

Caretaker Policy

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Type:	Council Policy
Responsibility:	Director Corporate Services
Responsible Officer (s):	Manager Governance & Administration
Initial Adopted Date:	Council 27 April 2010
Last Review Date:	26 May 2022
Next Review Date:	May 2026
Legislation:	<i>Local Government (Elections) Act 1999</i> <i>Local Government Act 1999</i> <i>Local Government (Elections) Regulations 2010</i>
Related Documents:	Code of Conduct for Council Members Code of Conduct for Council Employees

1 Purpose

This policy implements the statutory caretaker period requirements under section 91A of the *Local Government (Elections) Act 1999* (SA).

2 Definitions

In this Policy:

- **Chief Executive Officer** means the appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.
- **Council staff** means any person that is employed full-time, part-time or casually by the Council who receives remuneration for their work.
- **Council Member** means an elected member of the City of Prospect.
- **election period** means the period commencing on the day of the close of nominations for a general election and expiring at the conclusion of the general election.
- **Elections Act** means the *Local Government (Elections) Act 1999*.
- **designated decision** means a decision:
 - relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and wilful misconduct;
 - to terminate the appointment of the Chief Executive Officer;
 - to enter into a contract, arrangement or understanding (other than a contract for road construction, road maintenance or drainage works) the total value of which exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:

- relates to the carrying out of works in response to an emergency or disaster within the meaning of the Emergency Management Act 2004 (SA), or under section 298 of the Local Government Act 1999 (SA);
- is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;
- relates to the employment of a particular Council employee (other than the Chief Executive Officer);
- is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
- relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council;
- **general election** means a general election of council members held:
 - (a) under section 5 of the *Local Government (Elections) Act*; or
 - (b) pursuant to a proclamation or notice under the *Local Government Act 1999*.
- **Minister** means the Minister for Local Government or other minister of the South Australian government vested with responsibility for the Local Government (Elections) Act.

3 Scope

- 3.1 This policy applies throughout the election period for a general election. For the purposes of the Local Government Elections of November 2022, the policy commences on 6 September 2022 and ends at the conclusion of the election, when results have been declared.
- 3.2 This policy applies to:
- 3.2.1 The Council; and
 - 3.2.2 Council employees.
- 3.3 This policy is to be taken to form part of the Code of Conduct for Council Employees gazetted for the purpose of section 110 of the *Local Government Act 1999*.

4 Policy

- 4.1 **Designated decision prohibited**
- 4.1.1 The Council is prohibited from making a designated decision during an election period.
- 4.1.2 A decision of the Council includes a decision of;
- (a) A committee of Council; and
 - (b) A delegate of Council.

4.1.3 Consequence of contravening this policy:

- (a) A designated decision made by Council during an election period is invalid, except where an exemption has been granted by the Minister.
- (b) Any person who suffers loss or damage as a result of acting in good faith on a designated decision made by the Council in contravention of this policy is entitled to compensation from the Council for that loss or damage.

4.2 Prohibition on the use of council resources

4.2.1 Council resources must not be used for the advantage of a particular candidate or group of candidates.

4.2.2 For clarity, neither the Local Government (Elections) Act 1999 nor this Caretaker Policy prohibits a council providing resources to all members of the public, which incidentally includes all candidates for election.

4.2.3 The following resources must not be used for the advantage of a particular candidate or group of candidates and may only be used by council members, where necessary, in the performance of their ordinary duties as a council member;

- (a) Mobile phones,
- (b) Council Vehicles
- (c) Landline phones, computers and other office equipment beyond that provided to members of the public (eg Library)
- (d) Council business cards
- (e) Requests to council employees to perform tasks which would confer and advantage on a candidate or group of candidates
- (f) The ability to issue invitations to council events
- (g) Council travel arrangements
- (h) Access to areas that members of the public can not access
- (i) Council's produced promotional brochures and documents.

4.3 Application for exemption

4.3.1 If the Council considers that it is faced with extraordinary circumstances which require the making of a designated decision during an election period, the Council may apply in writing to the Minister for an exemption to enable the making of a designated decision that would otherwise be invalid under section 91A of the *Local Government (Elections) Act* and this policy.

4.3.2 If the Minister grants an exemption to enable the making of a designated decision that would otherwise be invalid under section 91A of the Local Government (Elections) Act and this policy, then the Council and Council staff will comply with any conditions or limitations that the Minister imposes on the exemption.

4.3.3 Exemptions to 'Designated Decisions' in accordance with the regulations:

- (a) relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004* (SA), or under section 298 of the *Local Government Act 1999* (SA);
- (b) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;
- (c) relates to the employment of a particular Council employee (other than the Chief Executive Officer);
- (d) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
- (e) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council; or

5 Treatment of Other significant decisions

5.1 So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling significant decisions (including major policy decisions) for consideration during an 'election period' and ensure that such decisions:

- 5.1.1 are considered by Council prior to the 'election period'; or
- 5.1.2 are scheduled for determination by the incoming Council.

5.2 A 'significant decision' is any major policy or other decision which will significantly affect the Council area or community or will bind the incoming Council.

5.3 A 'major policy' decision includes any decision (not being a designated decision):

- 5.3.1 to spend unbudgeted monies;
- 5.3.2 to conduct unplanned public consultation;
- 5.3.3 to endorse a new policy;
- 5.3.4 to dispose of Council land;
- 5.3.5 to progress any matter which has been identified as an election issue; and
- 5.3.6 any other issue that is considered a major policy decision by the Chief Executive Officer.

- 5.4 The determination as to whether or not any decision is significant will be made by the Chief Executive Officer, after consultation with the Mayor.
- 5.5 Where the Chief Executive Officer has determined that a decision is significant, but circumstances arise that require the decision to be made during the election period, the Chief Executive Officer will report this to the Council.
- 5.6 The aim of the Chief Executive Officer's report is to assist Council Members assess whether the decision should be deferred for consideration by the incoming Council.
- 5.7 The Chief Executive Officer's report to Council will address the following issues (where relevant):
- 5.7.1 why the matter is considered 'significant';
 - 5.7.2 why the matter is considered urgent;
 - 5.7.3 what are the financial and other consequences of postponing the matter until after the election, both on the current Council and the incoming Council;
 - 5.7.4 whether deciding the matter will significantly limit options for the incoming Council;
 - 5.7.5 whether the matter requires the expenditure of unbudgeted funds;
 - 5.7.6 whether the matter is the completion of an activity already commenced and previously endorsed by Council;
 - 5.7.7 whether the matter requires community engagement;
 - 5.7.8 any relevant statutory obligations or timeframes; and
 - 5.7.9 whether dealing with the matter in the election period is in the best interests of the Council area and community.
- 5.8 Council will consider the Chief Executive Officer's report and determine whether or not to make the decision.

6 Review

- 6.1 The Policy will be reviewed once per Council term or as required by legislation.
- 6.2 At its meeting of the 24 May 2022, the Council authorised the CEO to make minor updates to this Policy Document that do not change Council's intent.

7 Access to the Policy

The Policy will be available for inspection at Council's principal office during business hours and on the Council's website www.prospect.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's schedule of fees and charges.

8 Further Information

- 8.1 For further information about this policy please contact:

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