party as set out in these Rules.

3.5. Acceptance of Application

- 3.5.1. Once an application has been accepted under Rule 3.1, a new Party member may participate in the activities of the Party, as set out in these Rules.

3.6. Referral of Application

- 3.6.1. An application by any person who has been expelled from the Party has been a non-ALP candidate for parliamentary office, has campaigned on behalf of a non-ALP candidate, has previously resigned from the party, or is or was a Member of any Parliament, or is serving a custodial sentence shall be referred to the Administrative Committee for its acceptance or rejection.

3.7. Rejection of Application

- 3.7.1. A membership application will be rejected if the applicant:
- a. is a member of another political party or auxiliary;
 - b. is a member of a proscribed organisation;
 - c. has failed to pay the requisite membership fee; or
 - d. has previously had their application rejected by another Party Unit.

3.8. Membership Improperly Granted

- 3.8.1. Any purported membership granted by a Local or Direct Branch in contravention of Rules 3.6 or 3.7 will be null and void.

3.9. Membership Address

- 3.9.1. Membership must, at the time of joining or transferring to a Local or Direct Branch, either be correctly enrolled with the Australian Electoral Commission to vote in the Federal Election at their stated address or not be so entitled because they are under 18 years of age or not an Australian citizen.

3.10. Members to Personally Sign Application

- 3.10.1. Under no circumstances will an application to join the Party be considered where the person applying to join has not personally signed the form and any relevant declaration.

3.11. Membership Recruitment

- 3.11.1. Individual party membership is an important part of the processes of the Party. Along with Affiliated Unions, individual Party members are the very foundation of the Party and all its activities. For this reason, the Party does not tolerate any improper conduct regarding Party memberships.
- 3.11.2. It is an abuse of these Rules for an individual or group(s) to fund Party memberships for other individuals or groups of individuals, except as specifically permitted by Rule 3.13.9.
- 3.11.3. It is an abuse of these Rules for an individual or group(s) to encourage reduced- rate membership to people that are not eligible for that category of membership.
- 3.11.4. It is an abuse of these Rules for an individual or group(s) to knowingly recruit members who do not live at the claimed addresses in an attempt to gain advantage in Party ballots.
- 3.11.5. Involvement in any abuses of these provisions will be considered as behaviour likely to bring the Party into disrepute and will result in disciplinary action, which may include expulsion from the Party.

3.12. Appeal Against Rejection of Membership Application

- 3.12.1. A person whose application for membership has been refused may apply in writing to the State Secretary to have the decision reviewed. The State Secretary shall prepare a report on the matter and forward the request from the person, together with the report, to the Disputes and Complaints Committee for consideration in accordance with Rule 8.3, within 21 days of receiving the request.

3.13. Financial Membership

- 3.13.1. A financial member is one who has been admitted to membership in accordance with the Rules, holds a current membership ticket or renews their membership pursuant to Rule 3.13.3.
- 3.13.2. All annual membership tickets issued prior to 30 September in any year shall run until 31 December of that year. All annual membership tickets issued after 30 September in any year shall expire on 31 December of the following year.
- 3.13.3. Subject to this Rule, a member will have continuity of financial membership if the State Secretary receives payment of the fee, prescribed under Rule 5.8.3, from the member before 5.00pm AWST on the Census Date in the next succeeding year by:
 - a. the member having lodged a signed Direct Debit Authority from an account in their own name for automatic payment of membership fees with the State Secretary; or
 - b. the member having lodged a signed Credit Card Authority from a card in their own name for automatic payment of membership fees with the State Secretary; or
 - c. the State Secretary receiving phone or internet payment from the member using a Credit Card in the member's own name; or
 - d. the State Secretary receiving payment from the member using a cheque in the member's own name; or the member paying cash, subject to Rule 3.13.7.
- 3.13.4. Notwithstanding the above, a Party member's membership may also be paid by an immediate family member resident in the same household.
- 3.13.5. An unfinancial member immediately forfeits all voting rights and rights of nomination and/or representation within the Party's forums and units, until such time as they have paid the current fee.
- 3.13.6. A member who fails to pay the prescribed membership fee within twelve months of losing continuity will be required to reapply for membership as per Rule 3.1.
- 3.13.7. No payments by cash or money order will be accepted for new or renewing membership fees unless:
 - a. the member has held continuous financial membership of the Party since 1 July 1997; or
 - b. the member personally attends Head Office and presents their own membership form, identification as at Appendix 3, and payment.
- 3.13.8. Members of Branches outside the metropolitan area may provide identification as at Appendix 3 and pay their membership fee to their Branch Secretary.
- 3.13.9. Money received and a copy of the member's identification must be forwarded by the Branch on behalf of the Member to the ALP.

- 3.13.10. The Secretary must sign a statutory declaration that states: I have viewed the identification of (copy attached) and received a cash payment of money. This money has been paid directly by this member and has not been received from any other source.
- 3.13.11. Payments made under Rule [3.13.8](#) cannot arrive at Head Office on or after 1 April preceding the closure of all memberships on 5:00pm AWST of the Census Date.
- 3.13.12. Membership payments by Credit Card, Debit Card, Cheque or Direct Debit must be made from accounts bearing the name of the applicants or a family member living at the same address.
- 3.13.13. Any person living outside the Perth Metropolitan Region may seek exemption from Rule [3.13.8](#) by preceding their payment with a signed declaration explaining they have no access to any banking account or such facilities. This exemption must be approved by the Administrative Committee.

3.14. Intrastate Transfers

- 3.14.1. A financial member may transfer from Local or Direct Branch to another, Direct to a Local or Direct Branch, or Local or Direct Branch to Direct, as follows:
- a. the member will complete and sign a Request for Transfer Form as at [Appendix 3](#), and present this to the President or Secretary of the Local or Direct Branch to which they are seeking to transfer;
 - b. the President or Secretary must acknowledge in writing that they have been made aware of the member's intention to transfer into the Local or Direct Branch, and forward this to the State Secretary. This statement may be included with the member's application or submitted separately;
 - c. upon receiving both application and statement, the State Secretary will process the request and notify the Local or Direct Branches affected by the transfer;
 - d. if the State Secretary receives twelve (12) requests for intrastate transfer into any individual Local or Direct Branch during any calendar month, the State Secretary shall refer such requests to the Administrative Committee for approval. The date of effect of any such approval shall be the date the State Secretary received such request; and
 - e. no intrastate transfers may be processed after 5:00pm AWST on 15 April (or another date determined by the Administrative Committee) and before the day after Census Date each year.

3.15. Interstate Transfers

- 3.15.1. Subject to a member being resident in the State of Western Australia, a financial member of another State or Territory may transfer to the WA Branch, as follows:
- a. the State Secretary must receive a written request, signed by the member, stating the State or Territory Branch and Local or Direct Branch to which they belong, together with the Local or Direct Branch to which they are seeking to transfer.
 - b. the State Secretary will obtain a written transfer clearance from the relevant State or Territory Branch.
 - c. the State Secretary will process the transfer and notify the Local or Direct Branch affected.
 - d. the State Secretary will provide the member with notice approving the transfer. The notice will be proof of membership of the new Local or Direct Branch.
 - e. once approved, a transferring member will be a member of the WA Branch and will maintain continuous membership from the date they joined the Party in the relevant State or Territory.

3.16. Membership Obligations

- 3.16.1. A member who nominates for preselection for Parliament must support the candidate the Party selects as its candidate.
- 3.16.2. A member who nominates for Parliament against an endorsed ALP candidate automatically ceases to be a member of the Party unless prior approval for their nomination has been granted by the Administrative Committee.
- 3.16.3. A member who campaigns against an endorsed ALP candidate for Parliament automatically ceases to be a member of the Party unless prior approval for their campaign has been granted by the Administrative Committee.

- 3.16.4. A member resigning from the Party will give written notice to the State Secretary.
- 3.16.5. Any person who has ceased to be a member because of Rule 3.16.2 or Rule 3.16.3 must apply in writing to the State Secretary to rejoin the Party.
- 3.16.6. shall notify the State Secretary of any change of residential and/or postal address, and the last notified address will be deemed to be the member's current address in accordance with Rule 3.9.
- 3.16.7. Members must comply with:
- a. the WA Code of Conduct;
 - b. the WA Policy for Bullying and Harassment Prevention;
 - c. the WA Policy for Sexual Harassment Prevention; and
 - d. the WA Complaints Handling Policy;
- as amended from time to time ("WA Code of Conduct Policies").
- 3.16.8. Members acknowledge and agree that any breach of the WA Code of Conduct Policies will be dealt with in accordance with the WA Complaints Handling Policy.
- 3.16.9. Members must also comply with:
- a. the National Secretariat's Code of Conduct;
 - b. the National Secretariat's Policy for Bullying and Harassment Prevention;
 - c. the National Secretariat's Policy for Sexual Harassment prevention; and
 - d. the National Secretariat's Complaints Handling Policy;
- as amended from time to time ("National Code of Conduct Policies").
- 3.16.10. Members acknowledge and agree that any breach of the National Secretariat Code of Conduct Policies will be dealt with in accordance with the National Secretariat's Complaints Handling Policy.

3.17. Life Membership

- 3.17.1. The Administrative Committee, a Local or Direct Branch or Affiliated Union may nominate members for life membership.
- 3.17.2. A nominee for life membership must:
- a. have been an active member of the Party for a substantial period; and
 - b. have given outstanding service to the Party.
- 3.17.3. The nominator will provide the background and history of the nominee and any other relevant information to the State Secretary by the date of the closure of State Conference Agenda items for the Conference to consider.
- 3.17.4. The President, State Secretary, Treasurer and Assistant State Secretary/s will consider nominations for life membership and refer them to the Administrative Committee.
- 3.17.5. The Administrative Committee will consider nominations referred to it and make recommendations to State Conference.
- 3.17.6. Life members will be presented with an official badge and certificate.

3.18. Outstanding Service Award

- 3.18.1. The Administrative Committee, a Local or Direct Branch or an Affiliated Union may nominate a member for an outstanding service award.
- 3.18.2. The State Secretary will call for nominations for this award in October each year.
- 3.18.3. State Executive will decide the criteria for the award upon the Administrative Committee's recommendation. Any member with twenty five (25) years' membership of the Party shall automatically be awarded an Outstanding Service Award.
- 3.18.4. State Executive must consider the recommendations of the Administrative Committee and awards must be presented at the State Executive Annual General Meeting in December.

3.19. General Administration

- 3.19.1. All records associated with the payment of membership fees, including any records held by a Local or Direct Branch, shall be available to any full-time officer of the State Branch on request.
- 3.19.2. The State Secretary shall, by no later than 31 July each year, forward to the National Secretary of the Australian Labor Party (National Secretariat) a complete list of all members of the Party, listing their family name, given names and mailing address.

4. STATE CONFERENCE

4.1. Role of State Conference

- 4.1.1. State Conference is the primary governing body of WA Labor and its decisions bind the entire Party.
- 4.1.2. The Rules, State Platform and all State Conference decisions may only be altered, amended or repealed by State Conference itself.

4.2. State Conference Decisions

- 4.2.1. Decisions of State Conference, including in relation to these Rules, the State Platform and any Resolutions, bind all members of the Party.
- 4.2.2. In accordance with Rule 4.2.1, any draft Resolution that proposes to change or amend these Rules and has been moved under urgent general business provisions, requires approval from at least 75% of the delegates in attendance at the meeting.
- 4.2.3. Resolutions of the State Conference relating to policy lapse unless the next Conference re-affirms them.
- 4.2.4. Resolutions of the State Conference relating to Party organisation, administration or Rules continue in force until another Conference determines otherwise.
- 4.2.5. The State Secretary will ensure that Conference Resolutions are published as part of the State Platform.

4.3. State Conference Resolutions

- 4.3.1. State Conference may consider draft Resolutions from any delegate to State Conference entitled to move a draft Resolution, as well as items for inclusion in the State Platform, provided that the draft Resolutions are submitted in accordance with any procedural requirements of the WA Policy Forum and the Agenda Committee.
- 4.3.2. If any delegate to State Conference moves a draft Resolution from the floor of State Conference, the Chair may only accept such draft Resolution if it complies with the relevant urgent general business provision of the standing orders.

4.4. Convening of State Conference

- 4.4.1. State Conference shall meet no less than twice between State Elections.
- 4.4.2. There is no requirement to achieve compliance with Rule 4.4.1 if a State Election is called earlier than the prescribed four (4) year term.
- 4.4.3. State Executive may, by motion of which one (1) months' notice is given call special meetings of State Conference, or cancel or postpone any scheduled State Conference.
- 4.4.4. In any year where State Conference is not held, the State Executive shall conduct elections for the positions that expire that year that would otherwise be elected at State Conference.
- 4.4.5. State Executive shall determine the date, time and place of State Conference.

4.5. Composition of State Conference

- 4.5.1. State Conference will include all members of the Administrative Committee, and also an equal number of Political Delegates (as per Rule 4.6) and Union Delegates (as per Rule 4.7).

4.6. Political Delegates

- 4.6.1. The number of Political Delegates to State Conference shall be one hundred and fifty (150), made up of:
 - a. one (1) delegate from the FPLP (WA); and
 - b. one (1) delegate from the SPLP; and
 - c. the balance of political delegates from the Local and Direct Branches.
 - d. Members of the SPLP and FPLP (WA) who are not delegates to State Conference may attend and speak but may not vote at any State Conference meeting.

- 4.6.2. The number of delegates each Local or Direct Branch may send to State Conference will be based proportionally on the numbers of members in Local or Direct Branches as at Census Date of the calendar year preceding the State Conference.
- 4.6.3. Notwithstanding Rule 4.6.2 above, all Local or Direct Branches with 30 or more members shall be entitled to at least one delegate.
- 4.6.4. Where individual Local Branches within a Non-Metropolitan Federal Electorate Council area would not have a Political Delegate entitlement, the Administrative Committee may permit all such Local Branches to combine together for the purpose of gaining representation at State Conference.
- 4.6.5. The Administrative Committee will establish the process for Local Branches to combine together, as per Rule 4.6.4, and give notice to Local Branches prior to the calculations of State Conference entitlements.
- 4.6.6. Local Branches with no Political Delegates to State Conference and which have not combined with other Local Branches as set out in Rule 4.6.4, will be entitled to one non-voting delegate to State Conference. This does not preclude non-voting Political Delegates from exercising a proxy for another Party Unit.
- 4.6.7. In July of each year, the State Executive shall determine the number of Political Delegates each Local or Direct Branch may send to State Conference in the following year.
- 4.6.8. Subject to Rule 4.8.6, Political Delegates to State Conference must belong to the Party Unit they represent.

4.7. Union Delegates

- 4.7.1. The Union Delegates to State Conference shall be one hundred and fifty (150) delegates from Affiliated Unions.
- 4.7.2. State Executive will decide the number of Union Delegates each Union may send to State Conference based proportionally on the membership returns that each Union supplies to the Party by the last Friday in November in the calendar year preceding State Conference, and in accordance with the standard Union Delegate process.
- 4.7.3. Unions not entitled to a Union Delegate shall be able to combine together for the purpose of gaining representation to State Conference, and the combined Unions shall be treated as a single Union in calculating Union Delegate entitlement.
- 4.7.4. Unions entitled to more than one delegate to State Conference will credential at least 50 percent women. However, Unions with more than one delegate and fewer than the required percentage of female members may send delegations that reflect at least the actual proportion of female and male members in that Union.
- 4.7.5. In the event that a Union disaffiliates from the Party subject to Rule 2.5 the State Executive shall, at the next meeting following the notice of disaffiliation, decide an adjustment to the Union delegation to State Conference based proportionally on the returns lodged under Rule 2.4.2 of the remaining Affiliated Unions.
- 4.7.6. In the event that the notice of disaffiliation is provided after the meeting of the State Executive immediately prior to State Conference, the Administrative Committee may decide the adjustment to the Union delegation to State Conference based proportionally on the returns lodged under Rule 2.4.2 of the remaining Affiliated Unions.

4.8. Credentials

- 4.8.1. Conference delegates or proxy delegates must be financial members of WA Labor, provided that delegates and proxy delegates representing Affiliated Unions must also be members of that Affiliated Union.
- 4.8.2. Where the credential of any delegate or proxy delegate is challenged relating to their failure to comply with Rule 4.8.1, for the purpose of these Rules, written notice from the Secretary or President of the relevant Affiliated Union stating that the delegate or proxy delegate is a member of the relevant Union shall be proof of their Union membership.
- 4.8.3. Any Party Unit or Affiliated Union which sends delegates to Conference must supply to the State Secretary a credential for each delegate, signed by the President or Secretary of the Party Unit or Affiliated Union, at a time specified by the Administrative Committee.
- 4.8.4. A person may be a delegate for only one (1) Party Unit or Affiliated Union at Conference.

- 4.8.5. Political Delegates may select their own proxies by providing a signed, written notification of their proxies to the State Secretary. Proxies for delegates from metropolitan Local or Direct Branches must be members of the relevant Local or Direct Branches.
- 4.8.6. Delegates from Non-Metropolitan Local Branches may credential any financial Party member as their proxy, by providing signed written notification to the State Secretary. Non-Metropolitan Local Branches means a Branch outside the Perth Metropolitan Area.
- 4.8.7. Union Delegate's proxies must be in writing, signed by the Union's President or Secretary.
- 4.8.8. Delegates elected under Affirmative Action must ensure their proxies meet the same Affirmative Action requirement.

4.9. Conference Agenda

- 4.9.1. The following organisations may send items for State Conference to consider:
 - a. Affiliated Unions;
 - b. Local or Direct Branches;
 - c. SPLP;
 - d. FPLP (WA);
 - e. State Executive;
 - f. Administrative Committee;
 - g. WA Policy Forum;
 - h. Party Organisations;
 - i. National Executive; and
 - j. National Conference.
- 4.9.2. As soon as possible after the determination of the date of State Conference by the State Executive, the State Secretary shall notify all organisations listed at Rule 4.9.1 that items must be submitted to the State Secretary, for inclusion on the Conference Agenda, at least two (2) months before the opening of State Conference.
- 4.9.3. At least four (4) weeks before the opening of State Conference, the State Secretary must send a confidential Conference Agenda to each organisation listed at Rule 4.9.1.
- 4.9.4. At least one (1) week before the opening of the Conference, all members of the SPLP who hold ministerial or shadow ministerial responsibilities for a policy section of the current State Platform shall submit a written report to be tabled at Conference. This report shall contain the member's progress in implementing the State Platform.
- 4.9.5. For a Special State Conference, at least one month's notice of Conference Agenda items will be forward to each organisation listed at Rule 4.9.1.

4.10. State Conference Agenda Committee

- 4.10.1. The State Conference Agenda Committee shall be comprised of:
 - a. the State Secretary (who will be the convenor and Chair of the Committee);
 - b. the Party President; and
 - c. four (4) members appointed by the Administrative Committee.
- d. At least six (6) weeks prior to the opening of State Conference, the Administrative Committee will appoint four (4) voting members of the Administrative Committee to the State Conference Agenda Committee, noting that members of the State Conference Agenda Committee can appoint proxies to act in their absence, as required.
- 4.10.2. The State Conference Agenda Committee is established to:
 - a. assist the State Secretary to set the Conference Agenda;
 - b. assist in the preparation of a speakers list for State Conference; and
 - c. assist the State Secretary, where requested throughout the State Conference, to manage the business of State Conference.

5. STATE EXECUTIVE

5.1. Role of State Executive

- 5.1.1. The State Executive is the chief administrative authority of the Party and has the authority to interpret the State Platform between State Conferences.
- 5.1.2. Any interpretation of these Rules, the State Platform, Candidate's Pledge or policy decisions will be made by the State Executive. These decisions are binding on all members of the Party.
- 5.1.3. State Executive may interpret State Conference policy decisions where the State Platform is silent.
- 5.1.4. Decisions of State Executive in relation to Rule 5.1.2 may only be reviewed by State Conference.

5.2. Schedule of Meetings

- 5.2.1. Subject to Rule 5.2.3, State Executive shall meet at minimum four (4) times per year.
- 5.2.2. State Executive must approve a schedule of meetings for the succeeding year at its Annual General Meeting in December.
- 5.2.3. On motion, State Executive may call Special Meetings and defer or cancel its scheduled meeting.
- 5.2.4. Subject to Rule 5.2.1, State Executive shall meet once per year in a non-metropolitan location set by the State Executive at its meeting immediately preceding.
- 5.2.5. The State Secretary must send a confidential State Executive Agenda to each organisation listed at Rule 5.3.1, at least one (1) week before the opening of the State Executive. Members must under no circumstances provide the agenda to non-party members.
- 5.2.6. If any delegate to State Executive moves a draft Resolution from the floor of State Executive, the Chair may only accept such a draft Resolution if it complies with the relevant urgent general business provision of the standing orders.
- 5.2.7. Any meeting prescribed under Rules 5.2.4 must not include on the State Executive Agenda a ballot for any party position or preselection.

5.3. Composition of State Executive

- 5.3.1. State Executive will include all members of the Administrative Committee, and also an equal number of Political Delegates and Affiliated Union Delegates.

5.4. Political Delegates

- 5.4.1. Eighty (80) Political delegates to the State Executive, made up of:
 - a. one delegate from the FPLP (WA);
 - b. one delegate from the SPLP;
 - c. the remaining delegates elected by the Federal Electorate Councils (including the Direct Branch Council);
 - d. in addition to the eighty (80) political delegates, Party Organisations are entitled to two (2) non-voting delegates State Executive members;
 - e. Members of the SPLP and FPLP (WA) who are not delegates to State Executive may attend and speak but may not vote at any State Executive meeting.
- 5.4.2. State Executive will decide the number of delegates each Federal Electorate Council (including the Direct Branch Council) may send to State Executive by July, based proportionally on the numbers of Branch members in each Federal Electorate Council (including the Direct Branch Council) as at Census Date. Those numbers will apply from 1 January in the year following their election.
- 5.4.3. Delegates to State Executive elected at an Annual Federal Electorate Council Meeting must be members (including ex-officio members) of a Local Branch within that Federal Electorate Council.

- 5.4.4. Delegates to State Executive elected at an Annual Direct Branch Council Meeting must be members of a Direct Branch.

5.5. Union Delegates

- 5.5.1. There shall be eighty (80) Union delegates from Affiliated Unions.
- 5.5.2. In December each year, State Executive will decide the number of delegates each Union may credential to State Executive for the following year, based proportionally on returns lodged with the State Secretary on the last Friday in November each year.
- 5.5.3. A Union with a minimum affiliation of 250 members may send at least one (1) delegates to State Executive.
- 5.5.4. Union with less than 250 members may either combine to send a full delegates to State Executive or send a non-voting delegate with speaking rights.
- 5.5.5. A Union may choose its own method of selecting its delegates or proxies to State Executive.
- 5.5.6. Unions entitled to more than one (1) delegate to State Executive must credential a minimum of 50 percent women. However, Unions with more than one (1) delegates and fewer than the required percentage of female members may send delegations that reflect at least the actual proportion of female and male members in that Union.
- 5.5.7. In the event that a Union disaffiliates from the Party subject to Rule 2.5 the State Executive shall, at the next meeting following the notice of disaffiliation, decide an adjustment to the Union delegation to the State Executive based proportionally on the returns lodged under Rule 2.4.2 of the remaining Affiliated Unions. The adjusted delegation will take effect from the next meeting of the State Executive after the decision.

5.6. Credentials

- 5.6.1. Affiliated Unions and Party Units wishing to credential delegates to State Executive shall provide written advice signed by the President or Secretary of the Affiliated Union or Party Unit to the State Secretary.
- 5.6.2. State Executive delegates or proxy delegates must be financial members of WA Labor, provided that delegates and proxy delegates representing Affiliated Unions must also be members of that Affiliated Union as well.
- 5.6.3. Where the credential of any delegate or proxy delegate is challenged relating to their failure to comply with Rule 5.6.2, for the purpose of these Rules, written notice from the Secretary or President of the relevant Affiliated Union stating that the delegate or proxy delegate is a member of the relevant Union shall be proof of their Union membership.
- 5.6.4. All credentials must be received by the State Secretary before 5:00pm AWST on a day and time determined by the State Secretary, but at least three (3) days before the State Executive meeting.
- 5.6.5. State Executive must accept the credential before the delegate can participate in the meeting.
- 5.6.6. A delegate who is absent from three (3) State Executive meetings without apology or without sending a proxy will be de-credentialled.
- 5.6.7. If a delegate is de-credentialled, the State Secretary will notify the delegates Affiliated Union or Party Unit without undue delay.
- 5.6.8. The Chair or the State Secretary may allow visitors to observe meetings of the State Executive.
- 5.6.9. A person can be a delegate for only one (1) Affiliated Union or Party Unit at State Executive and has only one (1) vote.
- 5.6.10. All delegates and proxy delegates must be financial members of the Party.

5.7. Proxy Delegates

- 5.7.1. Political delegates may choose their own proxy delegates by submitting a signed, written credential that complies with Rule 5.6.1.
- 5.7.2. Proxy delegates from a Metropolitan Federal Electorate Council must be a member of a local branch within that Federal Electorate Council.

- 5.7.3. Delegates from Non-Metropolitan Federal Electorate Councils are permitted to credential any financial member as their proxy delegate. The Administrative Committee will determine Non-Metropolitan Federal Electorate Councils.
- 5.7.4. Affiliated Union delegates proxies must be in writing, signed by the Affiliated Unions, President or Secretary, and must comply with Rule 5.6.5.
- 5.7.5. Delegates elected under Affirmative Action will ensure their proxies meet the same Affirmative Action requirement.
- 5.7.6. A person exercising their position as a proxy delegate at any meeting of State Executive may only represent one delegate and will be entitled to only one (1) vote on any issue or ballot.

5.8. Duties of State Executive

- 5.8.1. The State Executive must give effect to the Resolutions of State Conference and observe its decisions.
- 5.8.2. Consider items from:
 - a. Affiliated Unions;
 - b. State Conference;
 - c. National Executive;
 - d. FPLP (WA);
 - e. SPLP;
 - f. Party Organisations;
 - g. Committees or bodies responsible to State Executive;
 - h. Administrative Committee; and
 - i. Local and Direct Branches.
- 5.8.3. State Executive will, by 30 September each year, determine the standard annual membership fee to take effect on the coming 1 January. In setting this amount, State Executive shall have regard to the adult minimum wage applying in Western Australia.
- 5.8.4. In addition to the standard annual membership fee, State Executive will set an additional contribution to be paid by each member.
- 5.8.5. The additional contribution is not optional. Cases of non-payment will be referred to the Administrative Committee. Where there are non-payments which appear suspicious or systematic, the Administrative Committee may impose penalties up to and including suspension of membership rights.
- 5.8.6. Members will be strongly encouraged to pay this additional contribution monthly.
- 5.8.7. State Executive will increase the additional annual contribution each year by September 30. It will not be increased by less than the WA rate of inflation.
- 5.8.8. State Executive may accept as an affiliate any non-Union organisation that supports the State Platform and subscribes to the Rules of the ALP, on such terms and conditions as it thinks fit.

5.9. Appeals

- 5.9.1. Any member of the Party or any affiliated organisation may appeal to State Executive against any ruling or decision by any unit or Officer of the Party if these Rules allow an appeal to State Executive, but the decision binds them until State Executive decides otherwise.
- 5.9.2. Any member of the Party, Affiliated Union, or Party Unit may appeal a decision of State Executive to State Conference, but State Executive decisions binds them until State Conference decides otherwise.
- 5.9.3. At each meeting of the State Executive, a State Labor Minister shall present a written report to State Executive on how he or she is advancing and implementing relevant sections of the State Platform.
- 5.9.4. The Minister is required to attend the State Executive meeting at which his or her report is tabled, so as to speak to the report and answer questions. By passing a motion stating such, State Executive may require a Minister to attend a future meeting to answer questions on how he or she is implementing relevant sections of the State Platform.

5.9.5. At each meeting of the State Executive, State Executive shall determine, subject to consultation, which Minister is to attend the subsequent meeting to report.

5.10. Critical Matters

5.10.1. Notwithstanding anything contained in these Rules, the State Executive shall have power to act on behalf of the Party, in any manner it sees fit, in relation to any matter it deems as a Critical Matter.

5.10.2. If the State Executive cannot be summoned in accordance with these Rules to deal with the Critical Matter, then the Administrative Committee shall have the power to act as if it was the State Executive in relation to the Critical Matter, but must report any and all action taken to the next meeting of the State Executive.

6. THE OFFICERS OF THE PARTY

6.1. Officers of the Party

6.1.1. The Officers of WA Labor, and their duties, are listed in this Rule 6.

6.2. State President

6.2.1. The State President shall:

- a. not have a vote in any Party forum (other than the President's Branch or FEC), other than a casting vote that is exercisable only where the votes for and against a motion are equal;
- b. preside at all meetings of the State Conference, State Executive and Administrative Committee;
- c. ex-officio be a member of all committees established by the State Conference, State Executive or Administrative Committee;
- d. when necessary, enforce the Rules of the Party; and
- e. when necessary, in conjunction with the State Secretary, call special meetings of the State Executive or Administrative Committee.

6.3. Election of State President

6.3.1. The State President shall be elected for a two (2) year term.

6.3.2. Elections for the position of State President shall be conducted by a ballot of all Party Members, who at the close of nominations are certified by the State Returning Officer to be financial members of WA Labor as at the date of the opening of nominations.

6.3.3. Nominations shall be on a form prescribed by the Administrative Committee and shall include the names and signatures of twenty five (25) eligible electors as nominators.

6.3.4. The State President-Elect shall take office at the next occurring State Conference or State Executive after the expiry of the previous presidential term.

6.3.5. If for any reason the position of State President becomes vacant, then the role shall be filled for the unexpired portion of the term by State Executive.

6.4. State Treasurer

6.4.1. The State Treasurer shall:

- a. attend all meetings of the State Conference, State Executive and Administrative Committee;
- b. prudently manage the funds of the Party; and
- c. be satisfied that the State Secretary banks all money received on behalf of the Party.

6.5. State Secretary

6.5.1. The State Secretary shall be responsible for:

- a. acting as the Chief Executive Officer of the Party, and the day-to-day administration, finance and campaign functions of the Party;
- b. being the State Campaign Director for all State and Federal Elections in Western Australia;
- c. occupying the Head Office of the Party;
- d. attending, when available, all meeting of State Conference, State Executive and the Administrative Committee, and ensure appropriate recording keeping of these meetings;
- e. directing employees of WA Labor and other personnel to carry out responsibilities as required;
- f. be responsible for making all media statements in connection with the Party's business;
- g. at the close of each year, preparing a statement of receipts and liabilities to which the Auditor's Report shall be attached. Upon completion of the statements, present them to State Executive;

- h. have custody of the Seal of the Party; and
- i. be an ex-officio member of all committees established by the State Conference, State Executive or Administrative Committee.

6.6. Election of State Secretary and Assistant State Secretary

- 6.6.1. The State Secretary and Assistant State Secretary shall each be elected for terms of two (2) years. The term shall be established so as to ensure that the expiration of the term does not coincide with that of any other State Secretary or Assistant State Secretary.
- 6.6.2. Elections for the position shall be held in conjunction with the Administrative Committee elections at the State Conference, immediately prior to the end of the term of office.
- 6.6.3. The State Secretary-elect shall take office in January of the year following the election.
- 6.6.4. If for any reason the position of State Secretary becomes vacant, then the role shall be filled for the unexpired portion of the term by State Executive.

6.7. Assistant State Secretary/s

- 6.7.1. The Assistant State Secretary/s shall assist the State Secretary in the conduct of their duties at the direction of the State Secretary.
- 6.7.2. In the absence of the State Secretary, the most senior Assistant State Secretary shall assume the position of Acting State Secretary.
- 6.7.3. The Assistant State Secretary/s shall be elected for two (2) years.
- 6.7.4. Where more than one Assistant State Secretary is provided for, State Executive shall determine the establishment of the position.
- 6.7.5. The election for the position/s shall be held at two (2) yearly intervals in conjunction with the Administrative Committee election at State Conference, provided that the first term of a newly established position shall be set by the State Executive so as to ensure that the expiration of the term does not coincide with that of any other paid officer elected pursuant to Rules 6.6 and 6.7. Elections for the position/s shall be conducted as single vacancy ballots.
- 6.7.6. If for any reason any Assistant State Secretary/s position becomes vacant, then the role shall be filled for the unexpired portion of the term by State Executive.

6.8. Terms and Conditions of Employment

- 6.8.1. The terms and conditions of employment of the State Secretary and Assistant State Secretary/s shall be determined by the Administrative Committee but shall be reviewed not less than each two (2) years.
- 6.8.2. In setting these terms and conditions the Administrative Committee should consider the pay and minimum employment standards, the conditions of Members of Parliament, and the best practice of the labour movement.

7. THE ADMINISTRATIVE COMMITTEE

7.1. Role of the Administrative Committee

- 7.1.1. The Administrative Committee will be responsible for the administration of the Party between meetings of State Executive.
- 7.1.2. The Administrative Committee will meet at least once between State Executive meetings.

7.2. Powers of the Administrative Committee

- 7.2.1. All decisions of the Administrative Committee shall bind all members of the Party, unless State Executive decides otherwise.
- 7.2.2. The Party indemnifies the Administrative Committee, State President, State Secretary, Assistant State Secretary and State Treasurer against all liabilities, claims, actions, suits, proceedings, demands, losses, damages, costs, fees and expenses, whatsoever incurred or arising out of or in connection with the State Secretary, Assistant State Secretary, State President and State Treasurer in their capacities as a State Secretary, State President or State Treasurer of the Australian Labor Party (Western Australia) in performance of duties imposed on them in relation to those officers by these Rules or applicable legislation, or failing, neglecting or omitting in good faith to perform any such duties other than those incurred or arising out of actual dishonesty on the part of the State Secretary, Assistant State Secretary, State President or State Treasurer.
- 7.2.3. The Administrative Committee must:
 - a. administer the Party and its property;
 - b. enter into contracts on behalf of the Party, provided that before entering into contracts for the disposal of real property, State Executive endorsement is requested (or in the event a State Executive meeting will not be held within the next thirty (30) days, a minimum 75% majority vote of the Administrative Committee is required);
 - c. employ staff;
 - d. raise money and supervise spending to further the objectives of the Party;
 - e. consider items referred to it from Affiliates and Party Units, and where appropriate either:
 - i. make recommendations on items for inclusion on the State Executive or State Conference agenda;
 - ii. return the item to the Party Unit for clarification; or
 - iii. reject or defer the item;
 - f. make recommendations on all other items to State Executive;
 - g. call meetings of the SPLP or FPLP (WA), as necessary;
 - h. deal with matters referred by State Executive;
 - i. appoint sub-committees to assist the Administrative Committee in the discharging of its powers and obligations; and
 - j. recommend preselection timetables to State Executive under Rule 14.6.
- 7.2.4. The Administrative Committee shall have the power to amend any Appendix to these Rules by a three-quarters (75%) majority, provided that any appendix is not inconsistent with these Rules.
- 7.2.5. If the Administrative Committee considers that a Party Unit is not operating satisfactorily, then the Administrative Committee has absolute authority to take action to ensure efficient administration of the Party Unit and will report any remedial action taken to State Executive.
- 7.2.6. If the Administrative Committee considers a Party Unit's operations need improvement, then the Administrative Committee has absolute authority to ensure the Party Unit receives additional support or develop procedures, to bring the Party Unit's operations to the required standard.

7.3. Composition of the Administrative Committee

- 7.3.1. The Administrative Committee shall comprise of the following Officers of the Party:
- a. the State President, directly elected by the Party members in accordance with Rule 6.3;
 - b. the State Secretary;
 - c. the Assistant State Secretary/s;
 - d. the State Treasurer;
 - e. ten (10) committee members, who will be elected to the following roles by the first meeting of the Administrative Committee after each State Conference:
 - i. one (1) Senior Vice-President;
 - ii. two (2) Junior Vice-Presidents; and
 - iii. seven (7) General Committee Members.
 - f. the Leader of the SPLP (or a proxy who must be a member of the Ministry or Shadow Ministry), confirmed in writing as a standing proxy for the year, with alterations being received no later than 5:00pm AWST on the Friday before the meeting of the Administrative Committee is due to occur); and
 - g. an elected representative of the FPLP (WA) (or a proxy who is a member of the FPLP (WA), confirmed in writing as a standing proxy for the year, with alterations being received no later than 5:00pm AWST on the Friday before the meeting of the Administrative Committee is due to occur).
- 7.3.2. An officer of the Party, including the State Secretary or Assistant State Secretary/s, can only be removed by a resolution that has the support of not less than 75% of members of the Administrative Committee. Any such resolution shall have at least 7 days' notice before it is moved.
- 7.3.3. No individual will be eligible to nominate as a member of the Administrative Committee who has not been a financial member of WA Labor for at least twelve (12) months immediately preceding the closing of nominations.
- 7.3.4. The President shall have the casting vote at any Administrative Committee meeting.
- 7.3.5. In accordance with Affirmative Action principles, at least 50 per cent of the multiple vacancy positions on the Administrative Committee shall be filled by women.
- 7.3.6. At least 50% of the positions of State Secretary and Assistant State Secretary/s shall be filled by women.
- 7.3.7. At least 50 per cent of the single vacancy positions of Treasurer and the FPLP (WA) representatives shall be filled by women.

7.4. Election and Term of Office

- 7.4.1. The Administrative Committee positions outlined in Rule 7.3.1 will be elected annually by the State Conference, with the exception of:
- a. the State President who will be elected biannually by Party members in accordance with Rule 6.3; and
 - b. the State Secretary and any Assistant State Secretary/s who will be elected for two-year terms.
- 7.4.2. The election of the Administrative Committee will be in accordance with any procedures established in Schedule 1.
- 7.4.3. The Administrative Committee's term of office (excluding the State President, State Secretary and the Assistant State Secretary/s) shall commence immediately following the conclusion of State Conference and expire at the conclusion of the next occurring State Conference.
- 7.4.4. Wherever State Conference is cancelled in accordance with Rule 4.4.3, or not held in the year, then elections to the Administrative Committee are to be conducted by State Executive in accordance with Rule 4.4.4.
- 7.4.5. Where Rule 7.4.4 occurs, then the Administrative Committee's term of office (excluding the State President, State Secretary and the Assistant State Secretary/s) shall commence immediately following the conclusion of the State Executive meeting at which the elections were held and expire at the conclusion of the next occurring State Conference.

7.5. Quorum of the Administrative Committee

7.5.1. The quorum at Administrative Committee meetings shall be a minimum of 50% of voting members.

7.6. Suspension of Party Business

7.6.1. If deemed necessary by the Administrative Committee, it may, on its own motion, suspend regular formal business of all Party Units, Party Organisations, State Executive and its own committees, and any Regular Party Business of State Conference (all collectively known as “Party Business”) preceding a State or Federal Election, subject to the following:

- a. Regular Party Business may only be suspended for a period of up to three (3) months preceding a State or Federal Election, unless a longer period of no longer than 6 months is authorised in advance by the State Executive; and
- b. unless specified to occur either by the Administrative Committee or State Executive, Regular Party Business will automatically resume and must be resumed within two (2) weeks following the date of the relevant State or Federal Election.

7.6.2. During such suspension of Party Business:

- a. Party Units will be encouraged to engage and assist with their local campaigns to ensure a positive election outcome;
- b. the Administrative Committee will be required to meet at least monthly during the suspension of Party Business to continue to govern the Party; and
- c. the Administrative Committee is vested with all powers of all Party Units, including a power to end such a suspension early, except that of a Special Meeting of the State Executive, the State Conference, or any power to extend the period of such suspension for longer than three (3) months.

7.7. Suspension of Party Members

7.7.1. This Rule does not apply to any person to whom 7.3.2. applies.

7.7.2. Notwithstanding any other Rule to the contrary, the Administrative Committee, may, on its own motion suspend the membership of any person who is a member of the Party (a “Suspension Motion”), by a vote of the members of the Administrative Committee which considers the Suspension Motion.

7.7.3. Notwithstanding any other Rule to the contrary, the Administrative Committee may, on its own motion lift a suspension made under Rule 7.7.2 (a “Lifting of Suspension Motion”), by a vote of the members of the Administrative Committee which considers the Lifting of Suspension Motion.

7.7.4. A Suspension Motion or Lifting of Suspension Motion must be passed by a majority of not less than 75 per cent of the members of the Administrative Committee which considers the Suspension Motion or Lifting of Suspension Motion.

7.7.5. Any member whose membership has been suspended pursuant to Rule 7.7.2 is not entitled, from the time of passing of a Suspension Motion, to:

- a. any of the rights or privileges afforded to a member under these Rules, including but not limited to, the right to attend, participate in, or vote at any:
 - i. party meetings;
 - ii. gatherings or functions;
 - iii. committees or sub-committees;
 - iv. Caucus meeting;
 - v. State Conference; or
 - vi. State Executive,

in any capacity, including as a delegate, visitor or observer;

- b. hold any office or position in the Party, and is deemed to have, from the time of passing of the Suspension Motion, resigned from any office or position held in the Party; or\
- c. be preselected by the Party for any parliamentary seat, and in the event the suspended member is a Parliamentary Candidate, then the member is deemed to have withdrawn their candidacy.

7.7.6. Any member whose membership has been suspended pursuant to Rule 7.7.2 will still count towards Branch and FEC entitlements.

7.7.7. Any member whose membership has been suspended pursuant to Rule 7.7.2 is required to:

- a. continue to observe all Rules that impose a duty upon a member, insofar as the duty is not in conflict with 7.7.7;
 - b. provide such assistance to the Party, its Officers, agents or members, as is reasonably required, to allow the Party, its Officers, agents or members to comply with its Rules or any statutory, regulatory or other requirement;
 - c. return to the Party, its Officers, or agents, as directed by the State Secretary, any Party assets, property, records, monies, papers or materials in the possession, custody or power of the suspended member;
 - d. sign any document, issue any directions, or give any permissions that are required to comply with this Rule 7.7; and
 - e. maintain financial membership of the Party in accordance with the Rules to maintain membership and continuity of membership in the Party.
- 7.7.8. The Administrative Committee may review the suspension of membership at such times as, in its absolute discretion, it considers appropriate, and at least once every twelve (12) months.
- 7.7.9. In the event that a Lifting of Suspension Motion is approved, the member is not automatically restored to any office, position or role that the individual held immediately prior to the suspension of membership, unless the Administrative Committee resolves otherwise.
- 7.7.10. Any member suspended under these Rules may appeal their suspension to the National Executive.
- 7.7.11. Any appeal must be received within seven (7) days of an approved Suspension Motion by the Administrative Committee, and must set out grounds for the appeal.
- 7.7.12. Such grounds for appeal may include, but are not limited to:
- a. denial of natural justice; and
 - b. abuse of process.

7.8. Property and Finance Sub-Committee

- 7.8.1. There shall be a committee of the Administrative Committee called the Property and Finance Sub-Committee.
- 7.8.2. At the first meeting of the Administrative Committee after each State Conference, the Administrative Committee shall appoint three (3) Administrative Committee members to serve on the Property and Finance Sub-Committee, alongside the Treasurer and State Secretary who will also be members of the Property and Finance Sub-Committee.
- 7.8.3. The Chair of the Property and Finance Sub-Committee shall be the State Secretary.
- 7.8.4. The Administrative Committee must fill any casual vacancy arising on the Property and Finance Sub-Committee at its next meeting of the Administrative Committee, in the event that the membership of the Property and Finance Sub-Committee falls below three (3) committee members.
- 7.8.5. The election of members of the Property and Finance Sub-Committee, including any casual vacancy that arises, must be filled in compliance with Rule S1.18.1.
- 7.8.6. The role of the Property and Finance Sub-Committee is to:
- a. review the Party's monthly financial reports ahead of every Administrative Committee meeting; and
 - b. make recommendations to the Administrative Committee on matters relating to property and finance.
- 7.8.7. Quorum for the Property and Finance Sub-Committee shall be the higher of two (2) or 50% of the appointed members of the Committee.
- 7.8.8. The Property and Finance Committee must give to their successors, or to whomever the Administrative Committee, State Conference or State Executive names in a resolution, all the Party's money, property, books or documents relevant to any disposition of property.
- 7.8.9. At the first meeting of the Administrative Committee after each State Conference, the Administrative Committee shall appoint three (3) WA Labor Members to serve as trustees of WA Labor and Perth Trades Hall Inc. Trustees:
- a. shall not be elected Officers of the Party, serving members of the Western; or
 - b. Australian or Federal Parliament, or elected delegates to the State Executive or State Conference.

7.8.10. Trustees of WA Labor and Perth Trades Hall may only dispose of any property if the Administrative Committee resolves to do so.

7.9. Rules Sub-Committee

7.9.1. A Rules Sub-Committee is established to:

- a. provide advice to the Administrative Committee and to the State Conference through the Administrative Committee on the development of the Party's Rules; and
- b. assist in the preparation of the draft rules document for consideration by State Conference.

7.9.2. The Rules Sub-Committee is advisory to the State Conference (through the Administrative Committee) and shall have no power to amend or alter the Rules.

7.9.3. The Rules Sub-Committee shall have four (4) members which will be appointed at the Administrative Committee's first meeting of each year.

7.9.4. The Rules Sub-Committee members may appoint proxies to act in their absence, as requested.

7.9.5. The State Secretary must convene all meetings, keep appropriate records of proceedings and decisions, and act as an ex-officio Chair of the Rules Sub-Committee.

7.10. Membership Sub-Committee

7.10.1. The Membership Sub-Committee is established to:

- a. examine adherence to Rule 3 (dealing with membership matters);
- b. consider membership entitlements of Local or Direct Branches and Federal Electorate Councils prior to the publication of such entitlements; and
- c. investigate and recommend to the Administrative Committee action to resolve membership issues.

7.10.2. The Membership Sub-Committee shall have four (4) members which will be appointed at the Administrative Committee's first meeting of each year.

7.10.3. The Membership Sub-Committee members may appoint proxies to act in their absence, as requested.

7.10.4. The State Secretary must convene all meetings and keep appropriate records of proceedings, investigations and decisions.

7.10.5. That State Secretary should convene meetings of the Membership Sub-Committee, and act as an ex-officio Chair of the Membership Sub-Committee.

7.10.6. The Membership Sub-Committee is established to consider any matter relating to the membership of the Party. Such matters can be referred to the Membership Sub-Committee by Officers of the Party, individual members of the Party, or an Affiliated Union.

7.10.7. Items for consideration should be in writing and addressed to the Chair of the Membership Sub-Committee. Any such correspondence should provide any relevant particulars that would assist the Membership Sub-Committee in its deliberations.

7.10.8. The Membership Sub-Committee will meet when matters are referred to it for consideration. The Membership Sub-Committee should meet as expeditiously as possible.

7.10.9. The Membership Sub-Committee will meet as soon as practicable after 5:00pm AWST on the Census Date each year to review membership entitlements ahead of publication, and to examine any areas for potential investigation.

7.10.10. A quorum of the Membership Sub-Committee shall be three (3) members.

7.10.11. The Membership Sub-Committee may inform itself of any matter that it considers relevant to the issues referred to it in any way it sees appropriate, include the conduct of its own investigations, the seeking of advice and information from any source it believes relevant, and the taking of evidence from any person or member.

7.10.12. The Membership Sub-Committee will recommend to the Administrative Committee a course of action that will assist with the resolution of any membership irregularities. The Membership Sub-Committee will endeavour to reach a consensus on the matters before it.

7.10.13. Notwithstanding the above Rules, electors who are silent electors on the electoral roll will be able to apply to the Administrative Committee for dispensation to not provide their resident address when joining the Party or transferring between branches. When making such an application, proof of silent enrolment will be required.

8. COMMITTEES OF THE STATE EXECUTIVE

8.1. Establishment of Committees

- 8.1.1. The State Executive may establish committees to deal with any matters affecting the Party, make any appointments necessary to these committees, and at all times these committees will be subject to State Executive's direction and supervision.
- 8.1.2. The Administrative Committee may establish any terms of reference for any committee established under this Rule 8, unless otherwise contemplated in the Rules.

8.2. WA Policy Forum

- 8.2.1. The State Executive must establish a WA Policy Forum to develop and review policy.
- 8.2.2. The WA Policy Forum has the following objectives:
- to establish processes and procedures that ensure ongoing engagement with the SPLP, Party members and Affiliates on matters of policy, that must include:
 - meetings throughout each year that any Party member can attend to contribute their policy ideas;
 - an electronic system for receiving feedback year-round from Party members on matters of policy; and
 - mechanisms to ensure responses are sent to Party members who contribute feedback electronically;
 - to facilitate policy debate and development amongst the SPLP, Party members and Affiliates;
 - to provide a framework for the partnership between the SPLP and the wider labour movement on matters of policy;
 - to include Party Organisations, Party Units, Party members, and Affiliates in the discussion on the policy direction of the Party;
 - to maintain the relevance of the State Platform by conducting reviews; and
 - to take into account all policy resolutions passed by State Conference.
- 8.2.3. The WA Policy Forum shall consist of:
- the State President and Leader of the SPLP, who shall be Co-Chairs of the WA Policy Forum (noting that the Leader of the SPLP can appoint a proxy from the Ministry or Shadow Ministry to act in their place);
 - ten (10) Political Delegates, elected every two years, by the State Executive's political delegation;
 - ten (10) Union Delegates, elected every two years, by the State Executive's union delegation;
 - eight (8) members of the SPLP, elected every two years, by the SPLP Caucus; and
 - two (2) members of the FPLP, elected every two years by WA FPLP members.
- 8.2.4. The State Secretary and Assistant State Secretary/s shall be ex-officio members of the WA Policy Forum.
- 8.2.5. Elections for the positions at 8.2.3 (b) and 8.2.3 (c) shall be filled according to Schedule 1 using the proportional representation ballot method as per Schedule 2.
- 8.2.6. Casual vacancies resulting from resignations from the WA Policy Forum before the completion of a term, will be filled using a process determined by the Administrative Committee.
- 8.2.7. The WA Policy Forum will meet no less than five (5) times in a calendar year, to discuss matters of policy, and to undertake the functions outlined in Rule 8.2.2.
- 8.2.8. At least six (6) weeks prior to the opening of State Conference, the WA Policy Forum must submit the draft of the State Platform to the State Secretary for inclusion on the confidential Conference Agenda.

8.3. Disputes and Complaints Panel

- 8.3.1. The Disputes and Complaints Panel is established to consider matters relating to:
- a. breaches of these WA Labor Rules;
 - b. an appeal against the decision of a Party Unit;
 - c. the conduct of a Party member, Party Unit or Officer of the Party;
 - d. the conduct of internal elections of the Party;
 - e. the rejection of an application for Party membership;
 - f. the WA Labor Code of Conduct and Associated Policies, in accordance with the Complaints Handling Procedure; and
 - g. other matters referred to it by the State Secretary or the Administrative Committee, from time to time.
- 8.3.2. The Administrative Committee shall appoint, with a 75 per cent majority, at least seven (7) and no more than ten (10) members to the Disputes and Complaints Panel.
- 8.3.3. Members of the Disputes and Complaints Panel must not:
- a. be a member of public office;
 - b. be actively seeking election or appointment to public office;
 - c. be an employee of the Party;
 - d. be a member of the WA Labor Administrative Committee.
- 8.3.4. Upon receipt of a charge under this Rule, the Administrative Committee shall appoint three (3) members from the Disputes and Complaints Panel to consider the matter.
- 8.3.5. The Disputes and Complaints Panel may mediate, conciliate, arbitrate, or otherwise hear and determine all matters brought to it under this Rule.
- 8.3.6. The Disputes and Complaints Panel may:
- a. make findings of fact;
 - b. make declarations regarding the validity or otherwise of decisions of Party Units and Officers of the Party;
 - c. make declarations regarding the validity or otherwise of practices within the Party; and
 - d. make recommendations to the Administrative Committee, State Executive or State Conference to take certain courses of action either in respect of the dispute or generally, including the recommendations of penalties for individual members, which may include suspension or expulsion; and
 - e. dismiss and application that it sees as frivolous or vexatious.
- 8.3.7. Members who wish to bring a charge under this Rule must provide the particulars of the charge in writing to the State Secretary.
- 8.3.8. The State Secretary must, within seven (7) days, call a meeting of the Administrative Committee to appoint members from the Disputes and Complaints Panel to consider the matter.
- 8.3.9. The Disputes and Complaints Panel, in consultation with the State Secretary and the parties to the matter, may seek to mediate the matter.
- 8.3.10. Where mediation is deemed inappropriate or not possible, or is unsuccessful, then the Disputes and Complaints Panel must hear the matter and provide a written report to the Administrative Committee outlining the matter, whether it has been provide or otherwise, and its recommendations, no later than sixty (60) days after the receipt of the matter.
- 8.3.11. The Disputes and Complaints Panel may ask the Administrative Committee for an extension of time to the requirement under Rule 8.3.10, where necessary.
- 8.3.12. Where the Disputes and Complaints Panel cannot unanimously agree on a question, then a vote may be taken. If a majority position cannot be determined, then the charge will be found to be unproven.
- 8.3.13. The Disputes and Complaints Panel must ensure procedural fairness is afforded to all parties to the matter.
- 8.3.14. The Administrative Committee, on recommendation of the Disputes and Complaints Panel, may determine the course of action, and where necessary, the penalty.

- 8.3.15. Any appeals to a decision of the Administrative Committee must be made in writing to the State Secretary within fourteen (14) days of the decision, and will be heard and decided by the State Executive.
- 8.3.16. Other than the State Secretary, no member will make a public comment concerning any matter that is before the Disputes and Complaints Panel, except with the permission of the Administrative Committee.
- 8.3.17. Where the State Secretary is the subject of the matter under this Rule, then the Assistant State Secretary shall serve the role prescribed to the State Secretary.
- 8.3.18. Where both the State Secretary and the Assistant State Secretary are the subject of a complaint, the Administrative Committee may appoint another member of the Administrative Committee to serve the role prescribed to the State Secretary.

9. FEDERAL ELECTORATE COUNCILS

9.1. Geographical Areas of Allocation

- 9.1.1. Geographical areas of allocation for Federal Electorate Councils will be based on Federal Electorates and allocated by the State Executive.
- 9.1.2. Federal Electorate Councils' geographical areas will be realigned in the event of a redistribution of Federal Electorates.
- 9.1.3. For the purposes of Direct Branches, the geographical area of allocation shall not be based on Federal Electorate, and instead Direct Branches shall have a Direct Electorate Council for each Direct Branch, acting as if it was a Federal Electorate Council.

9.2. Direct Branch Council

- 9.2.1. For Direct Branches, references in Rules 9.3, 9.4 and 9.5 to Federal Electorate Councils and Annual Federal Electorate Council Meetings shall mean the Direct Branch Council and the Annual Direct Branch Council Meeting respectively.

9.3. Powers of Federal Electorate Councils

- 9.3.1. Federal Electorate Councils will be responsible for electing Political Delegates to State Executive during an Annual Federal Electorate Council Meeting.
- 9.3.2. The number of delegates to State Executive elected from each Federal Electorate Council will be a proportional allocation of the seventy-eight (78) positions available at State Executive.

9.4. Annual Federal Electorate Council Meetings

- 9.4.1. The State Secretary will assume the responsibility of the Chair of all Federal Electorate Council Meetings (unless otherwise delegated to another individual, ideally being a Member of Parliament).
- 9.4.2. Each Federal Electorate Council will meet once per calendar year in November, for the purpose of electing Political Delegates to State Executive. Where a ballot is required, the meeting will be open for a period of at least one (1) hour or until all eligible votes are cast, during which eligible voters can present to cast their vote.
- 9.4.3. All delegates eligible to vote at an Annual Federal Electorate Council Meeting shall receive written notice from the State Secretary of the date, time and place of the Annual Federal Electorate Council Meeting, no later than 28 days prior to the meeting. Notification may be in any reasonable form including by e-mail.
- 9.4.4. Branches are encouraged to send information, including the date, time and place of the Annual Federal Electorate Council Meeting to their members.
- 9.4.5. Elections for Political Delegates to State Executive at an Annual Federal Electorate Council Meeting will occur in accordance with Schedule 1.
- 9.4.6. In the event of a casual vacancy on a Federal Electorate Council, the casual vacancy will be filled by a process to be determined by the Administrative Committee.

9.5. Eligibility to Vote at Annual Federal Electorate Council Meetings

- 9.5.1. The State Secretary will publish the number of delegates the State Executive determines a Branch can send as voting delegates to an Annual Federal Electorate Council Meeting, by July of each year. This will be based on the number of financial members in each Branch as at the Census Date.
- 9.5.2. A Branch may send to its relevant Federal Electorate Council, one (1) delegate for every ten (10) members of the Branch, or part of, provided that no Branch will have more than twenty (20) delegates on any Federal Electorate Council.

- 9.5.3. Voting members of an Annual Federal Electorate Council Meeting shall comprise of delegates from Branches within the Federal Electorate Council's geographical area (or a delegate's proxy), and:
- a. Branch delegates to an Annual Federal Electorate Council meeting must provide authorisation from their Branch in writing to the State Secretary at least one (1) day prior to the meeting commencement;
 - b. a delegate's proxy must be from the same Branch as the delegate, and must be provided, in writing and signed by the proxy, to the State Secretary at least one (1) day prior to the meeting commencement; and
 - c. all delegates (or a delegate's proxy) from Branches to Federal Electorate Councils must be current financial members of the Party.

10. LOCAL AND DIRECT BRANCHES

10.1. Role and Composition

- 10.1.1. The Party's primary unit of membership participation will be the Local or Direct Branch, which will be open to all financial members, provided that, subject to Rule 10.2, a person may be a member of only one (1) Local or Direct Branch.
- 10.1.2. The structure will consist of the following:
- a. Local Branches, which will be geographically designated and be allocated to, and represented on, a Federal Electorate Council; and
 - b. Direct Branches, which will be allocated to and represented on the Direct Branch Council.

10.2. Ex-Officio Membership

- 10.2.1. In addition to membership of their Parliamentary Organisation, WA Labor Members of Parliament, together with endorsed Parliamentary Candidates, will be permitted ex-officio, non-voting membership in any Local Branch established in the electorate for which they are endorsed.
- 10.2.2. WA Labor Members of Parliament and endorsed Parliamentary Candidates may also nominate for election as a delegate under Rules 4.6 and 5.4 and enjoy full delegates rights if elected.

10.3. Branch Membership Number Requirements

- 10.3.1. The number of members required to establish or maintain a Local or Direct Branch will be:
- a. for metropolitan Local Branches:
 - i. for the year of 2023, twenty (20) members;
 - ii. for the year of 2024, twenty-five (25) members;
 - iii. for the year of 2025, thirty (30) members;
 - iv. for the year of 2026, thirty-five (35) members; and
 - v. for the year of 2027, forty (40) members.
 - b. for non-metropolitan Local Branches:
 - i. in the year of 2023, ten (10) members;
 - ii. in the year of 2024, fifteen (15) members;
 - iii. for the year of 2025, twenty (20) members;
 - iv. for the year of 2026, twenty-five (25) members; and
 - v. for the year of 2027, thirty (30) members.
 - c. to maintain a Direct Branch:
 - i. in the year of 2023, forty (40) members;
 - ii. in the year of 2024, sixty (60) members; and
 - iii. in the year of 2025, eighty (80) members.
 - d. to establish Direct Branches this shall be eighty (80) members.

10.4. Establishing and Maintaining a Branch

- 10.4.1. Any member wishing to establish a new Local or Direct Branch shall:
- a. apply to State Secretary, in writing;
 - b. provide the names and addresses of the minimum number of members required to establish a new Local or Direct Branch under Rule 10.3, and who are eligible and willing to join the new Local or Direct Branch; and
 - c. in the case of new members, provide a complete and signed "Application for Membership" form and the prescribed fee for each applicant; or
 - d. in the case of existing members, provide written Request to Transfer letters signed by the members.
- 10.4.2. A minimum of 25% of the people eligible and willing to join the new Local or Direct Branch shall be women.
- 10.4.3. A minimum of 25% of people eligible and willing to join the new Local or Direct Branch

shall be new members.

10.4.4. Additionally for Local Branches, a minimum of 25 per cent of people eligible and willing to join the new Local Branch shall reside within the Federal Electorate Council.

10.4.5. Within thirty (30) days of receiving the written notice, the Administrative Committee will consider the application.

10.4.6. If the Administrative Committee does not approve the application, the applicant may appeal the decision to State Executive.

10.4.7. If the application is approved, the State Secretary shall:

- a. advise all members (including any ex-officio members), of the date, time and place of the inaugural meeting;
- b. advise all members (including any ex-officio members), of the details for the election of office bearers and delegates; and
- c. appoint a representative of the Administrative Committee who shall attend the inaugural meeting and act as Returning Officer for the election of interim office bearers and delegates until the Annual General Meeting.

10.4.8. The State Executive may disband a Local or Direct Branch if it considers the Local or Direct Branch is acting against the interests of the Party.

10.4.9. A Local or Direct Branches with fewer than the number of members required to maintain a Local or Direct Branch under Rule 10.3.1 on Census Date in any year shall have its rights suspended and the State Secretary will act ex-officio as the Branch Executive until the following Census Date, or until an Annual General Meeting re-establishes the Branch Executive in accordance with Rule 10.10.

10.4.10. In the event a Local or Direct Branch has its rights suspended under Rule 10.4.9, it will have until the following Census Date to meet the required number of members under Rule 10.3.1, and:

- a. if the Local or Direct Branch fails to meet the required number of members by the following Census Date, it will automatically cease to exist and remaining members will be transferred to the Central Branch until such a time as they nominate another Local or Direct Branch to join; or
- b. if the Local or Direct Branch meets the required number of members prior to the following Census Date, the State Secretary will act ex-officio as the Local or Direct Branch Executive and conduct an Annual General Meeting for the Local or Direct Branch to re-establish its Executive.

10.4.11. The State Secretary will report to the Administrative Committee regularly on the progress of the affairs of any Local or Direct Branch suspended in accordance with Rule 10.4.9.

10.5. Merging Branches

10.5.1. Two or more Local Branches may merge by agreement in the form of a motion from each Branch to the Administrative Committee.

10.5.2. Where two or more Local Branches merge, their existing delegate entitlements shall be combined for the remainder of that year. All future delegate entitlements will be determined by the relevant procedure in the Rules.

10.6. Branch Names

10.6.1. Local or Direct Branches will bear the name endorsed by the Administrative Committee. Local or Direct Branches wishing to change or alter the name of their Local or Direct Branch will:

- a. endorse the change of name by motion at a meeting of the Local or Direct Branch;
- b. apply, in writing, to the Administrative Committee; and
- c. provide explanation why the Local or Direct Branch is requesting to change or alter their name.

10.6.2. If the application is approved by the Administrative Committee, the State Secretary shall:

- a. advise all members (including any ex-officio members), of the new name of the Local or Direct Branch; and
- b. update the Local or Direct Branch name on all future membership material, and online, before the next Census Date.

10.7. Duties of Branches

- 10.7.1. The primary role of Local or Direct Branches is to support the campaign functions of Local State and Federal campaigns and Head Office.
- 10.7.2. Local or Direct Branches are encouraged to, where possible, support WA Labor members in local government elections in consultation with the State Secretary.
- 10.7.3. Local or Direct Branches may contribute to policy development by sending items/motions to the WA Policy Forum or the State Executive.
- 10.7.4. Local or Direct Branches must:
- a. promote the Objectives of the Party and the State and National Platforms;
 - b. support endorsed WA Labor candidates;
 - c. conduct no less than one campaign and/or fundraising event per year;
 - d. in accordance with these Rules, elect delegates annually to a Federal Electorate Council or Direct Branch Council and to State Conference;
 - e. maintain a Local or Direct Branch meeting attendance register, as approved by the State Secretary, which shall be available at every Local or Direct Branch meeting, and which those members present must sign.
- 10.7.5. Additionally, Local Branches must:
- a. enrol and organise local members around campaign activities; and
 - b. develop and implement campaigns around local issues.

10.8. Branch Meeting Obligations

- 10.8.1. All members of a Local or Direct Branch (including any ex-officio members) shall receive written notice from the Branch Executive of the date, time and place of a meeting prior to the day of the meeting. Notification in writing includes notification by e-mail.
- 10.8.2. Local or Direct Branches must meet approximately every three (3) months and, if possible, once per month (minimum of four times per year). The State Secretary may vary this requirement in the event of the suspension of Party Business for a period(s) or other relevant factors. In the event the requirement is varied, Local or Direct Branches will be notified in writing by the State Secretary.
- 10.8.3. A meeting will consist of a formal meeting as per the standing orders, or a local campaign event, or a local campaign fundraising event.
- 10.8.4. Local or Direct Branches are required to provide evidence to the State Secretary of their compliance with Rule 10.8.2 and 10.8.3, in the form of signed attendance sheets, and for a formal meeting, a copy of the meeting minutes. They should provide this evidence within 30 days of a meeting.
- 10.8.5. Where Local Branches fail to provide evidence to the State Secretary by Census Date of their compliance with Rule 10.8.2 over the past year, the entitlement of the Local Branch's Federal Electorate Council Delegates to vote at the following Annual Federal Electorate Council Meeting shall be automatically stripped.
- 10.8.6. Where Direct Branches fail to provide evidence to the State Secretary by Census Date of their compliance with Rule 10.8.2 over the past year, the entitlement of the Direct Branch's Direct Branch Council Delegates to vote at the following Annual Direct Branch Council Meeting shall be automatically stripped.
- 10.8.7. Where the voting rights of a Local or Direct Branch's delegates have been stripped under Rules 10.8.6 or 10.8.7, the State Secretary shall notify the Branch Executive, and provide information on their right to appeal. Appeals must be provided writing to the State Secretary to be considered by the Administrative Committee, within two (2) weeks of notification by the Secretary.
- 10.8.8. Grounds that the Administrative Committee may consider as part of an appeal include, but are not limited to,
- a. attempts to meet where quorum has not been reached; and
 - b. the timing of the suspension of Party Business.

10.9. Finance

- 10.9.1. Officers of a Local or Direct Branch must provide the State Secretary with all records required under Rule 10.10.9.

10.10. Annual General Meetings of a Local or Direct Branch

- 10.10.1. All Local or Direct Branches shall hold their Annual General Meetings in August or September of each year or at another time approved by the State Secretary. The Branch Secretary shall provide a list of all members eligible to vote at the Annual General meeting in accordance with Rule 10.10.5 to the State Secretary before the close of nominations for Local or Direct Branch positions.
- 10.10.2. Officers of Local or Direct Branches will hold office from the conclusion of the Annual General Meeting in the year elected until the next Annual General Meeting. Local or Direct Local or Direct Branch elections will be conducted accordance to Schedule 1.
- 10.10.3. Local Branch delegates to Federal Electorate Councils, and Direct Branch delegates to the Direct Branch Council, will hold office for one year from 1 November immediately following the Annual General Meeting.
- 10.10.4. Once a Local or Direct Branch has called for nominations for the election of officers, the next meeting shall be the Annual General Meeting.
- 10.10.5. To vote at a Local or Direct Branch Annual General Meeting, a member must be a current member of that Local or Direct Branch, been a member of that Local or Direct Branch at Census Date that year, and have attended at least one meeting of that Local or Direct Branch since the previous Annual General Meeting.
- 10.10.6. The Officers of a Local or Direct Branch will be:
 - a. President;
 - b. two (2) Vice-Presidents;
 - c. Secretary;
 - d. Treasurer;
 - e. Delegate(s) to State Conference
 - f. Delegate(s) to Federal Electorate Campaign Committee (includes Direct Branch Committee)
 - g. Branches may combine the offices of Secretary and Treasurer into one position of Secretary/Treasurer; may elect only one (1) Vice-President; and may create any other positions they consider necessary, including Membership Officer or Campaign Liaison Officer.
- 10.10.7. The duties of a President include:
 - a. preside over meetings of the Party Unit; and
 - b. enforce the Rules relevant to the Party Unit.
- 10.10.8. The duties of a Secretary include:
 - a. attend meetings and keep accurate minutes and attendance records;
 - b. conduct correspondence including sending out notices of meetings to members of the Party Unit; and
 - c. provide evidence of meetings to the State Secretary in accordance with Rule 10.8.2 or 10.8.3.
- 10.10.9. The Treasurer must;
 - a. keep timely, detailed and accurate records of all financial transactions of the Branch or Party Unit in the finance and records system as prescribed by the WA Labor State Secretary; and
 - b. receive and deposit Branch or Party Units funds in the prescribed bank account, with the deposit book provided by WA Labor, which includes all relevant codes and indicators for referencing.

11. PARLIAMENTARY ORGANISATIONS

11.1. State Parliamentary Labor Party

- 11.1.1. The State Parliamentary Labor Party, also known as “SPLP”, shall comprise all WA Labor members of the Legislative Assembly and the Legislative Council.
- 11.1.2. The SPLP shall be a Party Unit.
- 11.1.3. In these Rules and any appendices, “Leader of the State Parliamentary Labor Party”, “Leader of the SPLP”, “SPLP Leader” and “Leader of the Party” mean the Leader of the State Parliamentary Labor Party, elected in accordance with [Schedule 5](#).
- 11.1.4. “Interim SPLP Leader” means the person filling the role in accordance with [Schedule 5](#).
- 11.1.5. The SPLP may establish procedures to govern the business of Caucus, provided that those procedures do not conflict with any of these Rules.
- 11.1.6. The Caucus must submit its procedures, and any subsequent amendments to those procedures, to State Executive for consideration.
- 11.1.7. If the Party becomes the government after a State Election, then:
 - a. the SPLP will determine the ministry; and
 - b. the Leader of the Party will allocate portfolios to ministers.
- 11.1.8. The Secretary of Caucus must, at the close of each parliamentary session, send the State Executive a record of the attendance at Caucus meetings.
- 11.1.9. The Party will not enter into a coalition government with any other political party or parties without the approval of State Executive.
- 11.1.10. All members of the SPLP will vote on any matter before the State Parliament which will be decided by a majority of the SPLP in a properly constituted meeting.
- 11.1.11. Where there is a vacancy in the office of SPLP Leader, the Interim SPLP Leader shall perform the functions and duties of the SPLP Leader under these Rules.
- 11.1.12. The SPLP Leader shall be elected in accordance with the terms set out [Schedule 5](#).

11.2. Federal Parliamentary Labor Party WA

- 11.2.1. The Federal Parliamentary Labor Party WA, also known as “FPLP (WA)”, shall comprises all WA Labor members of the House of Representatives and Senate.
- 11.2.2. The FPLP (WA) shall be a Party Unit.
- 11.2.3. The FPLP (WA) may establish procedures to govern the functioning of the FPLP (WA), provided that those procedures do not conflict with any of these Rules or the National Constitution.
- 11.2.4. The FPLP (WA) will submit its procedures, and any subsequent amendments to those procedures, to State Executive for consideration.
- 11.2.5. The Secretary of the FPLP (WA) must, at the close of each parliamentary session, send the State Executive a record of the attendance at FPLP (WA) meetings.

11.3. Campaign Contributions

- 11.3.1. Members of the State Legislative Assembly and Federal House of Representatives, if unopposed at an election, shall donate to the Party’s election fund:
 - a. \$5,000 if that member has served three (3) years or more in Parliament; or
 - b. a lesser sum, decided by State Executive, if that member has served less than three (3) years in Parliament.

11.4. Salary Levy

- 11.4.1. All members of the State Legislative Assembly and the Federal House of Representatives must pay a levy of 4 per cent of their annual parliamentary salary to the Party.
- 11.4.2. All members of the State Legislative Council and the Federal Senate must pay a levy of 7% of their annual parliamentary salary to the Party.

- 11.4.3. The levies outlined in Rules 11.4.1 and 11.4.2 above shall be the prescribed annual membership fee under Rule 4.
- 11.4.4. In addition to the levies required by Rules 11.4.1 and 11.4.2 above, all members of the SPLP shall pay an additional levy determined by the SPLP. The proceeds of this levy shall be held exclusively for communication activities.
- 11.4.5. The proceeds of the levy under Rule 11.4.4 may accumulate between general elections, but not beyond a general election.
- 11.4.6. Disbursements from the proceeds of this levy shall only be made in a manner or for a purpose authorised by the SPLP.
- 11.4.7. The SPLP Executive, as defined in Rule 1 of SPLP rules, shall make a recommendation to the SPLP on any proposed disbursements of the levy under Rule 11.4.5, after consultations with the State Secretary.
- 11.4.8. All Members of Parliament shall also pay any other levies determined by State Executive.
- 11.4.9. Any Member of Parliament who is in arrears for the payment of a levy under this Rule 11.4 will not be endorsed as a candidate at the next State or Federal Election, and may be sued for recovery of any arrears.
- 11.4.10. All Members of Parliament must pay any required salary levy either by automatic salary deduction per pay period or by providing bank details to Head Office and authorising the direct payment of the levy on a nominated date each month.

12. PARTY ORGANISATIONS

12.1. Annual Reports

- 12.1.1. All Party Organisations shall submit an annual report to State Conference, or in a year during which there is no State Conference, to the State Executive.

12.2. Creation of New Party Organisations

- 12.2.1. A member seeking to establish a new Party Organisation must, in the first instance, consult with the State Secretary.
- 12.2.2. After consulting with the State Secretary, a member seeking to establish a Party Organisation must then satisfy the State Secretary that there is a need and desire for the new Party Organisation by:
- a. providing in writing an application for a new Party Organisation, detailing reasons it should be established, the proposed membership composition and the eligibility criteria; and
 - b. providing proof of at least thirty (30) financial members willing and able to join the new Party Organisation (or another number of financial members agreed with the State Secretary).
- 12.2.3. If the State Secretary is satisfied that the information provided in Rule 12.2.2 demonstrates a need and desire for a new Party Organisation, the State Secretary will;
- a. if State Conference is scheduled to fall within the next six (6) months, ensure the item is listed for decision on the upcoming Conference Agenda; or
 - b. if State Conference is not scheduled to fall within the next six (6) months, refer the decision to the Administrative Committee, which shall have the power to approve the establishment of the new Party Organisation on a temporary basis, before final decision is made at the next State Conference.
- 12.2.4. If the State Secretary is not satisfied that the information provided in Rule 12.2.2 demonstrates a need and desire for a new Party Organisation, the State Secretary will advise the applicant(s) in writing and provide reasons as to the rejection.
- 12.2.5. If in accordance with Rule 12.2.4 the State Secretary rejects an application for a new Party Organisation, the applicant(s) may appeal the decision to the Administrative Committee.

12.3. Lapsed Party Organisations

- 12.3.1. Where a Party Organisation has not held an Annual General Meeting in compliance with these Rules for a period of two (2) or more years, the next scheduled State Conference will consider abolishing the Party Organisation.

12.4. Composition of Party Organisation Executives

- 12.4.1. Rule 12.4 applies to all Party Organisations except for WA Young Labor which is dealt with separately in Rule 12.10.
- 12.4.2. The Executives of Party Organisations will be comprised of:
- a. one (1) President;
 - b. two (2) Vice-Presidents;
 - c. one (1) Secretary;
 - d. one (1) Membership Officer;
 - e. one (1) Treasurer;
 - f. four (4) Committee members;
 - g. two (2) Non-voting members of State Executive;
 - h. two (2) Non-voting members of State Conference; and
 - i. any additional positions over and above these provisions specified by these Rules.
- 12.4.3. The State President, State Secretary and Assistant State Secretary(s) shall be ex-officio non-voting members of Party Organisation Executives.

12.4.4. A quorum of any meeting of a Party Organisation Executive will be one more than 50% of the Executive membership.

12.5. Party Organisation Meetings and AGMs

12.5.1. Rule 12.5 applies to all Party Organisations except for WA Young Labor which is dealt with separately in Rule 12.10.

12.5.2. Party Organisations will convene meetings or events at least once every three (3) months that promote their objectives.

12.5.3. Members of Party Organisations shall receive written notice of the date, time and place of meetings prior to the day of the meeting. Notification in writing shall include notification by email.

12.5.4. Elections of Party Organisation Executives will be conducted annually at an Annual General Meeting of the Party Organisation, which will be held at a time and date agreed with the State Secretary, between 1 October and 31 December.

12.5.5. The notice for any Party Organisation Annual General Meeting must be approved by the State Secretary.

12.5.6. To be eligible to nominate for an Executive position at an Annual General Meeting of a Party Organisation, a person must:

12.5.7. be a member of that Party Organisation;

- a. have attended at least one (1) meeting or event of that Party Organisation during the year prior to the Annual General Meeting; and
- b. have been a financial member for at least twelve (12) months immediately preceding the closing of nominations.

12.5.8. To be eligible to vote in an Annual General Meeting of a Party Organisation, a person must:

- a. be a member of that Party Organisation; and
- b. have attended at least one (1) meeting or event of that Party Organisation during the year prior to the Annual General Meeting.

12.5.9. The Executive of a Party Organisation will take office from 1 January in the year following their election and shall hold office for one (1) calendar year.

12.5.10. Where a Party Organisation Executive position becomes vacant, a ballot at a general meeting of that Party Organisation shall be conducted to fill the vacancy in accordance with Schedule 1.

12.6. Labor Women's Organisation WA

12.6.1. The name of the women's organisation is Labor Women's Organisation WA, also known as "LWO WA".

12.6.2. The membership of LWO shall be women members of WA Labor.

12.6.3. The objectives of LWO WA are to:

- a. encourage and support the participation of women members of WA Labor;
- b. identify and implement strategies to grow the women membership of WA Labor and the number of women in State and Federal Parliaments;
- c. ensure party leadership is held accountable for facilitating and encouraging a cultural shift that improves involvement and influence of women in the party; and
- d. advise on WA Labor policies as they relate to women.

12.6.4. In addition to the Executive members listed in Rule 12.4.2, the LWO WA Executive must include four (4) additional committee members (total of eight (8)).

12.6.5. At least two (2) of the members on the LWO WA Executive must reside outside the Perth Metropolitan Region.

12.7. Country Labor WA

12.7.1. The name of the country organisation shall be "Country Labor WA".

12.7.2. The membership of Country Labor WA shall be all individual members of WA Labor who live in country Western Australia (living outside the Perth Metropolitan Region) and all State and Federal Members of Parliament who represent country Western Australia.

12.7.3. The objectives of Country Labor WA are to:

- a. participate in the Party's policy development processes to ensure policies consider the concerns of Labor's country constituency;
- b. advocate for policies within the Party that are of importance to Labor's country constituency; and
- c. assist in informing Party members, Branches and other Party Units of the views of Country Labor WA.

12.7.4. In addition to the Executive members listed in Rule 12.4.2, the Country Labor WA Executive will include all State and Federal Members of Parliament who represent country Western Australia.

12.8. First Nations Network

12.8.1. The name of the First Nations organisation shall be the First Nations Network.

12.8.2. The First Nations Network shall comprise of all First Nations members of WA Labor who identify as being a First Nations person.

12.8.3. Other members of the Party who may nominate to be associate members but will not have rights to vote or nominate for First Nations Network Executive positions.

12.8.4. The objectives of the First Nations Network are to:

- a. encourage the branch to continue to meet the aspirational objective of 5 per cent representation of First Nations people in Labor's State Parliament representation; and
- b. encourage the involvement of First Nations people in WA Labor.

12.9. Multicultural Labor Organisation

12.9.1. The name of the multicultural organisation is Multicultural Labor Organisation WA, also known as "MLO WA".

12.9.2. The membership of MLO shall be any WA Labor member who genuinely identifies as Culturally and Linguistically Diverse ("CALD").

12.9.3. The objectives of the MLO WA are to:

- a. encourage and support the participation of CALD members of WA Labor;
- b. identify and implement strategies to grow CALD membership of WA Labor and representation in State and Federal Parliaments;
- c. keep party leadership accountable for facilitating and encouraging a cultural shift that improves and influence of CALD people in the Party; and
- d. advise on WA Labor policies related to equality, diversity and anti-discrimination that impact the life of CALD people.

12.10. WA Young Labor

12.10.1. The name of the youth organisation is WA Young Labor, also known as "AYL WA".

12.10.2. All WA Labor members aged 26 or less on 1 January of the year in question shall automatically be members of AYL WA.

12.10.3. The AYL Secretary shall keep a list of AYL members based on the Party's membership records.

12.10.4. A committee of female members of WAYL will be convened by the Women's Coordinator, and will be dedicated to engaging and supporting young women in the Party.

12.10.5. AYL WA meetings will take place at least bi-monthly and are open to all members of AYL WA.

12.10.6. A quorum at all AYL WA meetings will be eight (8) members.

12.10.7. All members of AYL WA shall receive written notice of the date, time and place of any AYL WA meeting prior to the day of the meeting. Notification in writing shall include notification by email.

12.10.8. The objectives of AYL WA are to:

- a. interest young people in political and social action and in the need for democratic socialism;
- b. actively support the aims of the State and National Platforms;

- c. promote the election of Labor governments;
 - d. publish material to promote AYL WA and its objectives, including the establishment and maintenance of its own website. The content of the website must meet the approval of the State Secretary before publication;
 - e. participate fully in WA Labor and AYL WA's decision making processes;
 - f. promote and adopt mechanisms which encourage the participation of young people in the wider Party;
 - g. advise the Party on matters of youth policy;
 - h. arrange social functions which actively engage young people in the political process; and
 - i. actively encourage Party membership among young people.
- 12.10.9. With the prior approval of the State Secretary, AYL WA may issue public statements to the media regarding decisions or actions it has taken on youth matters only.
- 12.10.10. The AYL WA Executive:
- a. conducts the business of AYL between general meetings; and
 - b. convenes bimonthly meetings of AYL WA.
- 12.10.11. The AYL WA Executive will comprise of:
- a. one (1) President;
 - b. three (3) Vice-Presidents;
 - c. one (1) Secretary;
 - d. one (1) Treasurer;
 - e. one (1) Women's Co-ordinator;
 - f. one (1) Equity and Diversity Co-ordinator;
 - g. one (1) Regional Co-ordinator; and
 - h. five (5) Committee members.
- 12.10.12. The Treasurer's position will be filled by the Vice-President elected first, or be delegated by that person to another Vice-President.
- 12.10.13. The Women's Co-ordinator position must be filled by a person who genuinely identifies as a woman.
- 12.10.14. At least 50 per cent of all AYL WA Executive positions must be filled by women, provided sufficient women nominate.
- 12.10.15. The election of the AYL WA President will be by ballot of all AYL WA members and shall be subject to the same election processes for the WA Labor President as described in Rule 6.3.
- 12.10.16. The election of the AYL WA President will be completed by the WA Young Labor Annual Youth Conference of that year, with the President-elect to assume a term of one (1) year on January 1 of the following year.
- 12.10.17. The AYL WA Executive will take office from 1 January in the year following their election and shall hold office for one (1) calendar year.
- 12.10.18. All AYL WA Executive elections will be conducted at the WA Labor Annual Youth Conference under the system of proportional representation in accordance with Schedule 2.
- 12.10.19. To nominate or vote at the WA Young Labor Annual Youth Conference, an AYL WA member must:
- a. be a current member of AYL WA;
 - b. have been an AYL WA member as at 5:00pm AWST on 30 April of that year;
 - c. have attended (in person or via phone or internet communication) at least one (1) AYL WA meeting in the year prior to the WA Young Labor Annual Youth Conference, unless:
 - i. the person is registered to vote within the meaning of State and Federal electoral laws in a Non-Metropolitan Federal Campaign Committee, and have notified the Returning Officer of their intention to vote prior to the close of nominations; or
 - ii. the person is under the age of 18 and their address is registered with the Party in a Non-Metropolitan Federal Electorate Council, and have notified the Returning Officer of their intention to vote prior to the close of nominations.

- 12.10.20. If AYL WA does not meet the minimum requirements for meetings as per Rules 12.10.5, 12.10.6 and 12.10.7, the criteria described in Rule 12.10.19(c) will not apply.
- 12.10.21. To be eligible to vote for the position of Women's Co-ordinator, an AYL WA member must be registered in the WA Labor membership system as a woman.
- 12.10.22. Where an AYL WA Executive position becomes vacant, a ballot at a special WA Young Labor Annual Youth Conference of AYL WA shall be conducted to fill the vacancy in accordance with Schedule 1.
- 12.10.23. WA Young Labor Annual Youth Conference:
- a. The WA Young Labor Annual Youth Conference shall be held annually between 1 October and 31 December and will be open to all members of AYL WA.
 - b. The WA Young Labor Annual Youth Conference must elect delegates from AYL WA to the AYL National Conference (or equivalent) in accordance with these Rules and the AYL National Rules (or equivalent).
 - c. The outgoing AYL WA Executive must provide a report to the WA Young Labor Annual Youth Conference.
 - d. The AYL WA Executive may convene a special WA Young Labor Annual Youth Conference at any time to consider only those items circulated in the notice for the special Conference.

13. WA LABOR ADVISORY COUNCIL

13.1. WA Labor Advisory Council

13.1.1. Where there is written agreement between the Party and UnionsWA, the Party shall convene the Western Australian Labor Advisory Council (“WALAC”).

13.1.2. The WALAC shall consist of:

- a. the Leader of the State Parliamentary Labor Party;
- b. the State President (or their nominee);
- c. the State Secretary (or their nominee);
- d. other relevant Party members, to a number agreed between the Party and UnionsWA, as selected by the State Secretary; and
- e. the number of delegates representing UnionsWA as agreed between the Party and UnionsWA, providing that the delegates and the process to select them shall be a matter entirely for UnionsWA.

13.1.3. The role and function of WALAC shall be to provide a formal consultative mechanism between the Party and the broader union movement, including non-Affiliated Unions.

14. SELECTION OF PARLIAMENTARY CANDIDATES

14.1. Affirmative Action in State and Federal Preselections

14.1.1. The equal representation of men and women in Parliament is an objective of WA Labor.

14.1.2. For each of:

- a. the State or Federal seats held by WA Labor, or which would be notionally held by WA Labor following a redistribution, for the Parliament of Western Australia or of the Western Australian seats in the Federal Parliament; and
- b. the State Legislative Assembly or Federal House of Representatives seats which would be held by WA Labor with a 5% increase in WA Labor's two-party preferred vote and the next unheld seat on the Federal Senate ticket; and
- c. the remaining State Legislative Assembly or Federal House of Representative seats which would be held by WA Labor with a 10% increase in WA Labor's two-party preferred vote, and remaining Federal Senate positions;
- d. the groups listed in Rule 14.4.2; and
- e. any other seat requiring a preselected WA Labor candidate not included in (a), (b), (c) or (d) a minimum target of 50% of candidates shall be women.

14.1.3. At close of nominations for State and Federal Election positions, the State Secretary shall provide a report to the Administrative Committee on the prospect of fulfilling Affirmative Action quotas with nominations as they stand in each of group (a) and (b) in Rule 14.1.2.

14.1.4. If the Administrative Committee determines that for either group (a) or (b) it is unlikely, or not possible, that Affirmative Action quotas will be met then all nominations in that group are immediately declared void and nominations for all seats within the group shall be reopened. Nothing in this Rule 14.1.4 shall remove the requirement to fulfil the obligations under Rule 14.1.2.

14.1.5. If the Affirmative Action quotas in Rule 14.1.2 are not achieved in either group (a) or (b), the round of preselections in that group for which the minimum target has not been achieved shall immediately be declared void, and nominations for all seats within the group shall be reopened. This process shall be repeated until the Affirmative Action quotas have been achieved.

14.2. General Rules for Preselection Ballots

14.2.1. For the purpose of Rules 14.3 and 14.4, the following Rules shall apply.

14.2.2. In the State Legislative Assembly and Federal House of Representatives preselections, which involve a ballot of Local Electors, the State Secretary shall organise a forum for Local Electors which all nominees must attend. This forum will be held in the electorate for which the Parliamentary Candidate is being preselected.

14.2.3. One (1) week prior to voting by Local Electors, the State Secretary shall post to each Local Elector a statement of not more than two (2) A4 pages provided by each nominee at or prior to their nomination.

14.2.4. Electors shall cast their vote by secret ballot at a date, place and time nominated by State Executive, in the electorate for which the Parliamentary Candidate is being preselected.

14.2.5. State Executive may also provide an opportunity for Local Electors to cast their ballot either at:

- a. Head Office; or
- b. the venue for the State Executive which shall deal with the relevant preselection, at a time prior to the commencement of the relevant State Executive meeting.

14.2.6. In preselection for remote and rural electorates, the Administrative Committee may arrange for Local Electors to vote by postal ballot, in lieu of a polling place.

14.2.7. In preselections for all other seats, Local Electors may apply in writing to the relevant Returning Officer for dispensation to vote by postal ballot. The request may be granted only in special circumstances and at the absolute discretion of the Returning Officer.

- 14.2.8. In counting a preselection ballot, the Returning Officer shall:
- where Local Electors are included, first count the votes of the Local Electors and allocate a value to each valid vote in accordance with the provisions of the applicable Rule; then
 - where Union Delegates are included, then count the votes of the Union Delegates to State Executive and allocate a value to each valid vote in accordance with the provisions of the applicable Rule; and then
 - where the State Executive is included, then count the votes of the State Executive and allocate a value to each valid vote in accordance with the provisions of the applicable Rule.
- 14.2.9. A relevant Local Elector shall not be prevented from voting in any ballot for which they are a candidate.
- 14.2.10. Notwithstanding Rule 14.2.9 above, a relevant Local Elector who is a candidate shall not be entitled to be present during the address of any other candidates, to question other candidates, or to participate in the discussion of State Executive and the relevant Local Electors.
- 14.2.11. The State Secretary and Returning Officer shall establish a voters' roll for each contested preselection.
- 14.2.12. Any objections regarding the voters' roll shall be determined by the State Executive and relevant Local Electors immediately before the commencement of voting.
- 14.2.13. A preselection ballot shall be dealt with immediately following the formal opening of State Executive and before the conclusion of any State Executive business required to be conducted.
- 14.2.14. Where a preselection ballot is called at a date, time and place when the State Executive is not scheduled to meet, the date, time and place of the preselection ballot shall be determined by a prior meeting of the State Executive.

14.3. Rules for State Legislative Assembly and Federal House of Representatives Preselection Ballots

- 14.3.1. The preselection of State Legislative Assembly and Federal House of Representative Parliamentary Candidates shall be determined by a secret ballot of:
- the State Executive; and
 - Local Electors where there are at least forty (40) Local Electors.
- 14.3.2. Where there are less than (40) Local Electors, the preselection shall be by a ballot of the State Executive only.
- 14.3.3. In relation ballots where there are at least forty (40) Local Electors then the value of the votes shall be determined as follows:
- where there are forty (40) or less valid votes cast by Local Electors, each vote shall have a value of a whole vote;
 - where there are more than forty (40) valid votes cast by Local Electors, each vote shall have a value determined by dividing forty (40) by the number of valid votes;
 - the votes of the Union Delegates to State Executive, shall have a value of a whole vote;
 - where there are less than forty (40) votes cast by the remaining delegates to State Executive, each vote shall have a value of a whole vote; and
 - where there are more than forty (40) valid votes cast by the remaining delegates to State Executive, each vote shall have a value determined by dividing forty (40) by the number of valid votes.

14.4. Rules for Legislative Council and Senate Preselection Ballots

- 14.4.1. Notwithstanding Rule 14.4.8, the preselection of Federal Senate Parliamentary Candidates and State Legislative Council Parliamentary Candidates shall be determined by secret ballot of all members of the State Executive alone, with each vote cast being worth a whole vote.
- 14.4.2. The process for preselecting Parliamentary Candidates for the State Legislative Council for positions 1 – 21 under this Rule 14.4 shall be conducted in staged groups, as follows:
- for positions 1 – 7 being Group A
 - for positions 8 – 14 being Group B
 - for positions 15 – 21 being Group C

- 14.4.3. Preselections for the next group in Rule 14.4.2 cannot commence until the prior group has been conducted and finalised, provided that nothing prevents multiple consecutive groups from being preselected at a single time.
- 14.4.4. Where the number of nominations for a group listed in Rule 14.4.2 matches the number of positions in that group, ticket order shall be determined by a vote of the Administrative Committee, requiring a minimum 75% majority.
- 14.4.5. Where agreement cannot be reached by the Administrative Committee in accordance with Rule 14.4.4, a ballot will be conducted in accordance with Schedule 1 and counted in accordance with Schedule 2.
- 14.4.6. In the event a candidate preselected in any of the groups in Rule 14.4.2 resigns their candidacy after being preselected but prior to the close of nominations with the relevant electoral commission, the vacancy created on the ticket will be filled by a vote of the Administrative Committee, requiring a minimum 75% majority.
- 14.4.7. If the Administrative Committee is not able to reach agreement with a minimum 75% majority as per Rule 14.4.6, all of the positions for that group shall be spilled and the preselection for that group shall be re-run as soon as practicable.
- 14.4.8. The preselection of Parliamentary Candidates for the State Legislative Council for positions 22 – 37, shall be determined by the Administrative Committee, which will assess EOIs and determine preselected candidates and ballot order.

14.5. Expressions of Interest

- 14.5.1. WA Labor seeks to ensure it has Parliamentary Candidates of a high calibre and a strong team to fight State and Federal elections. WA Labor is committed to attracting Parliamentary Candidates with strong community connections, a commitment to WA Labor values, represent diversity in our community, and who have integrity and a high standard of ethics.
- 14.5.2. The Expression of Interest (“EOI”) process shall be as follows:
- a. a member who wishes to nominate, who is not a current sitting Member of Parliament, must submit an EOI to the Administrative Committee on the prescribed nomination form provided by the State Secretary;
 - b. EOIs shall include the required number of eligible electors as nominators being:
 - i. in the case of a Legislative Assembly and House of Representative seats, the required number of nominators shall be 15; or
 - ii. in the case of a Legislative Council or Senate seats, the required number of nominators shall be 25; and
 - iii. in each case the nominators must have been financial members for twelve (12) months at the time the nomination form is lodged and must be enrolled to vote in the relevant State or Federal electorate;
 - c. the EOI form must include a requirement that the individual acknowledges that the Administrative Committee will have the absolute discretion to accept or reject any EOI and that no legal recourse to outside jurisdictions shall apply;
 - d. the individual must be a financial member of WA Labor for at least twelve (12) months before the nomination; and
 - e. the individual must be eligible under law to nominate as a Parliamentary Candidate for the seat.
- 14.5.3. The State Executive may waive the twelve (12) month eligibility criteria set out in Rule 14.5.2(d) where it is deemed to be in the Party's interests.
- 14.5.4. The State Secretary shall provide a report to the Administrative Committee which will include a recommendation on Parliamentary Candidates who may formally nominate.
- 14.5.5. The rejection of an EOI by the Administrative Committee shall require at least a 75% majority vote.
- 14.5.6. The Administrative Committee shall approve and publish all the necessary criteria, processes, forms and timelines for the EOI process.
- 14.5.7. The Administrative Committee may waive any part of the EOI process (other than Rule 14.5.2(d)) at any time, but only where it is deemed to be in the Party's interests.

14.6. Timetable for Nominations

- 14.6.1. State Executive shall call nominations for all parliamentary seats, including those with sitting WA Labor Members of Parliament.
- 14.6.2. On the close of nominations, State Executive may:
- a. decide that the Party will not contest a seat;
 - b. declare any person seeking preselection to be unsuitable;
 - c. reopen nominations; and/or
 - d. declare a person elected unopposed where the person is the only eligible nominee.
- 14.6.3. The timetable for nominations must comply with the provisions of Schedule 1.

14.7. Eligible Nominations

- 14.7.1. A member who nominates for a seat must:
- a. complete and sign a prescribed nomination form provided by the State Secretary;
 - b. be a financial member of the ALP for at least twelve (12) months before the nomination;
 - c. be eligible under law to nominate as a candidate for the seat, and
 - d. sign the relevant Parliamentary Candidate's Pledge as at Appendix 4.
- 14.7.2. The State Executive may waive the twelve (12) month eligibility criteria set out in Rule 14.7.1(b), where it is deemed to be in the Party's interests.

14.8. Preselection General Procedures

- 14.8.1. The name of the nominee, or nominees, shall be reported to the State Executive and the relevant Local Electors, as soon as possible, after the closing of nominations.
- 14.8.2. Where only one (1) nomination is received for any seat, State Executive and the relevant Local Electors may require the nominee to appear before the State Executive.
- 14.8.3. A nominee required to appear in accordance with Rule 14.8.2 shall be subject to the procedures specified for seats for which more than one (1) nomination has been received.
- 14.8.4. Where no request for the candidate to appear is received, State Executive and the relevant Local Electors may, by Resolution:
- a. endorse the nominee as the Parliamentary Candidate; or
 - b. defer a decision on the endorsement of the nominee as the Parliamentary Candidate for not more than fourteen (14) days; or
 - c. re-open nominations; or
 - d. determine that, in the best interests of the Party, that the seat not be contested by WA Labor.
- 14.8.5. Where more than one (1) nomination is received for any seat:
- a. State Executive may decide, by majority decision, the procedure for dealing with the nominations received for any seat; and
 - b. material relevant to the seat to be contested, such as demographic material, may be made available to State Executive and the relevant Local Electors by the State Secretary, at the Administrative Committees discretion.
- 14.8.6. In the absence of any decision to the contrary by State Executive under Rule 14.8.5(a), the procedure for dealing with nominations shall be as follows:
- a. an address of not more than ten (10) minutes duration may be made by each nominee to State Executive;
 - b. any nominee unable to attend State Executive may submit a written address which shall be read by the Chair for not more than ten (10) minutes;
 - c. a written statement from each nominee shall be provided to the State Secretary for distribution to the relevant Local Electors; and
 - d. the nominees may be questioned by State Executive and the relevant Local Electors. Questions from the relevant Local Electors shall be submitted in advance to be read by the State Secretary. Ballot papers shall not be issued to State Executive members until the completion of addresses and questions.

14.8.7. At any stage prior to the conduct of the a preselection ballot, State Executive may determine:

- a. that nominations be re-opened; or
- b. that the seat shall not be contested by the Party; or
- c. that a decision on the endorsement shall be deferred.

14.8.8. At the conclusion of the procedures outlined in Rule 14.8.6, and unless any of the resolutions outlined in Rule 14.8.4 have been adopted, State Executive shall then vote to choose the Parliamentary Candidate for endorsement, in accordance with these Rules.

14.8.9. The successful candidate shall be automatically endorsed by the Party.

15. SELECTION OF NATIONAL CONFERENCE DELEGATES

15.1. Notice of National Conference

- 15.1.1. When National Executive announces its intention to hold a National Conference, the State Executive must:
- a. notify all Affiliated Unions and Party Units that a National Conference will be held; and
 - b. inform Party Units and Affiliated Unions that they may send items directly to National Policy Forum.
- 15.1.2. On motion, State Conference, State Executive and WA Policy Forum may send items to National Policy Forum.

15.2. Rules for National Conference Delegates

- 15.2.1. The Administrative Committee must approve, and then notify, all Affiliated Unions and Party Units of a timeline and process for the election of Directly Elected Delegates and Union Elected Delegates in accordance with this [Rule 15](#), such that:
- a. Directly Elected Delegates and Union Elected Delegates will not be elected more than 12 months prior to the date of the National Conference;
 - b. the ballot for Directly Elected Delegates under [Rule 15.4](#) is finalised prior to the opening of nominations for the ballot of Union Elected Delegates;
 - c. the Administrative Committee may prescribe any necessary forms for the conduct of the ballots and election of Directly Elected Delegates and Union Elected Delegates; and
 - d. the Administrative Committee may call an ordinary State Executive meeting, or a special State Executive meeting, for the conduct of the ballot under [Rule 15.5](#).
- 15.2.2. In compliance with ALP National Constitution, the Directly Elected Delegates and Union Elected Delegates to National Conference will comprise the following:
- a. the Leader of the SPLP (or a nominee eligible under the ALP National Conference); and
 - b. the remaining delegates, to be elected in accordance with this [Rule 15](#) with half to be elected in accordance with [Rule 15.4](#) and the other half in accordance with [Rule 15.5](#).
- 15.2.3. Only current financial members of the Party are eligible to nominate for election as Directly Elected Delegates or Union Elected Delegates (or proxy delegates).
- 15.2.4. At least 50 per cent of the Directly Elected Delegates and at least 50 per cent of the Union Elected Delegates shall be women.
- 15.2.5. At least one (1) of the Directly Elected Delegates and at least one (1) of the Union Elected Delegates shall be ordinarily resident outside of the Perth Metropolitan Region and Affirmative Action shall operate as a requirement.
- 15.2.6. At least one (1) of the Directly Elected Delegates and at least one (1) of the Union Elected Delegates shall be ordinarily resident inside the Perth Metropolitan Region and Affirmative Action requirement shall operate as a requirement.

15.3. Proxies to National Conference

- 15.3.1. Each delegate may nominate one (1) proxy only.
- 15.3.2. To qualify as a proxy for a delegate, a proxy must be nominated by at least two (2) delegates in writing to the State Secretary.
- 15.3.3. Proxy delegates must be nominated within one calendar month after the State Executive meeting that elects the Union Elected Delegates (or all delegates for a Special National Conference), however, this [Rule 15.3.3](#) shall not prohibit the nomination or amendment of proxies after such point in time.

15.4. Directly Elected Delegates

- 15.4.1. Half of delegates to National Conference shall be Directly Elected Delegates.
- 15.4.2. The Directly Elected Delegates shall be elected by:

- a. postal ballot;
- b. online ballot; or

a combination of postal and online ballot as determined by the Administrative Committee.

- 15.4.3. The election for Directly Elected Delegates shall be of all Party members, who at the close of nominations must be certified by the State Returning Officer as being financial members of Local or Direct Branches at the date of the opening of nominations.
- 15.4.4. The procedures set out in Schedule 1 shall apply to the ballots under Rule 15.4.2, except that for the purposes of S1.17.3, candidate statements will not be published or provided in hard copy, and rather shall only be made available online, and such statement shall be limited to 250 words.
- 15.4.5. Nominations for Directly Elected Delegates elected under this Rule 15.4 shall be on a form prescribed by the Administrative Committee, and shall include the names and signatures of fifteen (15) eligible electors as nominators.
- 15.4.6. Candidates for election as a Directly Elected Delegate under this Rule 15.4 are not entitled to a copy of any roll of eligible electors, nor may they make use of any such similar information provided for the purpose of campaigning for such election.

15.5. Union Elected Delegates

- 15.5.1. Half of the delegates to the National Conference shall be Union Elected Delegates to the State Executive (see Rule 5.5).
- 15.5.2. The Union Elected Delegates shall be elected in a single paper ballot to be conducted at the first ordinary or special State Executive meeting following the election of Directly Elected Delegates in accordance with Rule 15.4.

15.6. Ballots

- 15.6.1. Subject to this Rule 15, each of the ballots under Rules 15.4 and 15.5 shall be conducted in accordance with Schedule 1 and Schedule 2.
- 15.6.2. With the approval of the Administrative Committee, the State Returning Officer may waive the application of S2.1.3(b) for the entirety of each of the ballots under Rules 15.4 and 15.5 and instead the following will apply as if inserted in its place: Have at least (n candidates/2) marked, each with a numeral. If (n candidates/2) results in a fraction the number shall always be rounded up to the nearest whole number.
- 15.6.3. If the Administrative Committee applies Rule 15.6.2 to a ballot conducted under Rules 15.4 and 15.5, a vote will be considered exhausted after the last formal valid preference.
- 15.6.4. If a Special National Conference is convened to occur within 12 months after a WA delegation has been elected for a National Conference, State Executive may choose either to credential the delegates already elected or to elect another delegation to attend the Special Conference. However, where such Special National Conference is to occur within 3 months, all Remaining Delegates shall be elected by the entire State Executive in accordance with Schedule 1 and Schedule 2, where at least 45 percent of the Remaining Delegates shall be women.

16. PARTY FINANCES

16.1. Bank Accounts

- 16.1.1. The Administrative Committee shall determine all banking arrangements for Local and Direct Branches and all Party Units.
- 16.1.2. All Party Units shall have Party accounts held with a bank or financial institution arranged by the State Secretary.

16.2. Property and Assets

- 16.2.1. Any properties and any other assets managed by a Party Unit must be held in the name of WA Labor, or in a manner approved by the State Executive.
- 16.2.2. If a Party Unit ceases to exist, then the management of all its properties and assets shall be automatically assumed by the State Executive.
- 16.2.3. The Administrative Committee may make such arrangements as it sees necessary, on behalf of Local or Direct Branches, to create and benefit from trusts, create and own and dispose of companies, and to dispose of any property other than real property in any manner.

16.3. WA Labor Foundation

- 16.3.1. The WA Labor Foundation is a long-term asset for the Party and as this is a separate legal entity, is to be governed in accordance with the WA Labour Foundation's company constitution.
- 16.3.2. Assets, including cash, placed in the WA Labor Foundation or allocated to the WA Labor Foundation may not be withdrawn from the Foundation.
- 16.3.3. The Party may make arrangements to further secure the assets of the WA Labor Foundation, but may not deplete the capital of the Foundation.
- 16.3.4. State Conference shall be given an annual update of the value of the assets in the WA Labor Foundation.
- 16.3.5. Disbursement of profits from investing activities of the WA Labor Foundation may be used for campaigning and Party purposes, however the Party cannot use the capital of the WA Labor Foundation for any activity other than investing.

16.4. Audits

- 16.4.1. State Executive shall appoint a qualified accountant as auditor for the finances of the Party.
- 16.4.2. Each year, the auditor will examine the Party's financial records and provide a written report to State Executive certifying the correctness or otherwise of those records.
- 16.4.3. The State Executive may order an audit of its accounts, or the accounts of any other Party Unit, at any time.
- 16.4.4. The State Secretary will ensure that annual financial documentation from all Party Units is properly collated and collectively audited in order to comply with the provisions of all relevant disclosure and taxation legislation.

16.5. Campaign Accounts

- 16.5.1. All endorsed Parliamentary Candidates and Members of Parliament shall maintain a campaign account.
- 16.5.2. All funds deposited in the campaign account will be receipted and a financial record of all transactions will be maintained.
- 16.5.3. All campaign accounts shall be held with a bank or financial institution arranged by the State Secretary.
- 16.5.4. The approval of the campaign manager or the campaign treasurer and at least one (1) other responsible person, subject to Rule 16.5.5, will operate the campaign account, providing that all responsible persons are financial members of the Party.
- 16.5.5. No Member of Parliament or preselected Parliamentary Candidate shall be able to be considered a responsible person for a campaign account.

- 16.5.6. All expenditure from the campaign account will be used for campaigning purposes and will be authorised by the State Secretary or campaign committee.
- 16.5.7. The State Secretary will ensure that all campaign account financial documentation is properly collated and collectively audited in order to comply with the provisions of any relevant disclosure and taxation legislation.

16.6. Campaign Donations

- 16.6.1. Anonymous donations will not be accepted.
- 16.6.2. No Member of Parliament or preselected Parliamentary Candidate shall receipt donations.
- 16.6.3. All preselected Parliamentary Candidates and Members of Parliament shall be bound by any fundraising code of conduct adopted by State Executive.
- 16.6.4. All donations for campaign purposes and fundraising receipts received by Local and Direct Branches shall be the property of the relevant branch, and shall be banked or otherwise be disbursed as directed by the State Secretary, and shall be payable to the State Secretary on demand. All use of such funds shall be immediately and fully accounted to the State Secretary.

16.7. Disclosure Requirements

- 16.7.1. All preselected Parliamentary Candidates and Members of Parliament shall comply with any relevant disclosure legislation.
- 16.7.2. All Members of Parliament, preselected Parliamentary Candidates, Party Units and campaign committees shall immediately provide the State Secretary with all necessary information relating to disclosure whenever requested.
- 16.7.3. Receipting Arrangements
- 16.7.4. All receipts issued by the Party are to be in the form of Appendix 6.

17. DIGITAL ATTENDANCE AND VOTING AND MEETINGS

17.1. Digital Attendance and Voting

- 17.1.1. Any member of a formal meeting of a Party Unit may request to attend such meeting through digital channels, at the discretion of the meeting's Chair (or in the event there is no chair, then the State Secretary).
- 17.1.2. Any formal meeting of a Party Unit may be permitted to use digital voting mechanisms, at the discretion of the meeting's Chair (or in the event there is no chair, then the State Secretary).
- 17.1.3. Party Units cannot conduct online voting without the express prior permission of the State Secretary.
- 17.1.4. Should a Party Unit be given express prior permission by the State Secretary to conduct an online vote, the process, mechanisms and regulations shall be set by the State Secretary.

SCHEDULE 1: INTERNAL PARTY ELECTIONS

S1.1 General Principles

- S1.1.1 A Returning Officer shall be appointed for every internal Party election.
- S1.1.2 All ballots for Officers and Delegates to Party Units (except casual vacancies) must be conducted at an Annual General Meeting of the Party Unit.
- S1.1.3 All ballots for single vacancy positions shall be conducted using the optional preferential system of voting as at [Schedule 3](#).
- S1.1.4 In all single vacancy position ballots within Party Units for Delegate to State Executive or Delegate to State Conference, a minimum of 50 percent of successful candidates across consecutive years, defined as the year of the vacancy and the year immediately prior, shall be women. If the calculation to determine the basis entitlement results in a fraction of one half or more then the basic entitlement shall be the next higher whole.
- S1.1.5 All ballots for multiple vacancy positions shall be conducted using the proportional representation system of voting in accordance with [Schedule 2](#).
- S1.1.6 In all multiple position ballots within the Party, other than for preselections for multi-member electorates, a minimum of 50 percent of successful candidates shall be women. If the calculation to determine the basic entitlement results in a fraction of one half or more then the basic entitlement shall be the next higher whole.
- S1.1.7 Only financial members of the ALP can participate in the conduct of an election.
- S1.1.8 No member can vote in a ballot at a meeting at which their membership of the Party is accepted.
- S1.1.9 All internal party elections and preselection ballots shall be conducted by secret ballot in accordance with these principles.
- S1.1.10 The Returning Officer for any ballot shall declare an area that ensures every person voting is able to do so in secret. The declared area shall provide for separate voting areas that allow people to vote without being observed by others while marking their ballot papers.
- S1.1.11 Only people currently voting, scrutineers or the Returning Officer and their assistants may enter the declared area.
- S1.1.12 Ballot papers may not be removed from the declared area except by the Returning Officer in order to conduct the count.
- S1.1.13 Only the person to whom the ballot paper has been issued, other than in accordance with [S1.1.14](#), shall handle or mark a vote on any ballot paper.
- S1.1.14 A person who is not able to mark a ballot paper themselves may seek assistance from another person of their choosing.
- S1.1.15 A person shall not canvass or attempt to canvass in any way the vote of an elector in the declared area.
- S1.1.16 All candidates for internal Party elections shall be invited, as a matter of course, to address the meeting at which the ballot takes place or at an agreed pre-ballot meeting.
- S1.1.17 Any variation to the procedures set out below must first gain the approval of the State Secretary who will report to the Administrative Committee.
- S1.1.18 In all multiple position ballots within the Party a candidate may nominate for a position based on the gender they genuinely identify as.

S1.2 Annual General Meetings

- S1.2.1 The Annual General Meeting of Local and Direct Branches shall be held in August or September of each year, at a time and place determined by the Local or Direct Branches.

- S1.2.2 Annual Federal Electorate Council Meetings shall be held in November or at another time approved by the State Secretary. Elections for Federal Electorate Councils and Political Delegates to State Executive will occur at the Annual General Meeting.
- S1.2.3 In special circumstances, the State Secretary may give permission for an Annual general Meeting to be held at a time other than that set out in S1.2.1 and S1.2.2.
- S1.2.4 If permission is granted to hold the Annual General Meeting after December 31, current officers and delegates will hold office until the conclusion of the Annual General Meeting.
- S1.2.5 The Annual General Meeting of State Executive will be held in December, unless otherwise determined by the State Executive.
- S1.2.6 To vote at the annual meeting of the Federal Electorate Councils, members must be delegates elected from local branches, and have been a member at Census Date that year.

S1.3 State Returning Officer

- S1.3.1 State Executive shall call nominations for a State Party Returning Officer and two (2) Assistant State Returning Officers, and a ballot will be conducted at State Conference each year.
- S1.3.2 The two (2) Assistant State Returning Officers shall be elected in accordance with the provisions of Schedule 2 of these Rules.
- S1.3.3 The State Returning Officer and Assistant State Returning Officers shall hold office from the close of each Conference until the close of the next State Conference. A State Returning Officer and Assistant State Returning Officer are eligible for re-election.
- S1.3.4 The State Secretary will be the Returning Officer for the election of the State Returning Officer and the Assistant State Returning Officers.
- S1.3.5 The State Returning Officer will be responsible for conducting all ballots of State Conference, State Executive and the combined State Executive/Local Electors ballot for preselection.
- S1.3.6 The two (2) Assistant State Returning Officers shall assist the State Returning Officer as appropriate, and may act as the Returning Officer's proxy when delegated to do so in writing.
- S1.3.7 The State Returning Officer may give assistance to Party members on the conduct of ballots within the Party, and shall assist the State Secretary in training Returning Officers for other Party Units.
- S1.3.8 No person may be appointed a Returning Officer unless he or she has undergone training in accordance with S1.3.8 or the State Secretary otherwise agrees to the appointment.

S1.4 Local or Direct Branches and Federal Electorate Council Returning Officers

- S1.4.1 A Returning Officer will be appointed annually by the State Secretary for each Local or Direct Branches and Federal Electorate Councils (including the Direct Branch Council) on the recommendation of those Party Units, provided that the Returning Officer is not themselves a candidate.
- S1.4.2 These Returning Officers will be responsible for conducting all elections of the Local or Direct Branches or Federal Electorate Councils (including the Direct Branch Council).
- S1.4.3 Returning Officers will present a written report of the ballot at the Party Units next meeting.

S1.5 Returning Officers: General Principles

- S1.5.1 The Returning Officer shall identify and announce to the relevant Party Unit the polling place for each ballot.
- S1.5.2 A Returning Officer may make a ruling that is not inconsistent with the Rules of the Party for the good conduct of an election.
- S1.5.3 Unless it is not possible to do so, such rulings should be discussed with the State Secretary.

S1.6 Nominations

- S1.6.1 Nominations shall be called for all officer and delegate positions no later than the meeting before the Annual General Meeting.
- S1.6.2 Nominations shall be open for at least three (3) weeks.

S1.6.3 Nominations shall close no later than one (1) week prior to the AGM unless, in special circumstances, approval has been given by the State Secretary.

S1.6.4 A timetable for all internal Party elections shall be provided to the State Secretary.

S1.6.5 All nominations shall be in writing and signed by the candidate or by email.

S1.6.6 Only financial members of the Party may nominate.

S1.6.7 All candidates must meet any eligibility requirements of the position for which they nominate.

S1.7 Nominations for Local or Direct Branches and Federal Electorate Councils

S1.7.1 At least two (2) weeks before the close of nominations, the Returning Officer shall ensure that all members eligible to vote receive a written timetable for the opening and closing of nominations, the time and place of the draw for positions, and the time and place of the election.

S1.7.2 Local or Direct Branches shall receive the timetable for Federal Electorate Council elections.

S1.8 Nominations for State Executive

S1.8.1 Notice of the opening and closing dates of nominations, the time and place of the draw for positions, and the time and place of the ballot shall be sent to all Affiliated Unions, Federal Electorate Councils and Local or Direct Branches at least two (1) weeks before the closing date of nominations.

S1.9 Draw for Position on the Ballot Paper

S1.9.1 The Returning Officer will conduct a draw for positions of candidates on the ballot paper.

S1.9.2 Ballot papers shall be prepared following the draw.

S1.9.3 Given names will be included on ballot papers for all internal Party elections.

S1.10 Ballots

S1.10.1 If no nominations or insufficient nominations are received for a vacancy/s, a Party Unit may fill the vacancy/s by resolution or ballot at an Annual General Meeting.

S1.10.2 Ballot papers must be signed by the Returning Officer, or an appointed assistant, prior to their distribution.

S1.10.3 Only members, delegates or proxy delegates who attend the meeting may vote.,

S1.10.4 The Returning Officer shall ensure that all properly credentialed delegates present and wish to vote obtain the ballot paper(s) to which they are entitled.

S1.10.5 All members of the Administrative Committee, except the Leader of the SPLP and the FPLP (WA) representative, may vote in State Executive ballots between the close of nominations and the beginning of the State Executive meeting at which the ballot is held by arrangement with the State Returning Officer.

S1.11 Withdrawal of Nominations

S1.11.1 Other than by resolution of State Executive, nominations for State Executive elections may only be withdrawn up to ninety-six (96) hours after the close of nominations.

S1.11.2 Other than by resolution of other Party Units, nominations for Party Unit elections may be withdrawn up until the publicised time for the commencement of the meeting at which the ballot is held.

S1.11.3 Withdrawal of nominations must be either in writing and signed by the withdrawing candidate or by email.

S1.12 Count

S1.12.1 The count will be conducted as described in Schedule 2, 3 or 4 as soon as practicable after the close of the ballot.

S1.12.2 If the name of a candidate who has withdrawn appears on the ballot paper it will be ignored and the vote will go to the candidate with the next lowest number on the ballot paper.

S1.12.3 At the conclusion of the count, the Returning Officer will declare the successful candidates elected.

S1.13 Count other than at Close of Ballot

S1.13.1 If the count is to be conducted at a different time or place to where the ballot is held, the Returning Officer will:

- a. seal the ballot box(es) in front of witnesses;
- b. advise all candidates of the time and place of the count;
- c. open the sealed ballot box(es) at the time of the count, witnessed by the candidates or their appointed scrutineers, and proceed pursuant to S1.12.1, S1.12.2, and S1.12.3.

S1.13.2 It is the responsibility of the Returning Officer to keep custody of all the ballot papers at all times, except when the papers are being held by an elector. The papers are to be kept for the term of the office being filled.

S1.14 General

S1.14.1 The State Secretary shall maintain a roll for State Executive and assist the Returning officer in the preparation of rolls for other internal Party elections.

S1.14.2 The address recorded with the State Secretary will be deemed to be a member's current address.

S1.15 Disputes

S1.15.1 Any disputes over the procedures or other matter related to an election shall be referred to the State Secretary, who will attempt to conciliate the issues concerned between affected members. If no agreement is reached within 21 days, the State Secretary is to refer the matter to the Disputes and Complaints Committee for resolution. Disputes must be referred to the State Secretary within seven days of the count of the ballot papers by the Returning Officer, or within seven days from when the issues in dispute became known.

S1.16 Casual Vacancy/s

S1.16.1 If a casual vacancy occurs in an office bearer position, or on the Administrative Committee, the vacancy will be filled by the election process used at the Annual General Meeting.

S1.16.2 If a casual vacancy occurs in a delegate position, the vacancy shall be filled using the procedures listed in Schedule 2.

S1.16.3 Any member elected to a casual vacancy holds office for the unexpired portion of the term.

S1.16.4 All officers will be eligible for re-election.

S1.17 Election Procedures for State President

S1.17.1 The State Returning Officer, in consultation with the State Secretary, will establish roles and responsibilities for nominated Party Office staff and Elected Officials to ensure the integrity of the election. These roles and responsibilities are to be communicated to the candidates or their nominated scrutineers.

S1.17.2 Candidates are entitled to appoint a reasonable number of scrutineers to oversee the election process. If no scrutineers are available when required, the State Returning Officer and State Secretary may appoint them on behalf of the candidate.

S1.17.3 On receiving their ballot paper, voters will be sent a publication which contains (in an order determined by lot) statements of up to 500 words from each candidate. The statement will include a photo of the candidate (where submitted). These statements will also be available on the ALP (WA) website.

S1.17.4 The following activities are prohibited:

- a. expending resources on mailouts of campaign material;
- b. paying for advertisements placed in any media;
- c. campaign in the media (including media interviews, articles, press conferences and statements, whether unsolicited or not); and
- d. expending any party or union resources on the campaign.

S1.17.5 Candidates will also be reminded that it is unlawful to use the resources of public office holders (notably MPs and Senators) for the purposes of campaigning for internal Party positions.

S1.17.6 S1.17.5 applies to all Party members and Affiliated Unions from the close of nominations until the close of voting. It will be notified to all voters in the message from the Administrative Committee/SPLP Leader accompanying the candidate's statements.

- S1.17.7 S1.17.5 does not prevent candidates from making media statements or answering media enquires in relation to their parliamentary or other responsibilities, nor from speaking about issues other than the election at public or Party forums that may receive media coverage, provided candidates do not make any comment in relation to the election.
- S1.17.8 S1.17.5 does not prohibit the use of emails for campaigning, provided Party, Union or paid resources, or those of public office holders are not used. Resources include equipment, staff time and data.
- S1.17.9 S1.17.5 does not prohibit Party, Union or MP resources being used to provide information about the election to voters, provided this cannot be seen as campaigning. The provision of information about the election by constituent units, Unions or MPs will not be viewed as campaigning if all candidates are treated equally and, in particular, are given the same, reasonable opportunity to submit any supporting material that is circulated.
- S1.17.10 Enforcement of S1.17.5 shall be the responsibility of the State Returning Officer.
- S1.17.11 The document containing the candidate's statement will be prefaced with a message from the Administrative Committee/SPLP Leader explaining the system and further discouraging campaigning.
- S1.17.12 The availability of online voting will be subject to the approval of the Administrative Committee.

S1.18 National Rule for Committee Appointments

- S1.18.1 In accordance with the National Constitution, any appointments to any committee of the Party that has powers related to governance, legal, finance, risk or audit matters (or other related matters) requires a three-quarters (75%) majority.

SCHEDULE 2: PROCEDURES FOR COUNTING PROPORTIONAL REPRESENTATION BALLOTS

S2.1 Ballot Papers

- S2.1.1 The ballot paper should state the number to be elected and an instruction about how to vote. For example: (n = number to be elected).
- S2.1.2 Number the boxes in the order of your choice from 1 onwards for at least “n” candidates and continue numbering as many of the remaining candidates as you wish.
- S2.1.3 To be formal, a ballot paper must:
- be marked with the numeral 1 for one candidate and no more than one candidate; and
 - have at least n candidates marked, each with a numeral.

S2.2 Principles

- S2.2.1 People are elected in proportion to the number of votes they and/or their group receive.
- S2.2.2 Affirmative Action in favour of women candidates may require the alteration of some procedures.
- S2.2.3 It is a preferential voting system. Once elected or excluded by the count, a candidate cannot receive any more votes from a subsequently distributed parcel of votes and instead the order of preferences is followed to allocate the votes to the next continuing candidate. On the completion of the allocation of each parcel of votes, the progress total is checked to see if any candidate has been elected until all vacancies are filled.

S2.3 Steps of the Count

- S2.3.1 See also Principles, Affirmative Action, Exhausted Votes, Deciding Ties and Exact Quotes.

These rules are written with the use of a standard tally sheet in mind.

- Step 1: sort the ballot papers according to the first preference, record the number for each candidate and set aside all informal votes. It is essential that only valid votes are in the count.
- Step 2: Total up all the valid first preference votes, each of which is attributed a value of 1000 points by the formulae in Step 3.
- Step 3: Calculate the quota to the next highest whole number from:
$$\text{Quota} = \frac{\text{total valid first preference votes} \times 1000}{\text{number of candidates to be elected} + 1}$$
- Step 4: Record as elected, in order from the highest to the lowest vote, all candidates who receive a quota or more. A candidate with zero remains in the count at this stage.
- Step 5: Beginning with the elected candidate who received the highest vote in the first count, transfer the votes received by that candidate to continuing candidates according to the preferences shown. Multiply the votes transferred by their transfer value and record this extra value for each candidate to whom votes were transferred. Add this extra value and record the new progress totals on the tally sheet leaving only a quota as the fixed progress total of the elected candidate.

To calculate the transfer value for each parcel of votes transferred:

Transfer value = total value of all the candidate's votes – quota / number of ballot papers to be transferred,

Or more simply:

Transfer value = surplus / transferrable votes.

Remainders – if there is a fractional remainder after calculating the transfer value for each parcel of votes, the numerator of the fraction must be recorded as a remainder

to maintain the correct overall value at each step on the tally sheet. Record as elected any other candidate who receives a quota or more.

At each step of the count the overall value remains constant. Find and correct any errors. Each parcel of votes received by a candidate is kept separately bundled and in sequence.

Step 6: Repeat the procedure in Step 5 in descending order from highest to lowest vote for all candidates elected in the first count.

Record as elected any other candidate who receives a quota or more after each transfer.

Step 7: After all the votes of the candidates elected in the first count have been transferred, then transfer the votes of the subsequently elected candidate in the same order that these candidates were elected regardless of the size of their surplus.

Note: When a candidate is elected later than in the first count, only the last received parcel of votes which created their surplus carries the transfer value and is transferred. Otherwise the procedure is the same as Steps 5 and 6.

Step 8: When there is no further candidate with a surplus, exclude all candidates with zero and then exclude the candidate with the lowest progress total. All of the excluded candidate's votes are then distributed according to their preferences and without alteration of their values. These votes are distributed one parcel at a time and in the same order in which they were received by the excluded candidate.

Step 9: After each parcel of votes is distributed, record as elected any further candidate who reaches a quota or more and then continue distributing the excluded candidate's votes.

Step 10: At the completion of each exclusion, transfer any new surplus using the procedure in Step 7 before making the next exclusion.

Step 11: Continue to exclude the candidate with the next lowest progress total, repeating Steps 8, 9 and 10 until all vacancies are filled.

Step 12: If there are only two (2) candidates remaining and one vacancy to fill, the candidate is elected who has the highest progress total even though the value may be below the quota. Where the number of candidates remaining is equal to the number of unfilled vacancies, all those remaining candidates are elected even though their progress totals may be below the quota.

S2.4 Affirmative Action

S2.4.1 Women must be given the opportunity of being elected in their own right before Affirmative Action applies.

S2.4.2 If ever the next step in the count would result in the election of more men than is allowed under the Affirmative Action requirement for the election, Steps 4 and 12 must be altered in the following three ways to elect the required number of women and men:

- a. reintroduce to the count, with zero votes, all previously excluded females;
- b. exclude all remaining male candidates including the man who would have been next elected without the Affirmative Action requirement; or
- c. the value of any ballot paper distributed from a male candidate under Affirmative Action alteration (b) will be distributed to the remaining female candidate with the highest preference on that ballot paper.

S2.5 Exhausted Votes

S2.5.1 When a vote cannot be transferred because it does not show a preference for any candidate left in the count, it is recorded as exhausted.

S2.5.2 When transferring the votes of an elected candidate the transfer value is calculated and applied only to the votes that are transferable and exhausted votes are usually recorded at zero value.

S2.5.3 When distributing the votes of an excluded candidate an exhausted vote is recorded separately along with its unaltered value.

S2.5.4 Votes cannot increase in value. If a transfer value is calculated which attributes to a vote a higher value than when it was received by a candidate, the calculation is ignored and the votes are transferred without alteration of the value at which they were received. In this rare case, the exhausted votes carry any missing value.

S2.6 Deciding Equalities

S2.6.1 If two (2) or more candidates have an equal progress total and one (1) must be selected for transfer or exclusion, select the one (1) by looking back through the count to the latest stage where they were not equal. If the equality has always existed, select by chance the one to transfer or exclude.

S2.7 Exact Quota

S2.7.1 If any candidate is elected with an exact quota and no surplus this candidate's papers are set aside since they will not be required again in this count.

S2.8 Ballot Papers Kept to Fill a Vacancy by Recount

S2.8.1 Candidates who unsuccessfully contested the original election and who remain eligible may nominate to fill a vacancy.

S2.8.2 The original count including all candidates is repeated up to the stage where the vacating member was elected to isolate and calculate the total value of all the ballot papers received by that person at that stage. Ballot papers received by a vacating member include first votes and/or votes received from transfers and exclusions. If the vacating member was originally elected under Step 12, the last exclusion is performed according to Steps 8 and 9 until the parcel of votes that would have enabled the vacating member to equal or exceed the quota is distributed even though this was not necessary in the original count.

S2.8.3 Ballot papers received by the vacating member are then transferred one parcel at a time, in the same order in which they were received and without alteration of their value to the candidates who have nominated for the recount.

S2.8.4 A preference on a ballot paper marked for the vacating member, an elected member or a person who did not nominate for the recount is to be ignored and the sequence of preferences followed to transfer the vote to the next continuing candidate.

S2.8.5 The candidate is elected who receives more than half of the value of the votes. If no candidate is elected at first, repeat Step 8 until a result is achieved.

S2.9 Computer Assistance

S2.9.1 Where a computer is used to count a ballot under these Procedures, the system shall be approved by the Administrative Committee.

SCHEDULE 3: PROCEDURES FOR COUNTING BALLOTS UNDER THE OPTIONAL PREFERENTIAL SYSTEM

S3.1.1 Where only one vacancy is filled:

- a. check that all ballot papers are formal - to cast a formal vote in such a ballot the voter need only indicate a first preference. This may be done by inserting a numeral 1, an X or of intent in the appropriate square.
- b. check first preference votes – the formal votes should be allocated between accordance with the first preference of the voter.
- c. if one of the candidates has more than half the total number of formal votes majority, then that candidate should be declared elected.
- d. if none of the candidates has an absolute majority then the candidate with the fewest primary votes is eliminated and the preferences of those voters who cast primary votes for that candidate are distributed amongst the remaining candidates.
- e. where a voter who cast a primary vote for the eliminated candidate has not cast a preference for any of the remaining candidates then that vote is exhausted and the number reduced by one (or in a preselection ballot, by the value of the vote if that vote if that vote is less than 1).
- f. if none of the remaining candidates has an absolute majority of the formal votes remaining in the ballot, the candidate with the lowest number of votes after the distribution of those voters whose primary or preferential vote has been recorded for that candidate should be distributed amongst the remaining candidates.
- g. the process as outlined above should be repeated until one candidate gains majority.

S3.1.2 Women must be given the opportunity of being elected in their own right before Affirmative Action applies.

S3.1.3 If ever the next step in the count would result in the election of more men is allowed under the Affirmative Action requirement for the election, then S3.1.1(d) and (f) must be altered in the following three ways to elect the required number of women:

- a. reintroduce to the count, with zero votes, all previously excluded female candidates;
- b. exclude all remaining male candidates including the man who would have been next elected without the Affirmative Action requirement; and
- c. the value of any ballot paper distributed from a male candidate under Affirmative Action alteration (b) will be distributed to the remaining female or male candidate with the highest preference on that ballot paper.

SCHEDULE 4: PROCEDURES FOR FILLING EXTRAORDINARY VACANCIES

S4.1.1 The Administrative Committee shall have the power to fill an extraordinary vacancy by motion or to determine the method of filling extraordinary vacancies, subject to other provisions in these Rules.

SCHEDULE 5: ELECTION OF SPLP LEADER

S5.1 Interpretation

S5.1.1 For the purpose of this Appendix, “Eligible Party Members” shall have the same meaning as Local Electors as per the Glossary to these Rules, and also as if the words “in the electorate for which the Parliamentary Candidate is being preselected” were replaced with “in Western Australia, excluding SPLP Members.”

S5.1.2 “SPLP Members” means a member of the State Parliamentary Labor Party in accordance with these Rules.

S5.2 Election of SPLP Leader required

S5.2.1 An election for the SPLP Leader shall be held:

- a. following the first Caucus meeting after the formation of government other than by Labor after a State Election;\
- b. upon the resignation, death, expulsion or other vacancy in the office of the SPLP Leader;
- c. at the request of the SPLP Leader;
- d. where at least 50 per cent of the members of the SPLP sign a petition requesting that an election for SPLP Leader be held.

S5.3 Process of Election

S5.3.1 The process for the election of the SPLP Leaders shall be as set out in this [Schedule 5](#).

S5.3.2 Where:

- a. a vacancy in the office of the SPLP Leader arises after the earlier of the dissolution of the Legislative Assembly for a general election or 1 November last preceding the expiry of the Legislative Assembly;
- b. the State Election has not yet been held; and
- c. the vacancy does not arise as a result of at least 50 per cent of members of the SPLP signing a petition requesting that an election for SPLP Leader be held.

The SPLP shall elect the SPLP Leader on its own and in accordance with its own Rules.

S5.4 Nomination for Election

S5.4.1 The SPLP Returning Officer shall call for nominations for SPLP Leader when a new election of the SPLP Leader is required under this [Schedule 5](#).

S5.4.2 Nominations shall close at 5:00pm AWST on the day, 3 days after the opening of nominations.

S5.4.3 A nomination is valid where;

- a. it is in writing;
- b. the nominee is a SPLP member; and
- c. it is made by at least 20% of the SPLP Members; and
- d. it is received before the close of nominations.

S5.4.4 Upon receipt of a nomination, the SPLP Returning Officer shall determine whether the nomination is valid and publicly announce that the nomination has been accepted.

S5.5 Conduct of the SPLP Leadership Election

S5.5.1 Where WA Labor has not formed government in the Parliament of Western Australia, if at the close of nominations there is more than one (1) valid nomination, a ballot shall be conducted of:

- a. Eligible Party Members; and
- b. SPLP Members.

- S5.5.2 Where WA Labor has formed government in the Parliament of Western Australia, if at the close of nominations there is more than one (1) valid nomination, a ballot shall be conducted of SPLP Members.
- S5.5.3 The State Returning Officer, in consultation with the SPLP Returning Officer, shall determine the timetable for the election in accordance with the following timeline:
- the roll of Eligible Party Members entitled to vote in the election shall close at the opening of nominations;
 - the ballot of Eligible Party Members will open with the distribution of ballots to Eligible Party Members, no later than 9 days after the close of nominations;\
 - the ballot shall close twenty-one (21) days after the date fixed for the opening of the ballot;
 - SPLP Members shall cast their votes at the meeting of the SPLP convened for that purpose as soon as practicable after the close of ballot of Eligible Party Members; and
 - the ballot shall be declared no later than 5:00pm AWST on the 30th day following the opening of nominations.
- S5.5.4 The ballot of Eligible Party Members is to be conducted in person and by postal ballot.
- S5.5.5 The State Returning Officer shall be responsible for the conduct of the ballot of Eligible Party Members.
- S5.5.6 For the postal ballot, all Eligible Party Members will be posted a ballot paper in a reply paid envelope:
- Eligible Party Members will be required to sign a declaration when returning the ballot, mirroring the process used by the AEC in the conduct of Union elections;
 - if a returned ballot envelope is challenged, the State Returning Officer will request from the State Secretary, who must provide a copy of a signature from the eligible Party member's application or renewal. If such sample is not available, the State Returning Officer may request the eligible Party member to provide an official sample (for example, from a driver's licence); and
 - random checks of signatures may also be conducted.
- S5.5.7 At the same time as being sent a postal ballot of notice to vote in person, each eligible Party member will also be sent a publication containing a photo of each candidate and a statement of up to 1,000 words from each candidate, in the order those candidates appear on the ballot (which shall be determined by lot). Such statements and photos will also be available on the WA Labor website.
- S5.5.8 Other than as prescribed in this Appendix, Schedule 1 shall apply to the election of Eligible Party Members.
- S5.5.9 The ballot of SPLP Members must be secret, and shall otherwise be in accordance with the rules of the SPLP.

S5.6 Campaigning

- S5.6.1 Before the ballot opens, subject to providing an undertaking that such information will only be used for the purposes of the election, each candidate will be provided with a copy of the roll of Eligible Party Members, including their:
- name;
 - postal address;
 - all telephone numbers; and
 - email address, as held by WA Labor.
- S5.6.2 All candidates will be required to address at least one (1) forum of Eligible Party Members to be organised by the State Secretary and to be held between the opening and closing of ballots, which shall also be open to all Party members.
- S5.6.3 Each candidate may sent no more than two (2) State-wide postal mail outs to Eligible Party Members.
- S5.6.4 No person (candidates, Party members, or anyone else), Union or entity may use any paid advertising in print, TV, radio, outdoors, or internet, or paid canvassing, in relation to the election. Bulk SMS and email distribution services are allowed.
- S5.6.5 Candidates will be required to conduct all financial transactions in relation to the election through WA Labor accounts established for this purpose.

S5.7 Counting the Ballots

- S5.7.1 Following the close of the ballot of Eligible Party Members, the State Returning Officer shall confirm the eligibility of all ballots received and provide them to the SPLP Returning Officer sealed and uncounted.
- S5.7.2 Following the casting of votes by SPLP Members, the SPLP Returning Officer shall separately count the votes of Eligible Party Members and SPLP Members and determine the percentage of:
- a. Eligible Party Members' votes received for each candidate; and
 - b. SPLP member votes for each candidate.
- S5.7.3 For each candidate, divide the percentage of their vote from each of the Eligible Party Members and SPLP Members by two and then total those halved percentages.
- S5.7.4 If a candidate has received more than 50% of the combined vote, declare that candidate elected as SPLP Leader.
- S5.7.5 If there are more than two (2) candidates and no candidate has received more than 50% of the combined votes, the candidate that received the lowest total percentage of the votes shall be eliminated and his or her preferences allocated to the remaining candidates, whereupon the process shall be followed again for the remaining candidates.

S5.8 Interim SPLP Leader

- S5.8.1 Where an election for the SPLP Leader is required due to WA Labor not forming office after a State Election, or any other vacancy in the position of SPLP Leader, the Deputy SPLP Leader shall be the Interim SPLP Leader.
- S5.8.2 Where the Deputy SPLP Leader is a candidate for the SPLP leadership election, then SPLP must elect an Interim SPLP Leader in accordance with its own rules.

APPENDIX 1: STANDING ORDERS

A1.1 Meeting Times

A1.2 State Conference

A1.2.1 State Conference opening time and duration will be set by State Executive.

A1.3 State Executive, Federal Electorate Councils and Local or Direct Branches

A1.3.1 State Executive meetings and meetings of a Federal Electorate Council (including the Direct Branch Council) will commence at a time determined by the State Secretary. A Local or Direct Branch will decide the opening time of its meeting.

A1.3.2 The duration of meetings will be up to two (2) hours. An extension of time may be granted by way of motion, providing the motion is presented before the meeting would otherwise conclude.

A1.3.3 The times, dates and contact details for all branch meetings will be available in the Members Section of the WA Labor website.

A1.4 Chair

A1.4.1 The President, where possible, will chair all meetings.

A1.4.2 In the absence of the President, the most senior officer present will take the Chair. If no officers are present, the meeting shall elect one (1) of its members to take the Chair. The Chair retains any pre-existing voting rights.

A1.5 Quorum

A1.5.1 At State Conference, a quorum will be sixty-five (65) credentialled delegates.

A1.5.2 At State Executive, a quorum will be forty-five (45) credentialled delegates.

A1.5.3 Unless otherwise specified in these Rules, at all other Party meetings a quorum will be at least 10 per cent of the financial membership of the meeting or six (6) members, whichever is the greater.

A1.6 Order of Business

A1.6.1 The order of business at Party meetings, unless otherwise determined is set out below.

A1.7 State Conference

A1.7.1 From the agenda before it, State Conference will decide, on motion or amendment, the order of business.

A1.8 State Executive

A1.8.1 The order of business will be:

- a. acceptance of credentials;
- b. confirmation of minutes;
- c. consideration of the agenda, based on the Administrative Committee's recommendations;
- d. urgent General Business which shall be heard by within ninety (90) minutes of the meeting commencing, or at the completion of the agenda, whichever is earlier; and
- e. questions which shall be directed to the President or State Secretary for a period of no more than ten (10) minutes.

A1.9 Local or Direct Branches

A1.9.1 The order of business must include:

- a. confirmation of minutes;
- b. business arising from the minutes of the previous meeting;
- c. correspondence; and
- d. new member applications.

Branches may also wish to include:

- a. reports from members, party units, individuals and guest speakers;
- b. discussion around matters of policy;
- c. discussion around campaigns and campaigning activities;
- d. general business; and
- e. reception of motions on notice.

A1.9.2 Items received by Local or Direct Branches are deemed to be moved and seconded. However, if any member wishes to move or second the motion they will be entitled to speak in support of it.

A1.10 Special Meetings

A1.10.1 Special meetings of State Executive and Local or Direct Branches shall consider only those matter(s) listed on the notice of meeting.

A1.11 Debate

A1.11.1 No discussion will be allowed except on a motion or amendment that is moved and seconded.

A1.12 State Executive

A1.12.1 Recommendations by the Administrative Committee presented on the agenda of State Executive will be accepted as a motion and will be adopted if there is no opposition. The State Secretary or nominated member of the Administrative Committee will be deemed the mover of the recommendation.

A1.13 General

A1.13.1 The Chair may permit questions if they seek clarification which will assist the debate.

A1.13.2 Reports providing information for the meeting are not required to conform to the time limits provided for moving motions and amendments. The Chair may allow questions on these reports.

A1.13.3 Non-voting delegates may speak, move and second motions and amendments.

A1.13.4 Members wanting to propose a motion or amendment or to discuss a matter under consideration must rise and address their remarks to the Chair. No member will address the meeting unless called by the Chair.

A1.14 Order of Speakers and Speakers Time Limits

A1.14.1 The mover of the motion will have seven (7) minutes to move and argue in support of the motion. The mover will also have five (5) minutes to reply.

A1.14.2 The seconder of the motion and all other speakers will be limited to five (5) minutes. The seconder can only speak in support at the time the motion is seconded.

A1.14.3 The meeting on motion, without debate, may extend the time of any speaker.

A1.14.4 The extension of the time must not exceed five (5) minutes.

A1.14.5 In the same way the meeting may agree to further extensions.

A1.14.6 The Chair will indicate one (1) minute before each speaker's time expires. Motions for extension may be made at that time but no later.

A1.14.7 If, after a motion has been moved and seconded, no-one rises to oppose or to move an amendment, the Chair will put the motion to a vote of the meeting.

A1.14.8 No member may speak more than once on any question before the Chair, except to give personal explanation or with the consent of a majority of members present at the meeting.

A1.14.9 Not more than two (2) delegates in succession may speak for or against any question (the mover and seconder of any amendment will be deemed to be neither for nor against the motion to which the amendment relates for the purpose of applying this Rule).

A1.15 Determination of Questions

A1.15.1 All votes will be taken in the following way:

- a. the Chair will call on those who support the questions to say 'aye' and those opposed to say 'no'. The Chair will then declare the question carried or lost;

- b. any member not satisfied with the Chair's decision may, by standing in their place, call for a show of hands. If supported by at least three (3) other members standing in their places, the Chair must call on those in support of the motion to raise their right hands and then call on those opposed to do the same. The Chair must appoint two (2) tellers to take the count and they will be representatives of the opposing views. When the tellers are agreed on their count, the Chair will declare the result by giving the figures for an against; and
- c. when any question voted on by the meeting results in equal numbers for and against, the Chair must declare the question lost.

A1.16 Questions be "Put/Adjourned"

- A1.16.1 If at least two (2) speakers have spoken for and two (2) against the original motion during the debate on any question, a member can move that the question be now put or that the question be adjourned. Members who have spoken on the original debate cannot move such a motion. Only time may be amended on an adjournment motion.
- A1.16.2 If the meeting agrees that the question be now put the mover of the original motion must be given the right of reply.
- A1.16.3 These motions will be put without debate except where the motion would also defer or refer the motion to another body. In that case the mover of the adjournment motion, the mover of any amendments and the mover of the substantive motion will have the right to speak. If the mover of the substantive motion exercises this right, the right of reply will be said to have been exercised.
- A1.16.4 Agreement from the meeting that the question be now put means not only the question in the motion, but that in any amendment.

A1.17 Amendments

- A1.17.1 A member may move an amendment at any time during the debate. All amendments must be seconded.
- A1.17.2 Motions may be amended by adding or deleting words, or by deleting words and inserting others as long as the effect of the proposed amendment does not establish a direct negative of the question in the motion.
- A1.17.3 Any number of amendments may be proposed and discussed simultaneously with the original motion.
- A1.17.4 At the close of debate amendments must be put in the order they have been moved.
- A1.17.5 Where an amendment is carried and alters the substantive motion so that a later amendment then becomes a direct negative of the amended motion, the later amendment must lapse.

A1.18 Disagreement with Rulings

- A1.18.1 A ruling from the Presiding Officer may be challenged by motion calling on the meeting to disagree with it. If the motion is seconded the Chair will be vacated and filled according to these Standing Orders.
- A1.18.2 The procedure to determine the motion must be:
 - a. the mover and seconder of the motion will each be given five (5) minutes to support the motion;
 - b. only one (1) other speaker will be permitted to oppose the motion with a time limit of five (5) minutes;
 - c. the Presiding Officer who gave the disputed ruling will be given five (5) minutes to defend it; and
 - d. the Acting Chair will then put the question and when it has been decided, the Presiding Officer will resume the Chair.
- A1.18.3 The ruling of a Chair is final unless immediately challenged in accordance with these Standing Orders.

A1.19 Reconsideration

- A1.19.1 Motions calling for reconsideration of a previous decision of the Party Unit must be carried by a three-fourths (75%) majority of members present.

A1.19.2 If the reconsideration motion is received at a later meeting, all members and organisations entitled to representation at the meeting must be given notice before the motion is processed (with this Rule not applying to State Conference).

A1.20 Motions of Censure

A1.20.1 A motion which seeks to censure a member of the Party must not be considered until that member has been given advance knowledge of the proposed motion.

A1.21 New and Urgent Business

A1.21.1 State Conference, on motion must agree that any questions not on the agenda is urgent before it is discussed.

A1.21.2 Questions presented as urgent must relate to matters which were not known prior to the closing date for agenda items.

A1.21.3 For State Executive, any items intended to be raised as matters of urgent or general business will be submitted to the Chair in writing prior to the commencement of the meeting.

A1.21.4 The Chair will consider urgent or general business items that are timely and relevant, and that:

- a. could not have been included on the agenda in the normal way; or
- b. which relate to issues requiring immediate consideration.

A1.21.5 The Chair will invite the mover of the item to speak to the urgent or general business item in accordance with any relevant time allocations in these Standing Orders. Debate on the item will be limited to 30 minutes unless an extension of time is approved by a majority of the meeting.

A1.21.6 The Chair, on their own motion or on a majority of the meeting, may declare debate on urgent or general business items closed to the media.

APPENDIX 2: POSTAL VOTING PROCEDURES

A2.1.1 Only where the Administrative Committee has approved a postal vote for Federal Electorate Councils, the following will apply.

A2.1.2 As soon as is practicable, after the close of nominations, the Returning Officer must:

- a. prepare a declaration form including the relevant election date and close of voting date;
- b. post to each eligible member the declaration form and initialled ballot paper or ballot papers if more than one election is being held;
- c. provide clear instruction to members about how to vote, when postal ballots must be returned, the time and place the votes will be counted; and
- d. provide an addressed, replay paid envelope to each member for the return of voting papers.

A2.1.3 Where a member satisfies the Returning Officer that the postal voting papers have not been delivered or have been lost or destroyed, the Returning Officer will issue another set to the member and mark the roll to record this action.

A2.1.4 On receiving postal voting papers, a member will:

- a. mark the ballot paper;
- b. seal the ballot paper in the ballot paper envelope;
- c. fill in the declaration form and sign it; and
- d. post or deliver the addressed and replied paid envelope to arrive before the closing time set for the return of postal voting papers.

A2.1.5 On receiving a declaration and ballot paper envelope from a member, the Returning Officer must record the date and time of the roll.

A2.1.5 A postal vote will not be accepted unless the declaration form shows the date, signature and address of the member.

A2.1.6 Postal votes received after the closing time will not be accepted.

A2.1.7 After forming the opinion that a vote will be accepted, the Returning Officer must:

- a. rule off the member's name on the roll;
- b. at the commencement of the count, the Returning Officer will open the ballot paper envelopes, separate the declaration from the ballot paper envelope; and
- c. proceed to count the ballot.

APPENDIX 3: MEMBERSHIP FORMS

A3.1 New Membership and Renewal of Membership Form

A3.1.1 The Application for Membership form must include at least the following information:

- a. full name of the applicant;
- b. current residential address of the applicant (post office boxes are not acceptable);
- c. this statement:
“I make application to become a member of the Australian Labor Party (WA Branch) and I declare that I am not a member of any other political party, and that I will abide by the Rules of the Party;
- d. the signature of the applicant;
- e. provision for a date of birth;
- f. employment status; and
- g. gender indication.

A3.2 Request for Transfer Form

A3.2.1A Request for Transfer Form must include at least the following information:

- a. full name of the member seeking to transfer;
- b. the member’s current residential address;
- c. the member’s current Local or Direct Branch;
- d. the Local or Direct Branch to which the member seeks to transfer;
- e. this statement:
“As President/Secretary of the Local/Direct Branch to which the member named seeks to transfer, I acknowledge that I have been made aware of their intention to transfer” together with the signature of the President or Secretary of the Local or Direct Branch to which the member seeks to transfer (this statement may be submitted separately);
- f. the signature of the member seeking to transfer; and
- g. the date that the member signed the form.

APPENDIX 4: PARLIAMENTARY CANDIDATE'S PLEDGE

A4.1 State Parliamentary Candidate's Pledge

A4.1.1 I, the undersigned being a candidate seeking endorsement to represent the Australian Labor Party agree to the following.

If I am not endorsed, I will not in any way oppose the candidate selected by the Party, except as provided for in the Rules.

That if selected I will:

- a. *not withdraw from the election contest without the prior approval of State Executive;*
- b. *be bound by the National and State Objectives, Platforms and Rules of the Australian Labor Party, and by any decisions of National Conference, State Conference, State Executive and the Administrative Committee;*
- c. *obey the directions of the State Secretary and the State Campaign Director in campaigning for the office that I have been preselected to; and*
- d. *only receive and spend money for campaigning purposes according to the Rules of the Party and the requirements of law.*

If elected to Parliamentary office I will, in addition to the above:

- a. *remain a financial member of the Australian Labor Party;*
- b. *on all occasions do my utmost to uphold the Party's Objects and Platforms; attend all Caucus meetings and other Parliamentary Party meetings;*
- c. *on all questions before Parliament, vote as a majority of the Parliamentary Labor Party may decide at a properly constituted Caucus meeting;*
- d. *unless required by law to resign, only resign from the office to which I have been elected with the consent of the State Executive or Administrative Committee;*
- e. *only incur expenditure on the Party's behalf if the Administrative Committee authorises that expenditure;*
- f. *while my first responsibility is to the electorate, I will carry out all organising campaigning and other duties the Administrative Committee assigns to me. I will act as the State Secretary and the State Campaign Director direct me in carrying out my duties;*
- g. *I will represent the Party, involve myself in the Party's affairs and pursue and act in its interests at all time; and*
- a. *I will not involve myself in the internal affairs of any Union affiliated to the Party if I am not a financial member of that Union.*

I understand and accept that if I act in a manner contrary to this Pledge, I will be personally liable for a proportion of the costs incurred by the Party at the State Election in which I was last elected.

I accept that the Administrative Committee will decide the amount which I will be liable to pay to the Party in respect of this undertaking.

Signature: (name of candidate) (date)

Signature of State Secretary: (date)

On behalf of the Australian Labor Party

A4.2 Federal Parliamentary Candidate's Pledge

A4.2.1 I, the undersigned being a candidate seeking endorsement to represent the Australian Labor Party agree to the following.

If I am not endorsed, I will not in any way oppose the candidate selected by the Party, except as provided for in the Rules.

That if selected I will:

- a. *not withdraw from the election contest without the prior approval of State Executive;*

- b. be bound by the National Objectives, Platform and Rules of the Australian Labor Party, and by any decisions of National Conference;
- c. accept the lawful directions of the State Secretary and State Campaign Director in campaigning for the office that I have been preselected to; and
- d. to my own knowledge, only receive and spend money for campaigning purposes according to the Rules of the Party and the requirements of law.

If elected to Parliamentary office I will, in addition to the above:

- a. remain a financial member of the Australian Labor Party;
- b. on all occasions do my utmost to uphold the Party's Objectives and Platforms;
- c. attend all Federal Caucus meetings and other Parliamentary Party meetings;
- d. on all questions before the Parliament, vote as a majority of the Parliamentary Labor Party may decide at a properly constituted caucus meeting;
- e. unless required by law to resign, only resign from the office to which I have been elected with the consent of the State Executive or Administrative Committee;
- f. only incur expenditure on the Party's behalf if the Administrative Committee authorises that expenditure;
- g. while my first responsibility is to the electorate, I will carry out all organising campaigning and other duties the Administrative Committee lawfully assigns to me;
- h. I will represent the Party, involve myself in the Party's affairs and pursue and act in its interests at all times;
- i. I will not involve myself in the internal affairs of any Union affiliated to the Party if I am not a financial member of that Union.

I understand and accept that if I act in a manner contrary to this Pledge, I will be personally liable for a proportion of the costs incurred by the Party at the Federal Election in which I was last elected.

I accept that the Administrative Committee will decide the amount which I will be liable to pay to the Party in respect of this undertaking.

Signature: (name of candidate) (date)

Signature of State Secretary: (date)

On behalf of the Australian Labor Party

APPENDIX 5: UNION AUDIT CERTIFICATION

A5.1 Audit Certificate

A5.1.1 To the Union [please check]

Scope

We have audited the attached statistical return of the union membership numbers of (insert union name) as at (XX month year).

The President and Secretary of (insert union name) are responsible for the statistical return.

We have conducted an independent audit of the statistical return in order to express an opinion on it to the (insert union name) for the purposes of the Australian Labor Party's reporting requirements for the Unions annual affiliation to the Party.

The statistical return has been prepared pursuant to the Rules established by the Australian Labor Party for the purpose of determining that the Union's proposed affiliation to the Party is less than or equal to its full audited membership ascertained under this audit.

We disclaim any assumption of responsibility for any reliance on this statistical return or the statement by the President and Secretary of (insert union name) to which it relates, to any party other than (insert union name) and the Australian Labor Party or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Accounting Standards.

Our procedures included in examination, on a test basis, of evidence supporting the information included in the statistical return.

The procedures have been undertaken to form an opinion whether, in all material respects, the statistical return is presented accurately in accordance with the Rules of the Australian Labor Party.

A5.2 Audit Opinion

A5.2.1 In our opinion, the statistical return presents accurately the union membership numbers as required by the Australian Labor Party in accordance with the Rules of the Australian Labor Party as at:

Date:

Firm:

Address:

Partner:

APPENDIX 6: RECEIPTS

A6.1 Receipts

A6.1.1 All receipts issued by the Party must include at least the following information:

- a. a receipt number;
- b. the date of receipt;
- c. the full name of the person or organisation for whom money was received, and their address for amounts of \$100.00;
- d. the sum of the money received;
- e. the words Australian Labor Party WA Branch;
- f. the name of the Party Unit; and
- g. the signature of the person providing the receipt.

APPENDIX 7: PROOF OF RESIDENCY

A7.1 Acceptable documentation includes:

- a. current Australian or New Zealand driver's licence or learner's permit;
- b. passport;
- c. electricity, telephone or gas accounts;
- d. WA Local Government Council/Shire or Water Rates;
- e. bank statements;
- f. recent official correspondence from a WA State Government or Local Government agency;
- g. confirmation, on letterhead, from Centrelink of the member's residential address;
- h. current WA issued Working with Children Check card;
- i. Centrelink Card showing the member's name and WA address;
- j. pay slips from a WA-based employer showing the member's name, pay period dates and addresses;
- k. rent/tenancy agreement for a WA property signed by the member and the owner of the property;
- l. school reports showing the member's name, address and attendance record;
- m. medical records issued by a WA-based medical centre or health care nurse showing the member's name and address;
- n. proof of the lodgement of the member's Permanent Resident Status Visa application showing WA address; or
- o. the following documents:
 - one (1) item from the non-photographic documents listed above, and one (1) from the following list (a total of two items):
 - i. a notice from the Commonwealth/State or Territory issued to you, clearly showing your full name and residential address;
 - ii. a utilities notice from local government body or utility provider, clearly showing your full name and residential address; or
 - iii. your overseas driver's licence.

