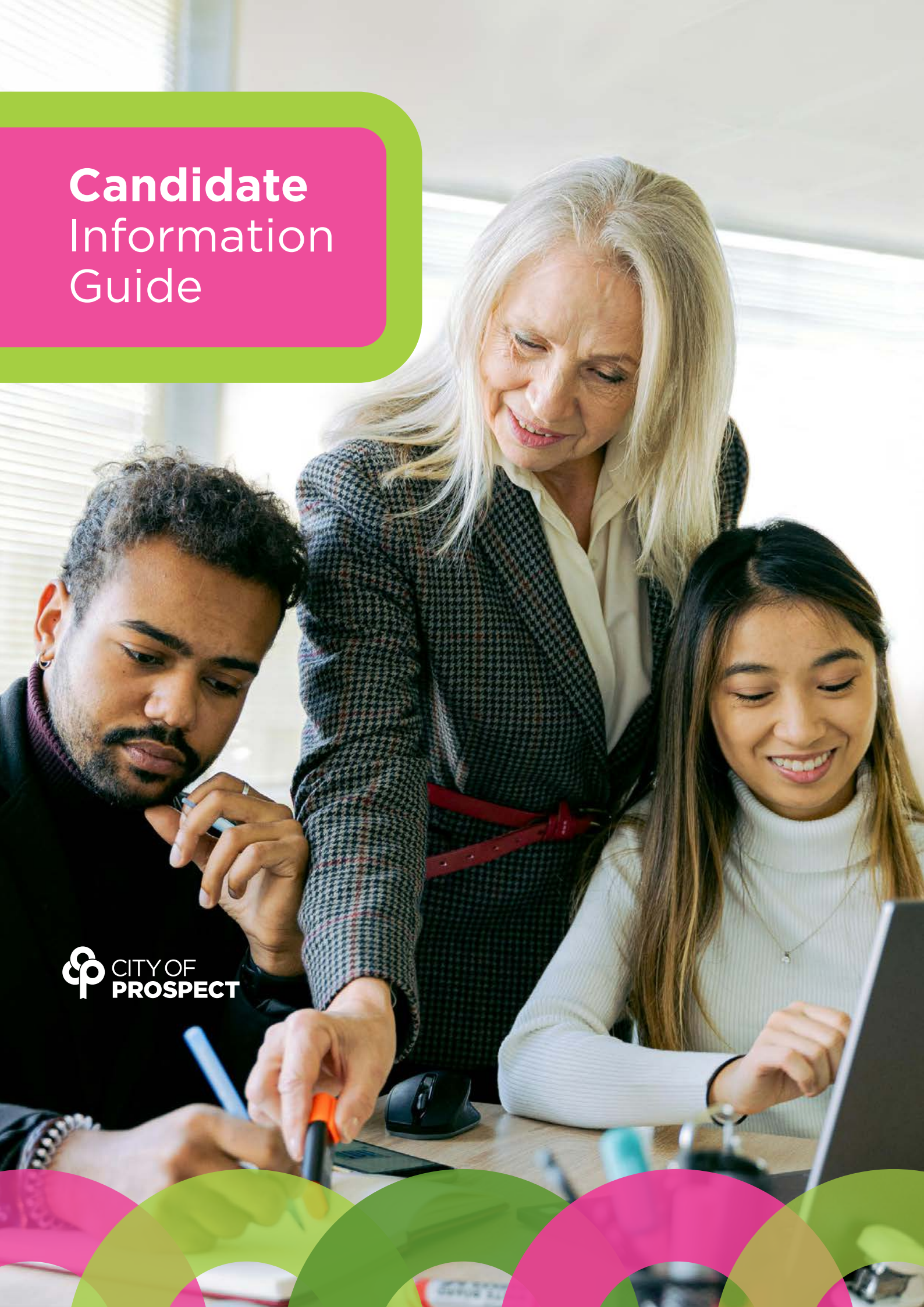
Candidate Information Guide



CITY OF PROSPECT

Kaurna acknowledgement

City of Prospect acknowledges that we are on the traditional lands of the Kaurna people, and we respect their spiritual connection to their country.

We also acknowledge the Kaurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.



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Foreword



Thank you for considering the opportunity to represent your community as a Council Member for the City of Prospect.

The City of Prospect has a long and proud history of supporting the growth and wellbeing of its community. Our city stands in a strong financial position, backed by a capable and dedicated administration committed to delivering meaningful initiatives and high-quality services for our residents.

The role of a Council Member is to serve as a conduit between the community and Council – guiding our strategic direction, setting local priorities, and contributing to policy development.

While serving as a Council Member is a deeply rewarding way to shape the future of our city, it also demands a significant commitment of time, energy, and responsibility. The work can be complex and challenging, particularly when facing tough choices. Ultimately, however, it offers an incredible opportunity to participate in decision-making that will define the legacy of Prospect for generations to come.

In this role, you will help ensure the responsible stewardship of public resources and ratepayer funds. Council Members are expected to work collaboratively with one another and with Council administration to make informed decisions that safeguard our community's long-term sustainability.

As a Council Member, you will also serve as a community leader, setting a positive example through integrity, professionalism, and genuine engagement. Building trust is fundamental to this role, as the community relies on your conduct to reflect Council's values.

Looking ahead, our city faces several significant initiatives and opportunities, including major asset renewals such as upgrades to Prospect Oval and its precinct, key drainage infrastructure along Churchill Road, and improvements to the Broadview Tennis Club. The incoming Elected Body will play a pivotal role in guiding these priorities to achieve the best outcomes for our city.

Our administration stands ready to support the strategic vision established through the democratic process. We wish you every success in the 2027 Local Government Elections. Should you be elected, we look forward to working closely with you throughout the coming term to serve the Prospect community.


COTTO

Preparing for **Nomination**



Key Considerations and Actions

This checklist is designed to assist prospective candidates in preparing for nomination in the 2027 Local Government Election. It outlines key considerations and recommended actions to help candidates prepare for a successful candidacy.

Action	What to Consider or Do
Confirm your enrolment	Check that your name appears on the voters roll for the City of Prospect. Ensure that you apply for enrolment on the roll before **4 January 2027**.
Check your eligibility to nominate	Confirm that you meet the candidate eligibility and nomination requirements by reviewing the information on the ECSA elections website.
Assess your skills and qualities	Complete an assessment of your current skills, knowledge and personal qualities against those required of an elected Council Member. The Local Government Association of South Australia provides a candidate assessment resource that may assist.
Consider the time commitment	Review the guidance regarding the time commitment expected of Council Members and consider how this would fit with your existing personal and professional commitments.
Review Council meeting papers	Familiarise yourself with Council's meeting papers, including agendas, minutes, reports and attachments, to understand the range and complexity of matters considered by Council.
Watch	Watch current and previous Council meetings on Council's YouTube channel to gain an understanding of meeting procedures, decision-making processes and the types of matters considered by Council.
Explore Council's website	Review Council's website to learn more about its services, responsibilities, priorities and plans for the future.
Review the Annual Business Plan and Budget	Read Council's Annual Business Plan and Budget to understand its priorities, planned activities and budget for the upcoming financial year.
Understand Council's legislative responsibilities	Review the *Local Government Act 1999*. In particular, sections 6, 7, 8, 58 and 59 provide important information about the role, principles and functions of councils, as well as the respective roles of the Mayor and Councillors.
Consider Council's strategic direction	Review Council's strategic plans and consider whether Council's vision and priorities align with your own vision for the community.
Understand behavioural expectations	Read Council's Behavioural Management Policy and familiarise yourself with the standards of behaviour expected of Council Members.
Read the candidate information and guidance	Read the candidate information published by the Local Government Association of South Australia, and the Candidate Handbook provided by ECSA. Ensure that you understand the rules and requirements that apply to the election.

Being a Council Member:

Roles, Responsibilities and Expectations

Making a Difference in Your Community

Being a Council Member is an opportunity to make a positive difference in the community. Council Members represent local residents, help set the strategic direction of the Council and make decisions that shape the future of the area.

Working together as a team, Council Members oversee Council services, infrastructure and resources to help ensure the community's needs are met now and into the future.

Council Members form the governing body of the Council and carry out the duties and powers given to them under the *Local Government Act 1999* and other relevant legislation. Decisions are made collectively at Council meetings, which means individual Council Members cannot make decisions or direct Council operations on their own.

Council Members are elected for a four-year term, unless elected through a supplementary election during the Council term. (Noting that due to the date change of the 2027 election, that the Term commencing April 2027 will end in November 2031).

Being part of a positive and collaborative Council team is an important part of the role and helps deliver the best outcomes for the community.

Structure of Council

The elected Council consists of:

- **The Mayor (Principal Member)**, elected by the community to provide leadership and represent the Council.
- **Eight Councillors**, elected by ward and working together to represent the interests of the whole community.

Together, the Mayor and Councillors are referred to as **Council Members**.



Role of the Mayor (Principal Member)

Section 58 of the *Local Government Act 1999* outlines the role of the Mayor. This includes:

- Providing leadership and guidance to Council
- Promoting positive and constructive working relationships among Council Members
- Supporting Council Members in understanding and performing their role
- Helping Council Members understand the different responsibilities of elected members and Council staff
- Chairing Council Meetings (Noting that the Mayor only exercises a vote when Councillor votes are equally split and a casting vote is required)
- Liaising with the CEO between meetings regarding Council decisions
- Acting as the principal spokesperson for Council
- Undertaking civic and ceremonial duties.

The Mayor plays an important leadership role in helping Council work effectively as a team. Strong working relationships with Council Members, the CEO and the Executive Team are essential to the success of the role.

Role of a Councillor

Section 58 of the *Local Government Act 1999* outlines the role of Councillors. This includes:

- Acting with integrity
- Contributing to positive and constructive working relationships
- Supporting the role of the Mayor
- Developing the skills and knowledge needed for the role
- Participating in Council discussions and decision-making
- Reviewing Council objectives and policies to ensure they remain effective
- Monitoring Council resources, spending and service delivery
- Acting in the interests of the wider community.

Councillors represent the interests of the community and contribute to Council's decision-making. They work collaboratively with fellow Council Members to achieve the best outcomes for residents, businesses and visitors.

Being a Councillor involves listening to different perspectives, considering the facts and contributing respectfully to discussions. Engaging positively with the community and your fellow Council Members is an important part of the role.


TONKA
TOUGH

Key Roles and Responsibilities

Representative Decision-Maker

Council Members make decisions on behalf of the community. This includes preparing for meetings, participating in discussions and making informed decisions that support the long-term interests of the area.

Council Members are expected to:

- Attend and prepare for Council meetings
- Attend information sessions and committee meetings where relevant
- Follow meeting procedures
- Support open, transparent and accountable decision-making.

Community Representation and Advocacy

Council Members are a voice for the community. They help raise local priorities and advocate for positive outcomes on issues that matter to residents.

Community Engagement

Council Members listen to community views, respond to questions and concerns, and encourage people to participate in local decision-making.

Service Delivery and Infrastructure

Council Members help oversee the services and infrastructure that support daily life, including roads, stormwater, waste services, parks, community facilities and libraries.

Strategic Planning

Council Members help set the long-term direction for the area by considering current needs, future opportunities and the aspirations of the community. They also consider regional, state and national priorities when planning for the future.

Environmental Management

Council Members support the protection and sustainability of the local environment through responsible planning and decision-making.

Local Laws

Council Members adopt local laws that help promote safety, wellbeing and community amenity.

Financial Management

Council Members help ensure Council finances are managed responsibly so services, facilities and infrastructure remain sustainable for future generations.



Council Member Accountabilities

Behavioural Standards

Council Members are expected to act lawfully, ethically and respectfully when carrying out their civic responsibilities. This includes:

- Following the law
- Acting honestly
- Using the position appropriately
- Bringing an impartial and informed view to decision-making
- Declaring relevant interests, including those of family members, friends and associates where required
- Avoiding participation in decisions where impartiality may be affected
- Being open to public and official scrutiny
- Reporting wrongdoing.

Policies and Procedures

Council Members are expected to comply with Council policies and procedures, including those relating to:

- Work Health and Safety
- Records Management
- Information Privacy
- Confidentiality
- Use of Council Resources
- Allowances and Benefits.

Attendance

Regular attendance at Council meetings is an important part of the role. Under the *Local Government Act 1999*, a Council Member who is absent from three consecutive ordinary Council meetings without approval will cease to hold office.

Conflict of Interest and Public Officer Responsibilities

As public officers, Council Members must act in the interests of the community rather than their personal interests. Council Members are also required to disclose relevant interests through statutory returns and declarations made at meetings where decisions are being considered.



Skills, Knowledge and Attributes

You do not need to be an expert to become a Council Member. People from a wide range of backgrounds bring valuable experience and perspectives to the role. A willingness to learn, work collaboratively and contribute to the community is just as important as previous experience.

Useful skills and attributes include:

- Strong communication and listening skills
- Respect for different opinions and perspectives
- Negotiation, mediation and conflict resolution skills
- Problem-solving and critical thinking skills
- Teamwork and collaboration
- Time management and organisational skills
- Community engagement skills
- An understanding of budgets and financial information
- An interest in local government and community issues
- Leadership and strategic thinking
- Ethical and accountable decision-making
- Resilience and adaptability
- A commitment to acting in the best interests of the community as a whole.

This may seem like a long list, but don't let that discourage you. Council Members are supported through induction, training and ongoing professional development to help them succeed in the role.

Council Member **Time Commitment**

Serving as a Councillor is a rewarding opportunity to contribute to the strategic direction and future of the community. It is also a significant commitment that extends beyond attendance at Council meetings.

Candidates should be aware of the time required to participate in pre-election briefings and induction activities, preparing for meetings, engaging with community members and stakeholders, and fulfilling governance and leadership responsibilities throughout their term.

Understanding these commitments before nominating for election helps ensure Councillors are well-prepared to effectively perform their role and meet the expectations of the community they represent.



Pre-Election

Candidate Information Session

6pm Thursday 4 February 2027 (approx. 2hrs)

- aid prospective candidates understanding of the role, responsibilities and expectations of a Councillor
- gain valuable insights into Council governance, meeting commitments, legislative obligations and practical realities of being a Council Member

CoP Project Briefing Session

6pm Wednesday 17 February 2027 (approx. 1.5hrs)

- will provide candidates with an overview of Council's strategic priorities, key projects and future planning initiatives
- gain a better understanding of Council's challenges and opportunities
- understand Council's current position to support informed decision-making

Meet the Candidate Session

5:30 – 7pm Monday 1 to Wednesday 3 March 2027 (Mayoral and Ward Candidates sessions to be confirmed)

- will provide an opportunity for Candidates to:
  - introduce themselves to the community
  - share their motivations for nominating
  - engage with residents in an informal setting

Induction & Onboarding

To introduce Council Members to Council operations and build strong connections with fellow Members, attendance at several key induction and onboarding activities is expected.

Meet & Greet

6:15pm Tuesday 13 April 2027

Induction Day

Saturday 17 April 2027 (full day)

Strategic Planning Weekend

Saturday 31 July - Sunday 1 August 2027 (Overnight Stay)

These sessions provide valuable opportunities to learn about Council's role and responsibilities, governance requirements, strategic priorities, and to establish working relationships between Members and key staff.

Members should be prepared to participate fully in these important activities.

Ongoing

In addition to initial induction activities, there is an ongoing time commitment for Council Members during their Term.

Mandatory Training

Scheduled throughout the year, typically during Tuesday evening workshops. Training sessions generally require 1 to 3 hours per session, with additional time for any required pre-reading or online learning modules.

Council Meetings

Held at 7:00pm on the fourth Tuesday of each month. Council meetings typically run for 2 to 4 hours, depending on the agenda and matters under consideration.

Preparation for Council Meetings

Reviewing agendas, reports and supporting documentation is a significant responsibility. With meeting papers often ranging from 300 to 800 pages, Members should allow approximately 4 to 10 hours per meeting for reading and preparation, depending on the complexity of the issues.

Council Workshops

Held weekly on Tuesday evenings at 6:15pm (other than Council meeting day). Workshops generally run from 2-4 hours depending on the complexity of the issues under discussion.



Council Committees and Reference Groups

Members may be appointed to a range of Council committees and reference groups, including:

- Audit & Risk Committee
- Chief Executive Officer Performance Development Review Committee
- Council Assessment Panel
- Strategic Planning and Development Policies Committee
- Eastern Health Authority
- Eastern Region Alliance
- Access and Inclusion Advisory Group
- Payinthi Kumangka Aboriginal Advisory Group
- Prospect Art Action Network
- City Wide Public Art Roundtable

These committees and groups meet at various intervals during the year, generally on a weekday evening (other than Tuesday) and also generally require preparation prior to the meeting.

In addition, Council Members are often invited to attend community events, civic functions, launches, consultations, presentations, and other ad hoc activities throughout the year in their capacity as elected representatives.

The overall time commitment will vary depending on an individual's level of involvement; however, Members should expect to dedicate regular time each week to meeting preparation, workshops, training, meetings, and community engagement activities.

Meet the Candidates

Session Guideline

Date: 1 - 3 March 2027

Time: 5:30pm – 7:00pm

Location: Payinthi, 128 Prospect Road

- Eliza Hall – Ground Floor
- Tirkanthi Kuu - Level 1

Contact will be made with individual Candidates to confirm dates and advise which session they will be invited to attend. (Note: Mayoral Candidates will be invited to attend all sessions)

City of Prospect will be hosting 'Meet the Candidate' sessions to provide an opportunity for Candidates to introduce themselves to the community, share their motivations for nominating and engage with residents in an informal setting.

Participation can assist candidates in building community awareness and fostering meaningful connections with voters.

Sessions will be advertised via Council's communication networks, and Candidates are encouraged to promote their attendance through their own channels.

Candidate Display Areas

- All Candidates will be allocated the same amount of space
- We ask that posters, signs, or other materials are not affixed to walls, windows, or venue fixtures
- Power will not be available at Candidate spaces
- Amplified sound equipment is not permitted, including sound played through laptops, tablets, or mobile phones
- Please keep walkways safe and unobstructed.

We kindly ask all Candidates and supporters to:

- Treat others with courtesy and respect
- Arrive before the forum begins to allow sufficient time for set-up. The venue will be open to Candidates 30 minutes before the session commences
- Remain for the majority of the forum where possible
- Take all campaign materials with you at the conclusion of the session. Any items left behind may be disposed of
- Ensure your activities do not compromise the safety, comfort, or security of other attendees.

Thank you for helping us create a welcoming and successful event for all Candidates and attendees.



General Permit for **Exemption to Council By-Laws**

This General Permit is issued to grant permission to undertake certain activities under the provisions of City of Prospect's By-Laws, in accordance with the specifications listed below.

This General Permit is granted to all Candidates for the 2027 City of Prospect Local Government Periodic Elections, from 20 August 2026, until Polling Day, 7 April 2027.

Permissions under By-Law 3 – Local Government Land

Permit Holders are granted permission to:

- Give out or distribute to any bystander or passer-by any handbill, book, notice, or other printed matter; (Clause 4.15) – eg Candidate profile flyers handed out at gatherings or in public areas
- Conduct or hold any concert, festival, show, public gathering, circus, performance or any other similar activity; (Clause 4.30.2) – eg Street corner meetings, or gatherings in a park to campaign

Permissions under By-Law 4 - Roads

Permit Holders are granted permission to:

- Conduct or hold any concert, festival, show, public gathering, circus, meeting, performance or any other similar activity; (Clause 4.10.2) – eg Street corner meetings, or gatherings in a park to campaign

Permit Number: 12.2026.86.1
Authorised by City of Prospect.



Conditions of Permit

1. The Permit Holder agrees to comply with all applicable health and safety standards.
2. The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the Permit.
3. The Permit Holder shall ensure that the site is left in a clean and tidy condition at the conclusion of any activity held on public land.
4. The Permit Holder will be responsible for any damage caused to Council property which is attributable to the users during the permitted activity.
5. The Permit will be revoked by Council if the Permit Holder fails to comply with a condition of this Permit.
6. The Permit does not provide the Permit Holder with exclusive right, entitlement or interest in the facility and/or a road and does not derogate from the Council's powers arising under the *Local Government Act 1999.*
7. Pedestrian walkways are to be kept clear of hazards and fully accessible for use.
8. Any power cords in use are to be securely fixed to ensure no hazards are present.
9. Any moveable signs (eg A-Frames) must be displayed in accordance the signage requirements of the *Local Government Act 1999*, and Council's By-Law 2 – Moveable Signs and must not be displayed for longer than six (6) hours.

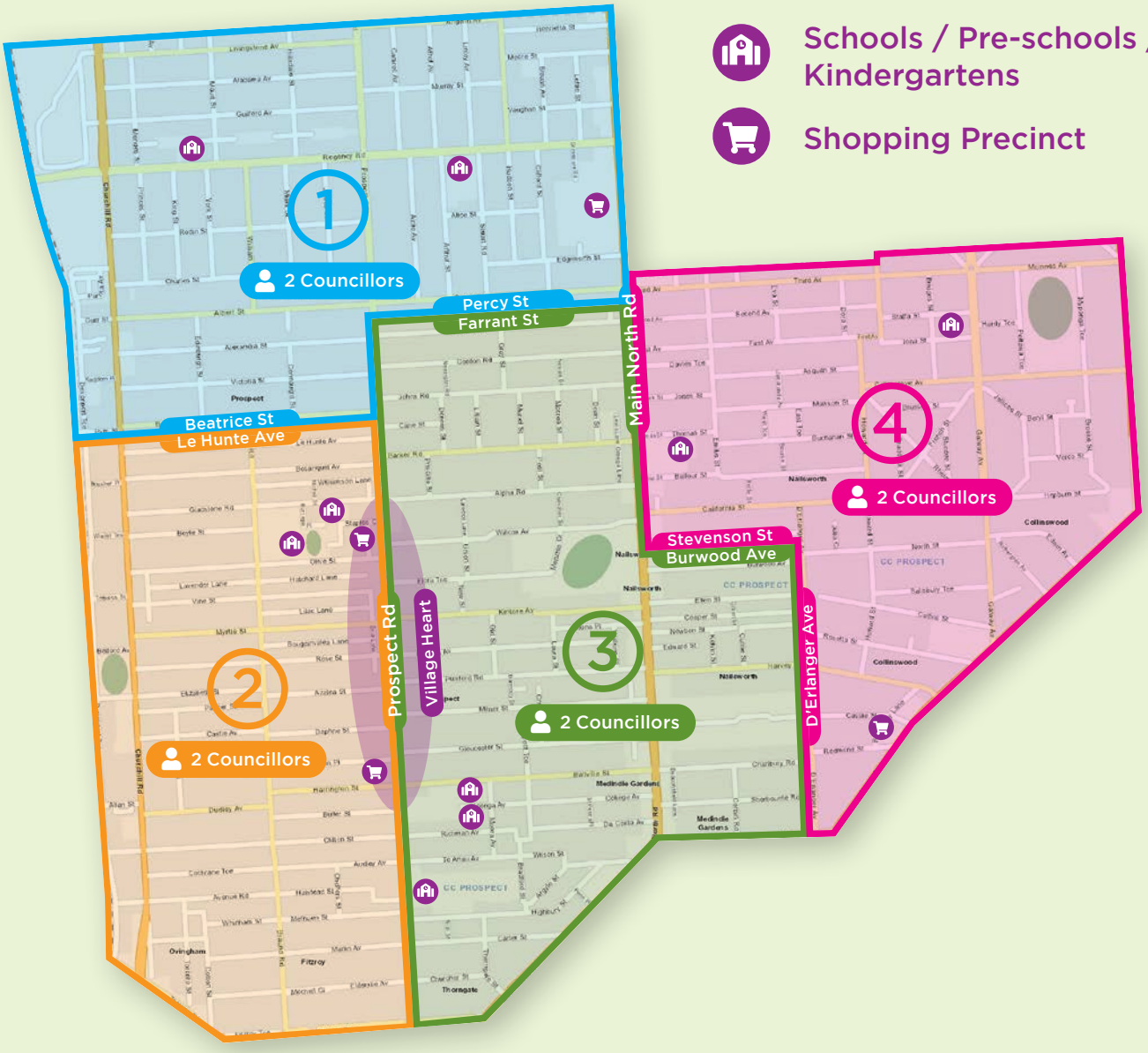
Note

Handbills, notices or other printed matter must not be attached to any tree, plant, structure or fixture on public land.

This permit does not allow amplification by mechanical or electronic means.

Should a Candidate wish to hold a larger event at a bookable/hireable Council space (e.g. Memorial Gardens, Barker Gardens, St Helens Park), they will need to book these venues through Council's SpacetoCo platform. Additional T&Cs may apply.

Ward Map



1 North Ward
Prospect

2 West Ward
Fitzroy, Ovingham, Prospect

3 Central Ward
Prospect, Nailsworth, Thorngate, Medindie Gardens

4 East Ward
Nailsworth, Collinswood, Broadview, Sefton Park

1 North Ward

Airlie Av
Alabama Av
Albert St
Alexandra St
Alice St
Angwin Av
Arthur St
Athol Av
Beatrice St
Camroc Av
Charles St
Churchill Rd - North of Beatrice St
Churchill Rd - North of Pym St
Clifford St
Connaught St
Devonport Tce
Eaton Av
Edgeworth St
Edinburgh St
Furgusson Cr
Grassmere Rd
Guilford Av
Gurr St
Henrietta St
Hillsdale St
Hudson St
Irish Harp Ln
Irish Harp Ln East
Irish Harp Ln West
James St
King St
Kingdom Pl
Lettie St
Lime Kiln Ln
Linley Av
Livingstone Av
Mackie Av
Maud St
Mendes St
Miller St
Moore St
Murray St
Payinthi Dr
Parnta Av
Percy St
Princes St
Prospect Rd - North of Beatrice St
Prospect Rd - North of Johns Rd
Pym St
Railway Park East Ln
Railway Park West Ln
Redin St
Regency Rd - between MN Rd & Trainline Boundary
Struan Av
Stuart Rd
Vaughan St
Victoria St
Warren Av
William St
York St

2 West Ward

Allan St
Audley Av
Avenue Rd
Azalea St
Belford Av
Bosanquet Av
Boucher Pl
Bougainvillea Ln
Boyle St
Braund Rd
Briar Ln
Buller St
Burrage Pl
Castle Av
Cheffers St
Churchill Rd - South of Le Hunte St
Churchill Rd - South of Pym St
Clifton St
Cochrane Tce
Cotton St
Daphne St
Devonport Tce - South of Pym St
Dudley Av
Elderslie Av
Elizabeth St
Fitzroy Tce - Between Torrens Rd & Prospect Rd
Gladstone Rd
Goode Ln
Graham Pl
Halstead St
Harrington St
Hatchard Ln
Honeysuckle Ln
Horne's Ln
Laburnum Ln
Lavender Ln
Le Hunte Av
Lilac Ln
Marian Pl
Martin Av
Methuen St
Michell Pl
Mitchell Cl
Myrtle St
Olive St
Palmer St
Prospect Rd - South of Le Hunte (even)
Pybus Ln
Richards Ln
Rose St
Staples Ct
Toronto St
Totness St
Vine St
Whinham St
Williamson Ln
Winter Tce
Wisteria Ln

3 Central Ward

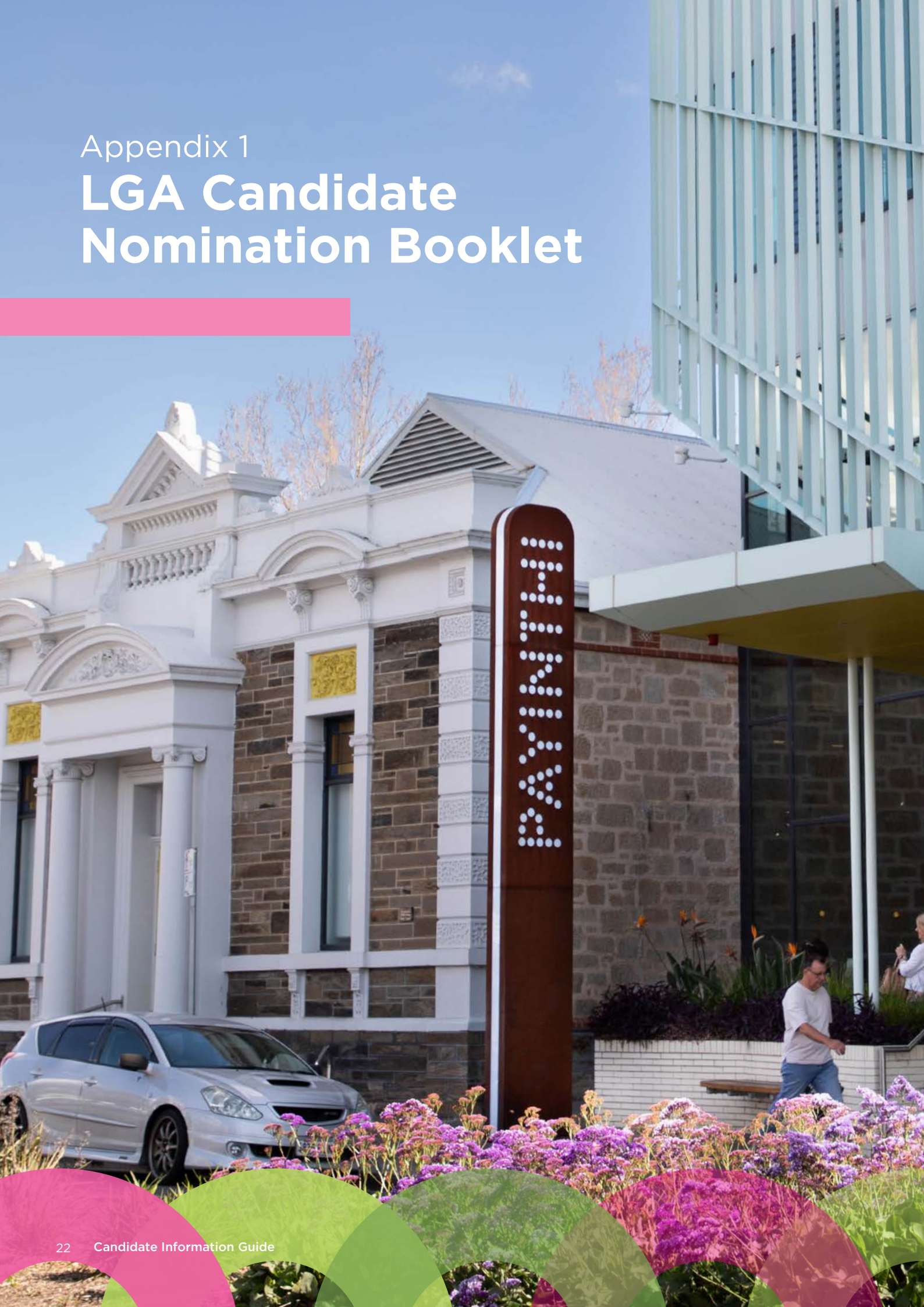
Alpha Rd
Argyle St
Ballville St
Barker Rd
Beaconsfield Ln
Bradford St
Burwood Av
Cane St
Carter St
Cemetery Av
Charlbury Rd
Chevalier St
Church Ln
Churcher St
College Av
Cooper St
Corbin Rd
Currie St
Da Costa Av
Darmody St
Dean St
D'Erlanger Av - Western Side
Doreen St
Edward St
Ellen St
Farrant St
Fitzroy Tce - East of Prospect Rd
Flora Tce
Gilbert St
Gloucester St
Gordon Rd
Gray St
Harvey St - West of D'Erlanger Av
Highbury St
Johns Rd
Kelvin St
Kingston Ln
Kintore Av
Koonga Av
Labrina Av
Larwood Ln
Laura St
Lewis Ln
Lillian St
Main North Rd - South of Farrant St
Main North Rd - Burwood Rd
McCrea St
Mellor Ln
Menzies Cr
Milner St
Mona Pl
Moora Av
Muriel St
New St
Newark St
Newbon St
Newington Rd
Niall St
Nottage Tce - DeLanger St
Old St
Omega Ln
Peel St
Penn St
Priscilla St
Prospect Rd - Farrant St
Prospect Tce
Pulsford Rd
Richman Av
Sherbourne Rd
St Peters Pl
TeAnau Av
Thorngate St
Union St
Watkins St
Wilke Ln
Willcox Av
Wilson St

4 East Ward

Asquith St
Balfour St
Beryl St
Bourke St
Brecon Pth
Bridges St
Brooke St
Brussels St
Buchanan St
California St
Cassie St
Collingrove Av
Collins St
Craddock St
Davies Tce
D'Erlanger Av
D'Erlanger North of Steventon St
Dora St
East Tce
Edwin Av
Emilie St
Erin St
Eva St
First Av
French St
Fuller Ln
Galway Av
Haig St
Hampstead Rd
Hardy Tce
Harvey St
Hepburn St
Howard St
Ian St
Iona St
Jacaranda Av
Jellicoe St
Jones St
Julia Ct
LeCornu St
Main North Rd - from Third Av to Stevenson St
Mawson St
May St
McInnes Av
Meredith St
Minney St
Myponga Tce
North East Rd
North St
Poltawa Tce
Redmond St
Rheims St
Rolfe St
Roseberry Ln
Rosetta St
Rutherglen Av
Salisbury Tce
Second Av
Staffa St
Stevenson St
Sturdee Av
Third Av
Thomas St
Verco St
West Tce

Appendix 1

LGA Candidate Nomination Booklet




Nominate
COUNCIL ELECTIONS
SHAPE your WORLD
Nomination period
26 Jan - midday, 9 Feb 2027
Learn more at councilelections.sa.gov.au
lga. South Australia
Electoral Commission
SOUTH AUSTRALIA

Acknowledgement of Country

We acknowledge First Nations people as the traditional custodians of the land and we offer our respects to Elders past, present and emerging.

We are committed to strengthening connections between First Nations people, councils and the broader community.



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Thinking about nominating?

If you've ever wanted to help shape your community's future, you might be ready to nominate for council.

Being on council is one of the most direct ways to have an impact on your community's future. Councils help shape how local areas grow and change – from parks, open spaces and community facilities, to libraries, waste and local events. Together, elected representatives make strategic decisions that directly affect how your community feels to live in.

Councils are strongest when they reflect the diversity of the communities they serve - in background, age, culture, gender and life experience. You don't need to know everything from the start or have specific experience. What matters is being willing to learn, listen and work constructively with others for the benefit of your community.

Being a council member means:

- bringing strategic thinking into the decision-making process
- working as part of a team to set council's direction
- representing the whole community fairly and respectfully
- balancing short-term needs with long-term planning
- understanding facts and considering important issues
- staying curious, open-minded and positive, even when opinions differ

If this sounds like you, or like a positive challenge you'd grow into, it's worth exploring what's involved. The next few pages will help you understand the skills, time and commitment needed, as well as the support available to help you succeed.

Why run for council?

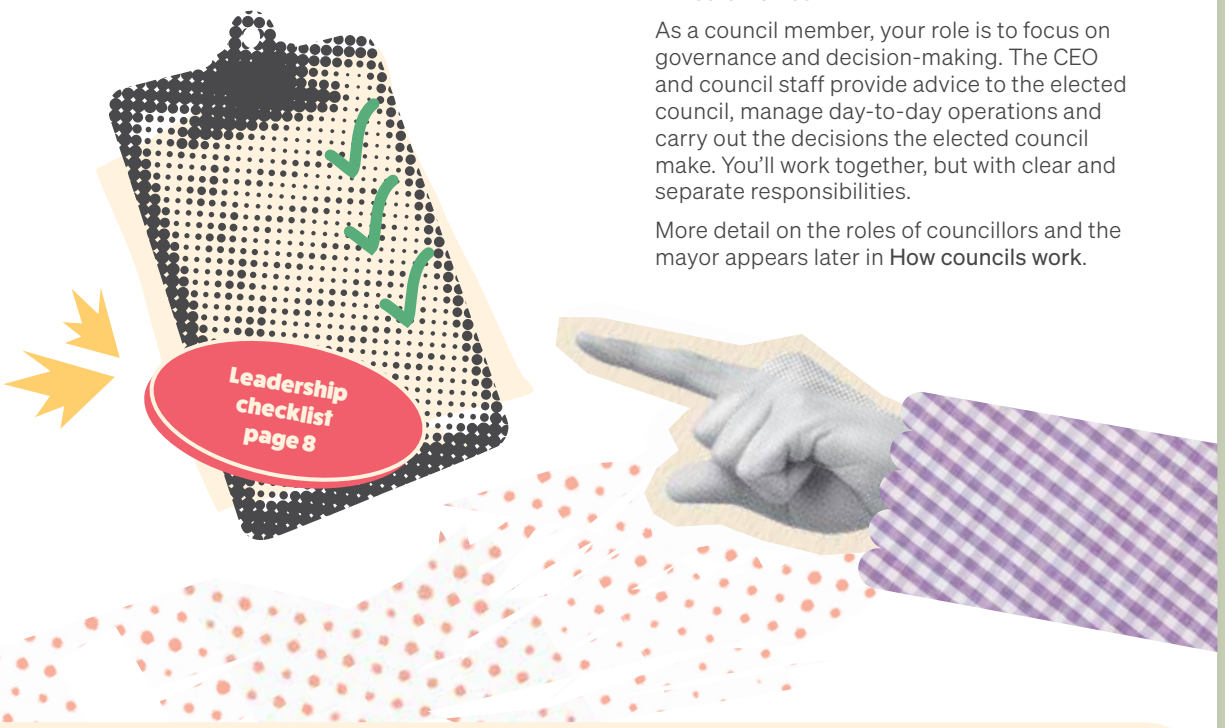
Being on council is a chance to be part of something bigger, to influence local decisions, represent your community and make a lasting contribution.

You might run for council to:

- work as part of a team to help set council's direction
- bring a whole of community perspective to decisions that influence everyday life
- help plan for a sustainable and vibrant future
- build leadership and teamwork skills that benefit your career or personal development.

You'll also gain a deeper understanding of how local government works - and how much councils do to keep communities running smoothly.

Being on council takes commitment, yet the experience can be incredibly rewarding. Check out the Leadership Checklist for a quick self-assessment and decide if a role on council could be a good fit for you.



The roles within council

If you're elected, you'll become part of your council's governing body, made up of a mayor and councillors. Together, you'll make decisions that guide the future of your community. Mayors and councillors all serve a four-year term.

As a group, the mayor and councillors:

- set the strategic objectives for the council
- decide how resources are allocated
- consider community views and balance competing priorities
- make policy decisions that guide council programs, services and long-term planning.

Typical tasks include:

- talking with the community
- reading council agendas
- making strategic decisions at council meetings
- reviewing plans, policies and budgets
- representing the council area at key community events like citizenship ceremonies.

As a council member, your role is to focus on governance and decision-making. The CEO and council staff provide advice to the elected council, manage day-to-day operations and carry out the decisions the elected council make. You'll work together, but with clear and separate responsibilities.

More detail on the roles of councillors and the mayor appears later in How councils work.

Who can be part of council?

You can nominate for council no matter your qualifications, religion, race, gender, work or life experience, or profession.

Being on council takes commitment and teamwork, but the experience can be incredibly rewarding.

To be on council, you should be passionate about your local community, be keen to learn and willing to contribute to strategic decisions for your local community.

On a council, leadership skills are fundamental. You must be fair, listen to other perspectives and be well informed of facts when advocating for the community.

As a council member, you make decisions as part of a collective. This means working well with other council members as a team. You don't have to agree on everything, but be prepared to build good relationships, be a positive influence and have respectful debates in council.

Check out 'Am I eligible to nominate?' for full eligibility details page 18.



Why diverse councils are stronger

Councils work best when they reflect the communities they serve. When people with different backgrounds, experiences and perspectives are at the table, decision-making becomes more balanced, informed and responsive.

A diverse council can:

- bring a wider range of ideas
- strengthen discussion and problem solving
- build trust in local decision making.

Anyone with a passion for their community can nominate. If you're someone who hasn't often seen yourself represented - such as women, young people, Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, or people with disability - your perspective can add real value.

Did you know?
In South Australia there are almost 700 council members. If you are eligible to nominate as a council member, you are also eligible to nominate for mayor.

Do I get paid as a council member?

You receive an annual allowance as a council member.

This is not a salary.

Your allowance is set by the Remuneration Tribunal of South Australia every four years prior to council elections and adjusted annually for CPI.

The amount you receive is based on factors such as the size and revenue of your council and the ratio of council members to ratepayers.

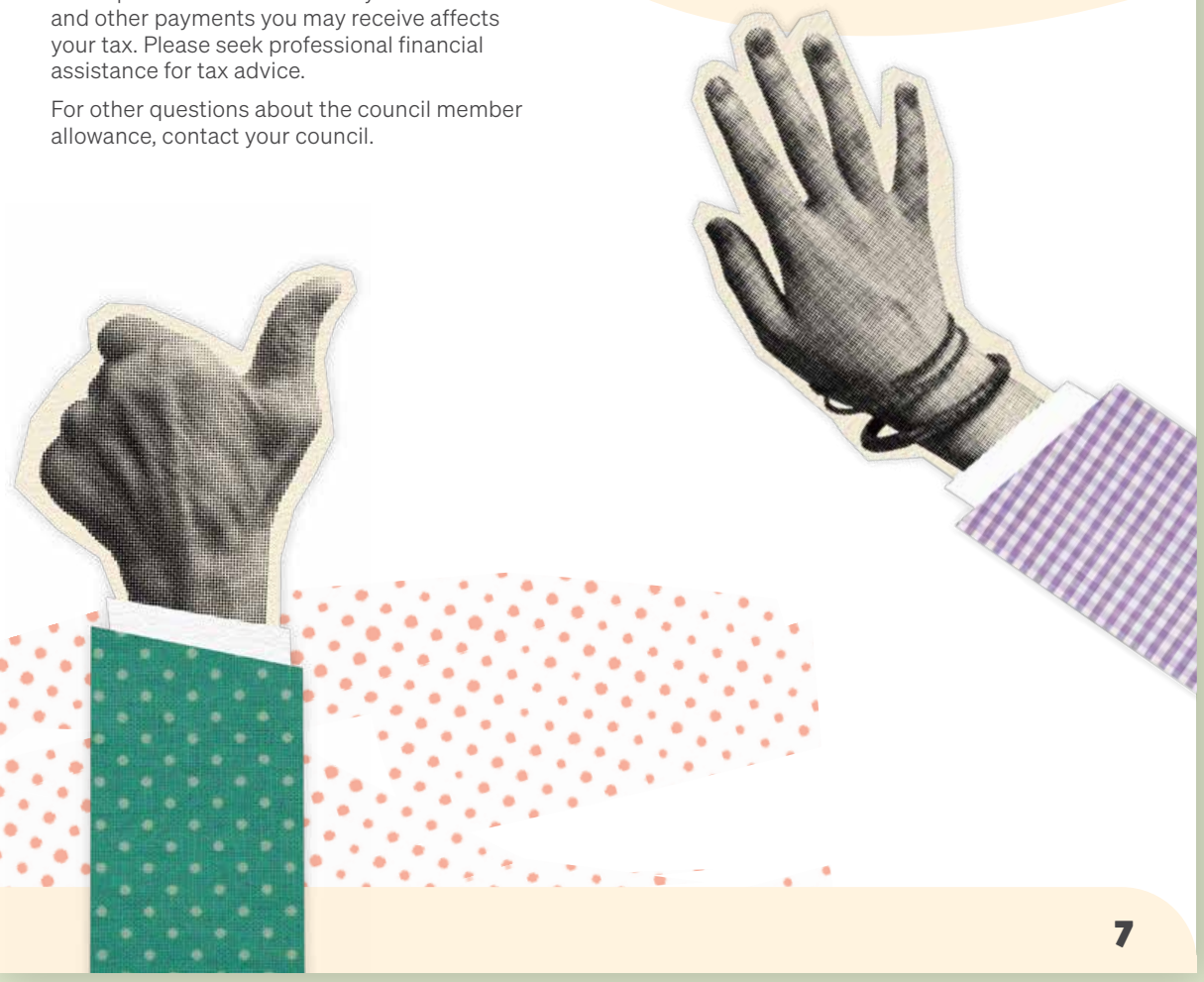
This allowance is to help you perform your duties. Your council may also reimburse you for other expenses like phone or internet costs, travel or childcare to attend meetings, or printed material produced for engaging with the community. These will be outlined in your council's policy.

It is important to consider how your allowance and other payments you may receive affects your tax. Please seek professional financial assistance for tax advice.

For other questions about the council member allowance, contact your council.

Training and development

As a new council member, you'll receive training and induction that will give you the skills to navigate council processes, make decisions and engage with your community. You won't need to know everything from the start!



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Leadership checklist: Do I have what it takes?

Good leadership is key to working effectively on council and shaping your community's future. Council members make decisions as a team – so you'll need to collaborate with others.

You don't need specific qualifications or experience to be on council, but you must care about your community.

Use this checklist to see which leadership skills you already have and which ones you can develop to serve your community.



Personal and interpersonal skills

Already possess	Willing to develop	
○	○	Stay calm and respectful under pressure.
○	○	Show empathy and consider others' culture, values and feelings.
○	○	Strive to make a positive difference in your community.
○	○	Communicate clearly with respectful language and tone.
○	○	Show curiosity, actively listen and seek to understand others.

Reading people and situations

Already possess	Willing to develop	
○	○	Understand the needs, motivations and values of others.
○	○	Recognise and consider different perspectives.
○	○	Make ethical, well-informed decisions in difficult situations.
○	○	Assess complex situations involving multiple stakeholders.
○	○	Base decisions on facts rather than emotions.

LGA acknowledges the expertise and academic contribution from Dr Josie McLean 'The Partnership' and input from the sector to develop this checklist.

Working with different people

Already possess	Willing to develop	
○	○	Build strong relationships and work well with others.
○	○	Engage in respectful debate and enjoy learning from different perspectives.
○	○	Ask questions, stay open minded and acknowledge mistakes.
○	○	Represent diverse community interests.
○	○	Adapt your communication style to work effectively with people from diverse backgrounds.

Strategic thinking

Already possess	Willing to develop	
○	○	Keep track of trends that may impact local plans and objectives.
○	○	Apply strategic thinking and consider the bigger picture.
○	○	Consider all the facts and options when making a decision.
○	○	Share and discuss a strategic vision.

Knowledge

Already possess	Willing to develop	
○	○	Know your local community needs and aspirations.
○	○	Have knowledge of local government roles and responsibilities.
○	○	Have the knowledge of budgeting and finance.
○	○	Understand and demonstrate the behavioural standards expected.
○	○	Know and uphold the principles of good governance.

Skills

Already possess	Willing to develop	
○	○	Demonstrate excellent listening and communication skills.
○	○	Engage respectfully with your community.
○	○	Lead and manage difficult conversations professionally.
○	○	Maintain strong time management and digital literacy.
○	○	Be well informed to speak confidently to others.

Understanding local government



The three tiers of government

Local government is the closest level of government to communities, operating right where we live and work.

In Australia, there are three tiers of government: local, state and federal. Each tier has its own set of powers and responsibilities and they all work together to govern and provide services to the community. Councils possess essential knowledge about the needs of their community.

A brief history of SA local government

First Nations peoples and Country

Deep, continuous connections to Country.

Long-standing systems of law, culture and community responsibility guide care for land and people.

1840 First council established

Adelaide City Council becomes Australia's first municipality after residents petition for local decision-making.

1856 Constitution Act

Establishes a system for elected local government bodies representing local communities.

1887 District Councils Act

Creates local governments across South Australia, including regional areas.

Councils in South Australia

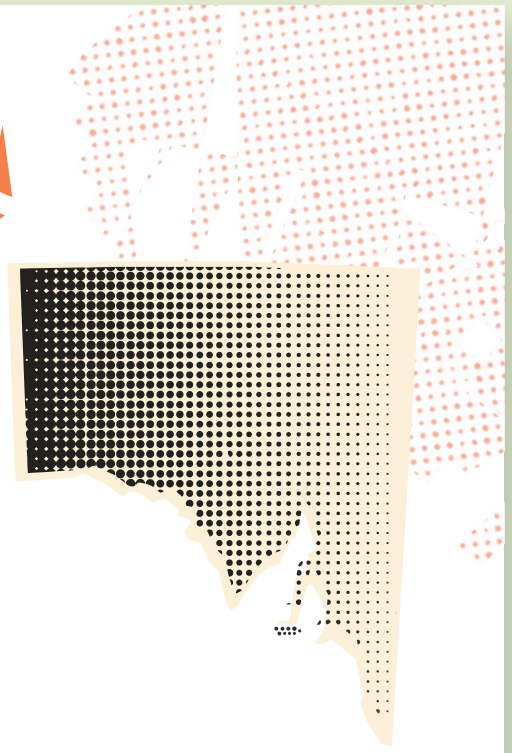
There are 68 councils in South Australia.

Each council covers a geographic area that varies in size, population and environment. All councils have the same general powers and responsibilities. Where they differ is in the additional services they provide.

Today, councils are complex businesses, with diverse roles and responsibilities. Council funds are used to deliver services to their local communities. These funds come from council rates, paid council services and support from state and federal government funding.

Recent local government reforms have introduced updates to both the Local Government Act and the Local Government (Elections) Act. Additional regulations also help explain and support how these legislative changes work in practice.

Local councils actively engage in any legislative changes proposed by the state government and are responsible for implementing new laws.



1894 Adult suffrage

South Australia becomes the first place in the world to grant equal voting rights regardless of gender.

1998 City of Adelaide Act

Sets special election provisions for the City of Adelaide (Schedule 1).

1999 Local Government Act

Defines the constitution, system and operations of local government in SA.

1999 Local Government (Elections) Act

Outlines how council elections must be conducted, including nominations, voting and vote counting.



How councils work

What councils do

All councils are required by legislation to deliver certain services. The Local Government Act 1999 guides how councils are established, their role and function. Understanding the Act and how it works in practice takes time. Having a strategic mindset, broad interests and seeing the bigger picture are all qualities that can help you.

Section 6 of the Act sets out the **principal role of council**, which includes:

- being a representative, informed and responsible decision-maker in the interests of the community
- providing and coordinating public services and facilities and to develop its community and its resources in a socially just and ecologically sustainable manner
- encouraging and developing initiatives within its community to improve the quality of life of the community
- representing the interests of its community to the wider community.

Section 7 of the Act sets out the **functions of council**, which includes:

- planning at the local and regional level for the development and future needs of its area
- providing services and facilities that benefit its area, ratepayers, residents and visitors to its area
- determining the appropriate financial contribution made by ratepayers
- providing for the welfare, wellbeing and interests of individuals and groups within its community
- protecting its area from natural and other hazards and mitigating their effects
- managing, developing, protecting, restoring, enhancing and conserving the environment in an ecologically sustainable way
- providing infrastructure for the community and for development within its area
- promoting its area and providing attractive locations for business, commerce, industry and tourism
- establishing or supporting organisations or programs that benefit people in the area
- managing, and if appropriate, developing public areas that council is vested in or occupies
- managing, improving and developing resources available to the council.

Services councils must provide

By law, councils must provide services defined by the Local Government Act 1999 and other legislation. This includes:

- waste collection
- zoning, planning and building safety
- fire prevention and hazard management
- dog and cat management and control
- parking control
- public health and food inspection.

Services that improve quality of life

Councils develop initiatives that improve the quality of life for their local community by providing additional services. These services are different across councils and depend on local community needs, available funding and the number of people in the area.

These services may include:

- street lighting
- library and information services
- parks, ovals and sports facilities
- swimming pools and leisure facilities
- community facilities and halls
- coastal care
- support services for older people, and people with disability
- tourism initiatives
- wetlands and water resource management
- economic development.



The structure of council

A council is made up of the elected council, Chief Executive Officer (CEO) and council staff.

The relationship between the elected council, the CEO and council staff is very important. They each have separate roles, but they are connected.

- Council members decide the strategic direction of the council and set the policies and plans.
- The CEO, with support of council staff, advises the council members on the strategic direction.
- The CEO and council staff work to achieve the council's strategic policies and plans.
- The CEO and council staff lead manage council operations, not the elected council.

Your elected council is made up of the principal member (the mayor) and a group of councillors. The mayor is elected by the community. Councillors are also elected by the community, either to the council as a whole or to a specific ward (a sub-area of the council).

Councils with wards may have both ward and area councillors; councils without wards elect only area councillors. All councillors must consider the interests of the entire council area.

All mayors and councillors serve a four-year term. This may be less if they are elected at a supplementary election, which occurs when a council member resigns or is removed from office before the end of the council term.

Council members form a body corporate responsible for carrying out the duties and powers assigned to councils under the Local Government Act 1999 and other laws.

The role of the mayor

As the principal member, the mayor has important working relationships with councillors and the CEO. Supporting a positive team culture on council and building a respectful working relationship with the CEO are invaluable in this role.

Section 58 of the Local Government Act 1999 sets out the **role of the principal member.** This includes:

- provide leadership and guidance to the council
- lead and promote positive and constructive working relationships among council members
- provide guidance to council members on the performance of their roles, including on the exercise and performance of their official functions and duties
- support council members to understand the separation of responsibilities between elected representatives and council employees
- preside at meetings of council
- liaise with the CEO between council meetings on the implementation of council decisions
- act as the principal spokesperson of the council
- exercise other functions of the council as the council determines
- perform civic and ceremonial duties, as the principal member.

The role of councillors

Serving the interests of the broader community is a privilege. As a councillor, engaging respectfully with your local community and at council meetings is critical.

The ability to listen, seek to understand other points of view and speak to the facts are important in the role.

Section 59 of the Local Government Act 1999 sets out the **role of councillors:**

- act with integrity
- ensure positive and constructive working relationships within council
- recognise and support the role of the principal member under the Act
- develop skills relevant to the role of the council member and the functions of the council
- participate in the deliberations and activities of the council
- review the council's objectives and policies to ensure they are appropriate and effective
- review the council's resource allocation expenditure, activities, and the efficiency and effectiveness of its service delivery
- ensure, as far as practicable, that the principles set out in Section 8 (Local Government Act 1999) are observed
- participate in the oversight of the CEO's performance (under the council's contract with the CEO)
- serve the overall public interest.



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How councils make decisions

Council members make decisions not just for today, but for the future. Councils set strategies to make a long-term difference, balance competing demands and consider how to best use public funds.

Setting the council's strategic direction

By law, the elected council is responsible for high-level policies and plans. They consider, make decisions on, and adopt policies and plans that shape a local area, such as strategic management, long term asset management and financial plans.

The elected council relies on the professional advice of the CEO and staff on these important strategic policies and plans. To meet the needs of the local community, the elected council needs to ensure sustainable outcomes by managing council's resources responsibly.

Meetings on council

One of your most important roles as a councillor is to participate in the decision-making process at council meetings. As a councillor, you will need to attend information or briefing meetings and may also be asked to sit on a committee.

Council meetings

Council meetings are held at least once a month. Council meetings follow structured procedures set out in the Local Government (Procedures at Meetings) Regulations 2013 and you'll receive training to help you participate effectively and lawfully.

You will need to prepare for meetings by setting aside time to read and understand the agenda and reports, which are often detailed. Most councils provide electronic devices to access these papers.

Council decisions are made by majority vote and you must vote on every motion and amendment unless you have a conflict of interest. The mayor votes only in limited situations, such as when a deciding vote is needed.

If you miss three consecutive meetings without leave granted by council, you may be removed from office.

Committee meetings

As a councillor, you may be appointed to a committee. Committees support council functions and may also include community members. Committees can inquire into, report and provide advice on issues. They can also make recommendations, deliver projects or services, oversee works, run facilities or activities, or exercise delegated powers and duties.

Information and briefing meetings

Information and briefing sessions help you understand proposals and are also used for planning, training, workshops and improving discussion with the CEO and staff. The requirements for these meetings are set out in the Local Government Act 1999.

These sessions are not formal council meetings - no decisions can be made, and topics cannot be discussed in a way that effectively reaches a decision. If the session relates to a matter that will go to a council meeting, it must be open to the public unless confidentiality provisions apply. You will need to attend these sessions and work collaboratively to ensure you are well-informed for formal decision making at a council meeting.

External meetings

You may choose to represent your council on other bodies, such as local organisations, school councils, or state and national forums through LGA South Australia. If you are appointed to an external body, you must act in the best interests of that organisation. This responsibility is separate from your council role and you will need to carefully manage any conflicts of interest that may arise.

Leadership and behaviour on council

As a council member, you are a public officer. This means you must act in your community's best interests, meet the legislative and reporting obligations that come with the role and avoid acting in your own personal interests.

Good leadership and respectful behaviour are essential. Your professionalism and how you treat others reflects on the whole council. Being respectful, even when you hold different personal, policy or political views is vital for an effective council.

The Behavioural Standards for Council Members set out the minimum expected standards of behaviour, including how council members interact with each other, staff and the community. Councils also have behaviour management and support policies to guide council members and maintain a positive, safe and constructive working environment.



If elected, you are required to adhere to the standards of conduct. You must:

- show commitment and discharge duties conscientiously
- act in a way that generates community trust and confidence in the council
- act in a manner that is consistent with the council's role as a representative, informed and responsible decision maker, in the interests of its community
- act in a reasonable, just, respectful and non-discriminatory way
- show respect for others when making public and media comments on council decisions and matters, and clearly indicate they are personal views and not those of the council
- comply with all applicable council policies, codes, procedures, guidelines and resolutions
- take all reasonable steps to provide accurate information to and not knowingly mislead the community, and to correct the public record when appropriate
- act in a manner consistent with your role as defined in the Act
- use the processes and resources of council appropriately and in the public interest
- maintain respectful relationships and not bully or sexually harass other council members or council employees.

Positive behaviour includes listening actively to others, collaborating respectfully, focusing on community outcomes, being open to feedback and modelling integrity. Upholding these standards builds trust, strengthens community confidence, and helps deliver better outcomes for the everyone.

For more information

scan QR code to read the ***Behavioural Standards for Council Members***.

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Laws that affect council members

As a council member, you are obligated by law to report your interests, including those of close family members and associated entities. You also need to declare and manage any conflicts of interest in relation to agenda items at council or committee meetings.

Council members are also public officers under the Independent Commission Against Corruption Act 2012 and Public Interest Disclosure Act 2012.

These laws help protect the public's trust in local government by preventing, disclosing and overseeing issues such as corruption, misconduct and maladministration.

Under these Acts, council members are obligated to report any matter that is reasonably suspected of involving corruption in public administration. They also have a duty to act on an appropriate disclosure of public administration information made to them.

Penalties for not following the laws

Breaching these laws is serious and may be addressed by the Ombudsman SA, the Office for Public Integrity, Independent Commission Against Corruption SA, District Court of South Australia, or SA Police.

Penalties may include reprimands, training, suspension, fines or disqualification from office. Serious offences, such as corruption, may result in imprisonment.

You are not personally liable for council actions carried out in good faith. You cannot personally be sued by someone disputing a council action.

However, you can be sued for defamation if you knowingly make false statements that damage a person's reputation.

You may also lose your position on council under the Local Government Act 1999 if you:

- are declared bankrupt
- are sentenced to imprisonment
- become a member of a State, Territory, or Federal Parliament
- become an employee of the council.





Getting ready to nominate

You can nominate for council no matter your qualifications, religion, race, gender, work or life experience, or profession.

Being a mayor or councillor is a big commitment, but one that is very rewarding.

Am I eligible to nominate?

To nominate you must be:

- **18 years or older**
- **on the South Australian House of Assembly roll**
- **eligible to vote in your area, or as the nominee of a body corporate or group that has its name on the voters roll for the council area.**

Want to know more about eligibility?
Visit **councilelections.sa.gov.au/nominate**
Here you can read more about nominating, eligibility and more.

The 3 types of council elections

There are three forms of elections held in local government.

Periodic elections: which are held every four years.
Supplementary elections: which may be held when a position becomes vacant.

General elections: held under special circumstances

A periodic council election will be held in April 2027.

How to run for council

Before nominations open, Electoral Commission SA (ECSA) will release nomination information and materials on its website.

You'll be able to nominate through ECSA's online candidate portal during the nomination period. You'll need to enter your details, profile and photograph.

For more information about the nomination process, visit the ECSA website or **councilelections.sa.gov.au**

Key dates

Roll close	**5:00pm, 4 January 2027**
Nominations open	**Tuesday 26 January 2027**
Nominations close	**12 noon, Tuesday 9 February 2027**
Draw for positions on the ballot paper	**9:00am, Wednesday 10 February 2027**
Mailout of voting material to electors	**Thursday 11 March 2027 - Wednesday 17 March 2027**
Last day for postal issue/ re-issue of voting material	**5:00pm, Wednesday 31 March 2027**
Close of voting (Polling day)	**5:00pm, Wednesday 7 April 2027**
Scrutiny and count	**9:00am, Saturday 10 April 2027**

Running your campaign



You can check the details of other candidates standing for election on the ECSA website, which will be updated daily.

If the number of candidates matches the number of positions, you will be elected unopposed and you won't need to start a campaign.

If more people nominate than there are positions available, it's time to start campaigning for votes.

Before you start your campaign

Before you start, make sure you understand the rules for campaigning which are set out in the Local Government (Elections) Act 1999.
You can find information about this from:

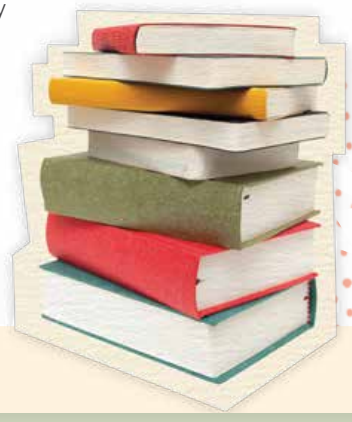
- Council election website **councilelections.sa.gov.au**
- Electoral Commission South Australia website **ecsa.sa.gov.au**
- your council's website

To help you campaign, you may want a copy of the voters roll for your area, which lists everyone eligible to vote in your election.

Planning your campaign

The goal of your campaign is simple: get people to vote for you. Voting is voluntary, so it's important that the community knows who you are and what you stand for.

Ballots are sent approximately four weeks before voting closes, and many voters send them in immediately, so starting your campaign early is key. Focus on your positive messages rather than commenting on opponents.



Key things to plan

- Identify your qualities as a community leader
- List the community issues you care about
- Research your council's current programs, strategies, plans and policies
- Define what you stand for
- Explain how you will represent the whole community
- Create your campaign messages
- Decide how much time and money you can spend
- Consider fundraising or donations
- Identify supporters or potential endorsements
- Consider how many votes you might need to be elected
- Decide whether you want a scrutineer (someone who observes vote counting).

Practical considerations

- Check local media deadlines and costs
- Arrange designers or printers for promotional material
- Set up a website or online support
- Create social media accounts (include "authorised by" statement)
- Prepare for a 'meet the candidate' community event.

Campaigning: What you need to know

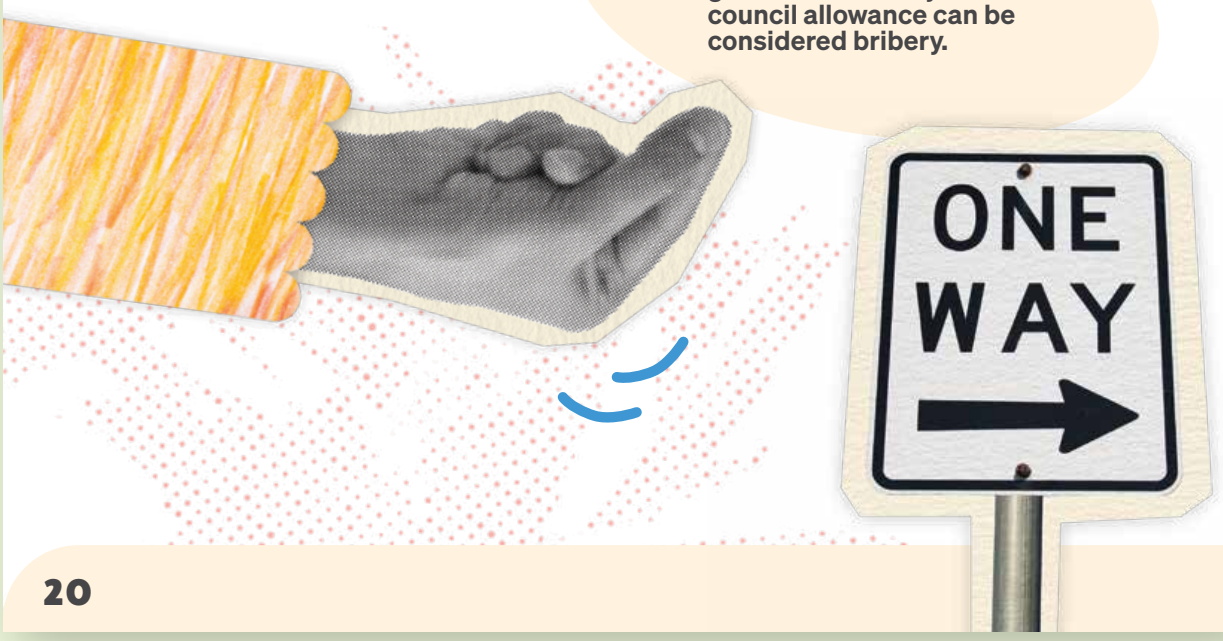
Be truthful and respectful

Your integrity and honesty as a candidate is essential. Acting dishonestly to influence or attempt to influence an election would make you guilty of an offence. It is also an offence to interfere with someone's right to vote or participate in the election.

- Don't publish false, misleading, or inaccurate material.
- Don't use violence, intimidation, or bribery to influence votes or candidates.
- Don't advocate that a voter marks their ballot paper or vote in a manner inconsistent with the Local Government (Elections) Act.
- Don't use council logos or branding, staff, offices, equipment or stationery for your campaign.

Tip:

Sharing your plans or ideas for the community is permitted, but promising gifts or to donate your council allowance can be considered bribery.



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Campaign donations

If you get a donation to your campaign, you must submit a gift return to ECSA within five days of receiving the gift.

If you make gift or expenditure arrangements with other candidates, you must notify ECSA within one business day of entering into the arrangement.

It is an offence to not submit a return, or a return that is false or misleading. Penalties apply and can lead to your position on council becoming vacant.

Find out more on the ECSA website.

Preparing campaign materials

Campaign materials are a great way to share your message and help voters understand who you are and what you stand for.

Anything intended to influence the election counts as electoral material. This includes posters, brochures, promotional items, events and social media posts.

All electoral material must include:

- your name and address as the authorising person
- printer details (physical address, email or website if no address).

You are responsible for everything you publish, both printed and online. The Local Government (Elections) Act 1999 sets out the rules and penalties for publication of electoral materials.



Ways to promote yourself

Your candidate profile

Your candidate profile is your chance to introduce yourself to voters. It must reflect your own campaign and should not mention past council decisions or other candidates, unless written consent is given from the person. This must be lodged with the profile. Your candidate profile will be one of the first things voters see about you, so a clear, positive profile will help people learn more about your strengths as a potential council member.

Print materials

Brochures or leaflets can be an effective way to share your campaign with voters. Use sustainably printed materials and take care to not create unnecessary waste. Keep materials simple, easy to read and focused on your goals. Consider including:

- your background and personal details
- why you are standing for election and what you hope to achieve
- council and ward
- key election dates
- contact details: address, phone, email, website, social media
- a clear photo of yourself.

Before distributing, have someone else review your materials. Respect signs indicating that flyers or leaflets are not welcome and get permission to display posters in business windows or on noticeboards.

Printed materials can serve as a foundation for other promotions, such as online posts or media releases.

Remember: all printed campaign items must include your 'authorised by' statement.

Prohibition on local electoral posters

Local electoral posters (including corflutes) cannot be displayed on public roads or road-related areas, including on any structures, fixtures or vegetation. If posters are put up in prohibited areas, penalties apply and an authorised person from council can order they be removed immediately.

Online promotion

Online promotion is a low-cost way to reach voters and share your ideas. You can:

- use social media to connect with residents and answer questions
- create a website to expand on your ideas and link all your online accounts.

Key points for online campaigning:

- clearly identify yourself as a candidate and include your authorised statement on profiles
- be respectful, accurate and helpful
- respond to comments and correct errors promptly
- respect privacy: get permission before posting photos or videos and remove them if requested
- avoid defamatory statements and offensive language.

Online campaigning is not for everyone. If you are not comfortable with social media, then consider other ways you can promote yourself and engage with the community.



Door knocking and community engagement

Meeting people in person is still one of the most effective ways to connect with voters, especially through door knocking.

Before you start:

- present yourself professionally
- prepare a short introduction and key messages
- choose times when more people are home (weekends or weekday evenings)
- plan to cover 10–15 houses per hour on average
- respect “no soliciting” signs
- be considerate of different interest levels and potential complaints
- keep your personal safety in mind
- be mindful of the prohibition on displaying local electoral posters on roads.

When someone answers:

- introduce yourself and your purpose
- listen carefully and respond politely
- if busy, suggest another time or way to contact you
- finish by seeking support and leaving a card or leaflet.

If no one is home, don’t leave notes that indicate the house is unattended.

Meeting face to face is one of the best ways for voters to get to know you. Friendly, respectful conversations build trust and support.

Standing for re-election

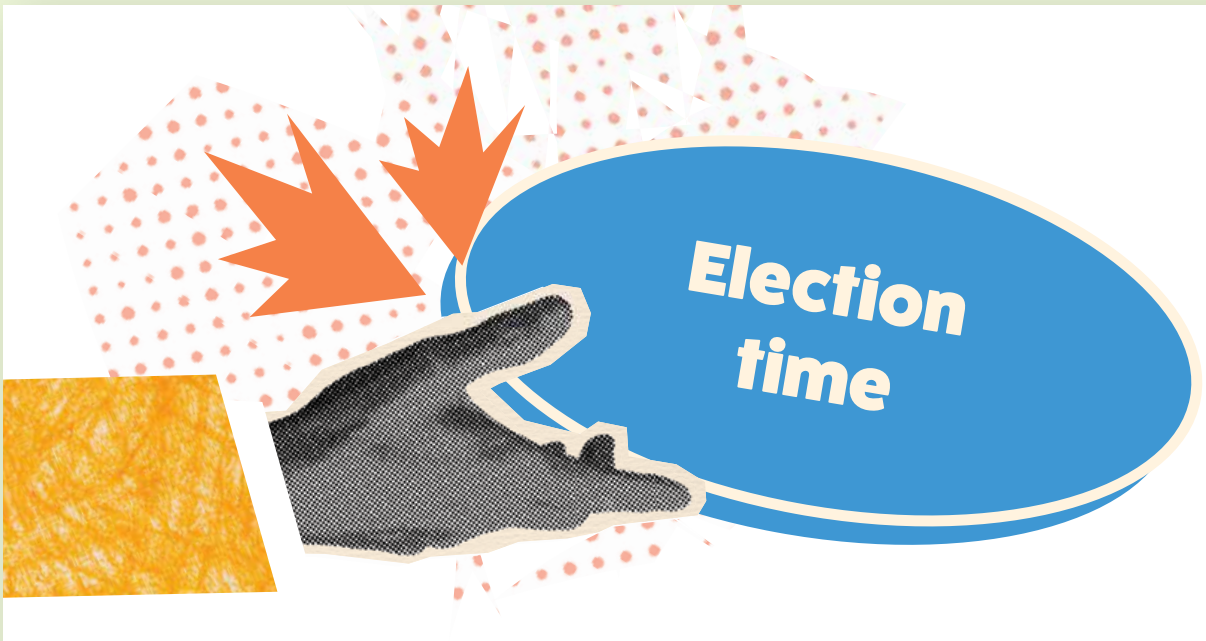
If you are standing for re-election, there are extra requirements under the Local Government (Elections) Act 1999. It’s important council members who are thinking of re-electing are familiar with their council’s caretaker policy to minimise risk of legal liability or the suggestion of having an unfair advantage.

Current council members cannot use council logos, services, resources or facilities for election campaigns, to ensure a level playing field for all candidates.

Example campaign plan template



Key local issues to campaign on	• Issue 1 • Issue 2 • Issue 3		
Key messages to convey	• Message 1 • Message 2 • Message 3		
Campaign budget	$ xxx		
Campaign team members	**Name** e.g. John Citizen	**Mobile** 0400 000 000	**Email** johnc@mail.com
Important contacts (e.g.)	**Name**	**Mobile**	**Email**
ECSA Deputy returning officer			
Local journalist(s)/ media			
Graphic designer			
Printer			
Action items (e.g.)	Who is responsible?	When will it be done by?	What will it cost?
Develop and print flyers	e.g. JC	10/02/25	$100.00
Create a website			
Establish social media accounts			



How voting works

Voting in council elections is done by post. ECSA will send ballot papers to all eligible voters for the election.

To vote, rank the candidates in order of your preference on the ballot and mail it to ECSA in the reply-paid envelope provided. Telephone voting is also available to certain electors check the ECSA website.

When voting closes, ECSA counts the votes, and results are published on ECSA's website once confirmed.

The Returning Officer

The Returning Officer is independent of councils and is responsible for running council elections in line with the legislation. In South Australia, the Electoral Commissioner is the Returning Officer, supported by the Electoral Commission of South Australia (ECSA).

Complaints, disputes and penalties

Anyone can make a complaint about an electoral offence. Complaints about electoral offences should be submitted in writing to the Electoral Commissioner.

The Court of Disputed Returns can hear petitions disputing an election. The Electoral Commissioner may dispute the validity of an election if there is an error in the recording, scrutiny and count, or recounting of votes.

The Local Government (Elections) Act 1999 explains what counts as illegal practice. Penalties may include fines or imprisonment.

Did you know?

As a candidate, you can appoint up to two scrutineers to watch the counting of the votes. They need to fill in a Scrutineer Authority Form (LG15) which is sent when nominations close, and you will need to add your details.



You're elected - what's next?



Congratulations on being elected to council!

The council CEO will let you know when the first council meeting is after the election. You will be given at least three days' notice.

In the meantime, you can prepare by learning about meeting procedures and how to take your place on council.

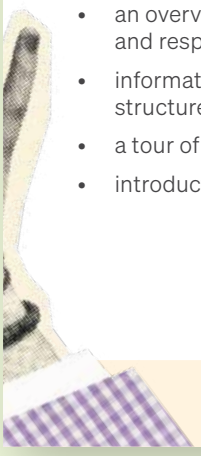
Induction and orientation

The council's CEO will organise an orientation and induction for all newly elected members. It's your chance to learn more, build connections and feel confident stepping into your new role. This may include:

- a council leadership workshop to get to know your elected council representatives, CEO and senior staff. This will help build a shared understanding of the strategic directions and how council can best create an effective team culture
- an overview of local government, your role and responsibilities
- information on how your council is structured and operates
- a tour of council facilities and the local area
- introductions to key staff.

During induction, you may receive council strategies, plans, policies and relevant legislation. Until then, it can be helpful to review these documents, which can be found on your council's website:

- the Local Government Act 1999
- council's organisational structure
- council's strategic management plan
- council policies and procedures
- the current budget and draft budget for next year
- the most recent annual report.



Declaring that you are a council member

Once elected, you must complete a Declaration of Office before you officially take your seat on council. This is a formal commitment to carry out your duties to the best of your ability, which is signed in front of a Justice of the Peace. It must happen at or before your first council meeting. Each council runs this ceremony differently. You may be asked to wear robes, read the declaration aloud or make a statement.

You must also complete official declarations about yourself and your interests. These include a primary return (listing your financial and other interests) and an ordinary return each year to update any changes. The primary return must be submitted within six weeks of being elected. Your CEO will explain exactly how this process works in your council.

For transparency, your completed returns are placed on a public register of interests, available on your council's website.

Your training and development

Councils are committed to helping new members feel confident and capable in their role. Under the Local Government Act 1999, every council must have a training and development policy to guide and support your learning. You'll take part in regular training that aligns with this policy and meets the LGA Training Standards for Council Members.

All council members must complete mandatory training within the first 12 months of their four-year term and mid-term refresher training. This training covers the essentials: How local government works, your behavioural and legal responsibilities, strategic planning, decision-making, meeting processes and financial management.

Becoming an effective council member is something you grow into. Your council, along with LGA, will provide ongoing learning opportunities so you can continue building your knowledge and confidence throughout your term. You won't be doing this alone - you'll be supported every step of the way.

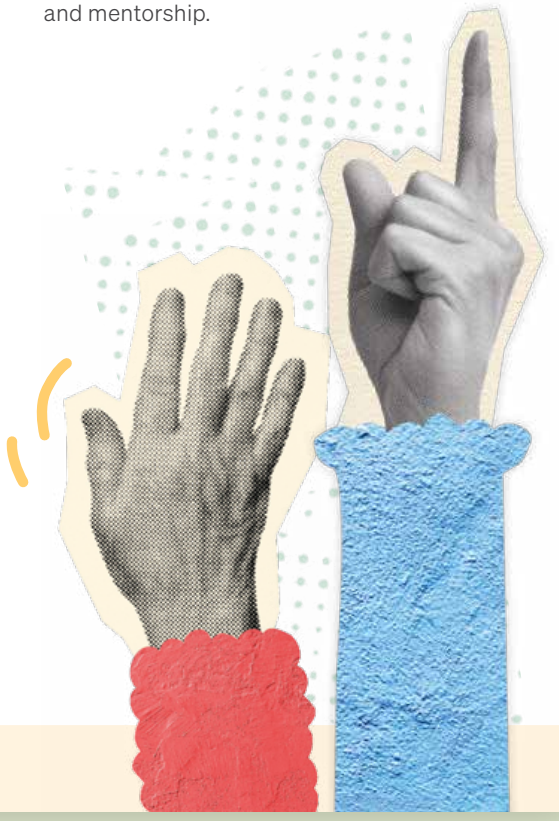
Welcome to the team

Serving on council means stepping into a shared space where collective thinking matters. You'll bring your own strengths and experiences, but you'll also rely on the support, insight and skills of the people sitting around the table with you. Each council member contributes to the bigger picture and progress comes from working together, navigating differences and keeping the community at the centre of every decision.

Looking after yourself in the role

Looking after yourself helps you serve your community at your best! During your time as a councillor or mayor, remember to:

- take regular breaks and prioritise wellbeing
- stay connected with family, friends, and colleagues
- set clear boundaries around work, council duties and community interactions
- ask for help and use support networks when needed
- take advantage of council training and mentorship.





Support and resources

Electoral Commission of South Australia

ecsa.sa.gov.au

Level 6, 60 Light Square, Adelaide SA 5000
GPO Box 646, Adelaide SA 5001
Phone: 1300 655 232

LGA South Australia

lga.sa.gov.au

148 Frome Street, Adelaide SA 5000
GPO Box 2693, Adelaide SA 5001
Phone: 8224 2000

Council Elections

councilelections.sa.gov.au

Local Councils

localcouncils.sa.gov.au

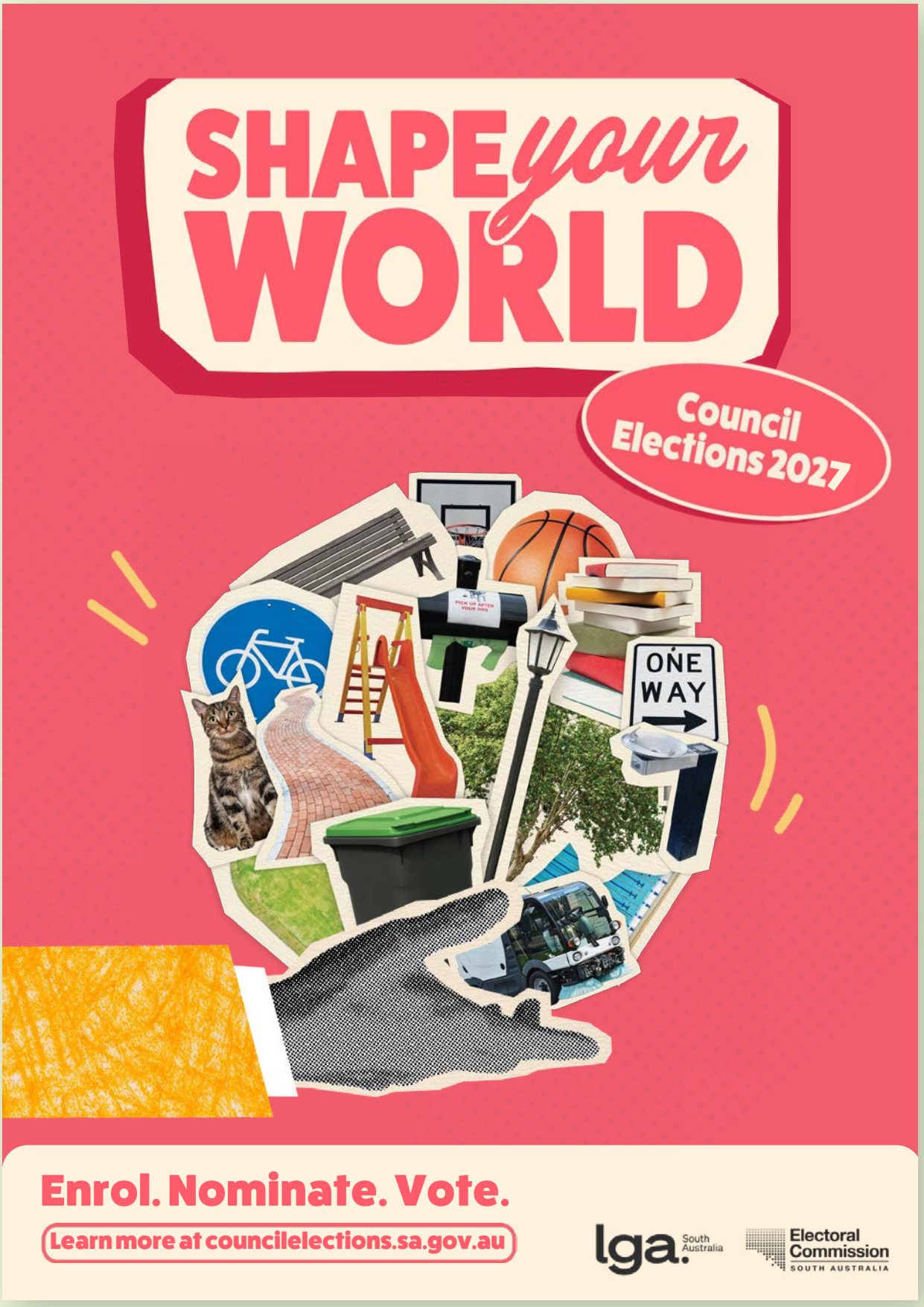
Find your local council

Local Government (Election) Act 1999

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