

Local Government Election 2022

Briefing Session for Potential Candidates

15 August 2022

7pm Tirkanthi Kuu Room
(Level 1 - upstairs)



Kaurna Acknowledgement

City of Prospect acknowledges that we are on the traditional country of the Kaurna people of the Adelaide Plains region and we pay our respect to Elders past and present.



'People, Places and Prosperity'
Artist: Elizabeth Close
Pitjantjatjara, Yankunytjatjara

We recognise and respect their cultural heritage, beliefs and relationships with the land and we acknowledge that they are of continuing importance to the Kaurna people living today.

Program for tonight



Nominating for Council

- Election Timetable – key dates
- Council Electoral Officer Role & Legislation Changes
- Eligibility
- Nominations (pre, during, post)
- Ballot draw
- Campaigning
- Campaign Returns
- Election Signs
- Voters Roll & Voting

About the City of Prospect

- About Us
- Corporate Structure
- Role and functions of council
- Service provision
- Key roles
- Being an Elected Member
- Allowances & Expenses
- If Elected....

Key dates



2022 timetable

Event	Date
Close of electoral roll	5:00 pm, Friday 29 July 2022
Nominations open	Tuesday 23 August 2022
Nominations close	12 noon, Tuesday 6 September 2022
Mailout of ballot material to electors	Between Friday 14 October and Thursday 20 October 2022
Close of voting (polling day)	5:00 pm, Thursday 10 November 2022
Scrutiny and count	9:00 am, Saturday 12 November 2022

Key dates



ECSA & Eastern Region Alliance upcoming sessions

- 15 August – 5:30-7pm ECSA Webinar (bookings essential)
- 16 August- 5:30-7pm, ECSA Elizabeth TAFE (bookings essential)
- 17 August - 7pm BURNSIDE Council Chambers
- 18 August - 7pm UNLEY Council Chambers
- 18 August-5:30-7pm, ECSA offices (bookings essential)
- 22 August - 7pm WALKERVILLE Council Chambers
- 24 August-5:30-7pm ECSA Webinar(bookings essential)

Council Electoral Officer Role



- Council Liaison Officer Role and Electoral Officers conduct electoral processes under the direction of the Electoral Commissioner.
- Presentation slides and other information will be available from Council's Website from tomorrow (information will not be provided in hard copy print-outs). If you can't stay for the whole session tonight, our neighbouring Councils are running similar sessions.
- Tonight's session contains **general information** to educate and support candidates to the election. For specific advice please refer to the Electoral Commission of SA (ECSA) or source your own legal advice.
- Since 2018 LG Elections, legislative reform has been enacted that has impacted processes and requirements for the 2022 Elections.

Legislative Reform



- 'Prescribed persons' nomination eligibility no longer exists
- No display of nominations at Council
- Voters Roll –supplied electronically
- Candidate profiles –photographs optional, must disclose if live in area/ward & political affiliation, larger character limit for word profile
- Change to Election sign arrangements
- Change to authorisation of electoral material, particularly social media
- Earlier distribution of voting materials
- New Assisted Voting arrangements
- Change to reissue of voting materials
- Close of voting – now a Thursday (scrutiny & count still commences on Saturday)
- Increased Campaign donation return requirements

More information here:
[ECSA info for Candidates](#)

Eligibility



You are eligible to be a candidate if you are:

- an Australian citizen
- Prior to the 29 July 2022 (close of roll):
 - enrolled in the Council area you are contesting, or
 - the nominee of a body corporate or a group that is on roll for the Council area
 - left off the voters' roll for the Council area in error.

You are not eligible to be a candidate if you are:

- a State or Federal parliamentarian.
- an undischarged bankrupt or benefiting from insolvent debtor legislation.
- an employee of the Council.
- disqualified from election by court order under the *Local Government Act 1999*.
- sentenced to imprisonment and are, or could become, liable to serve the sentence or the remainder of the sentence.
- a member of another Council.

Nominations



Fundamentals of a candidate nomination

Nomination form

- candidate completes the correct nomination form & they are eligible and, on the voters roll

Candidate Profile

- all nominations must include a candidate profile which meets the legislative requirements

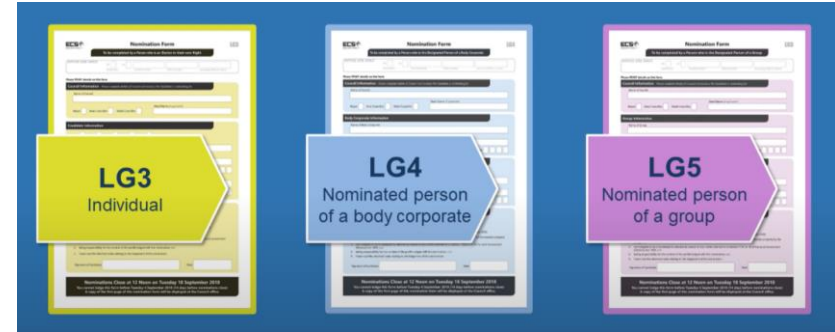
Photograph

- a photograph is optional, but most candidates submit one. Must be supplied with nomination

Nominations



- Detailed instructions for nominating are available from
 - [ECSA Nomination Process](#)
 - ECSA Candidate Portal (recommended & preferred approach)
 - www.candidateportal.ecsa.sa.gov.au
 - Email to ECSA
 - In person at Council or at ECSA
 - Need to select the correct form when nominating
 - Contact ECSA for assistance with nomination forms/portal



Nominations



- Nominations open on Tuesday 23 August 2022
- Early submission of your nomination will enable more time for you to correct your nomination if needed.
- Refer to the ECSA Website - Candidate Briefing video, Candidate Handbook for detailed instructions regarding completion of forms, preparing a profile, photos and submission processes.
- Use the Nominations portal – greater flexibility and guidance with respect to inputting your nomination information, preparing your profile and uploading your photo, and later submission of campaign donation forms.

Nominations



- Once submitted you can't amend your nomination. To change the nomination you need to withdraw it and submit a new nomination.
- Incorrect nominations will be rejected by ECSA.
- You can only nominate for ONE election; if you are later found to have nominated for more than one election, all nominations will be declared invalid.
- If you are submitting a photo, it must be supplied when nominating (previous option to submit at a later date is not available).
- Council's role is to receive and submit nominations (there is no capacity for Staff to check or help you with preparing your nomination).
- Nominations close promptly at 12 noon on Tuesday 6 September (no exceptions).

Ballot Draw



- Ballot Paper Draw – **4pm, Tuesday 6 September Payinithi**
- Public announcement of candidates by ECSA at the ballot draw and publish details on their website within 14 days
- Declaration of elections where there are less or equal number of candidates to the number of positions available
- ECSA will send candidates candidate and voting information and forms including campaign donation forms and scrutineer authority forms
- Council will also send candidates information following the close of nominations including a copy of the voters roll

Campaigning



- The LGA website provides extensive information regarding campaigning e.g.:
 - Getting started with your campaign
 - How to research the life of an Elected Member
 - A step by step guide to running a campaign
 - [LGA Campaigning information](#)
- Promotional material needs to be correctly authorised
 - [LGA Election materials](#)
 - Candidate Handbook (pp20-21) further important information

Campaigning



- Ward Information – 2018 Election results – # voters roll
 - Mayoral: 14,667 voters roll
 - North Ward: 3,891 voters roll
 - West Ward: 3,783 voters roll
 - Central Ward: 3,446 voters roll
 - East Ward: 3,550 voters roll
- Promotion/Publication Issues:
 - Do NOT use Council images, logos, staff, publications
 - Do NOT use photographs/information or reference the following without approval; current serving Elected Members, Council Staff, Electoral Staff, other Candidates etc.

The number of electors in each Ward for 2022 will NOT be available until the Voters Roll is finalised.

Campaign Returns



RETURN TYPE	WHEN TO LODGE	
1 Campaign Donation	Between Tuesday 27 September 2022 and Tuesday 4 October 2022	
2 Campaign Donation	Within 30 days from conclusion of the election.	For uncontested elections, the 2nd campaign donation return must be lodged between 2 December 2022 & 12 December 2022.
		For contested elections (where the number of candidates exceeds the number of positions), the 2nd campaign donation return must be lodged between 2 December & 19 December 2022.
Large Gift	<p>Note: The legislation appears to require that the same large gift must be reported twice in an election year.</p> <p>(1) within 5 days of receipt AND</p> <p>(2) within 60 days after 30 June. i.e. by Monday 29 August 2022. <i>Awaiting clarification from ECSA.</i></p>	

Election Signs



Displayed from **Thursday 13 October – Thursday 10 November**

- Electoral advertising posters (Election Signs) for Local Government elections **made of corflute or plastic** are now prohibited on a public road (including any structure, fixture or vegetation on a public road).
- Other signage can be placed on the public road in accordance with Council's Moveable Signs By-Law as long as they aren't made out of corflute or plastic.
- Other signs may be placed in public areas in accordance with the General Approval issued by SA Power Networks or Department for Infrastructure and Transport (to be released).
- Signage on private property requires the property owner's approval.¹

¹ Development approval may be required

Voters Roll



- All candidates will be provided with **ONE** electronic copy of the voters roll **AFTER** close of nominations.
- Candidates will be required to complete a form.
- A copy of the voters roll will be available at **Payinthe** from close of nominations
- The voters roll will be provided as a PDF document only (no other format or data sort)
- Further copies of the voters roll are available for purchase according to our Fees & Charges Register (\$60) [Fees and Charges Register Voters Roll page 16](#)
- Use of the roll for a purpose other than the distribution of electoral materials to voters is an offence – maximum penalty of \$10,000

Voting



- Ballot papers issued via post – between Friday 14 – Thursday 20 October.
- All ballot papers must be received by ECSA 5pm Thursday 10 November.
- ECSA responsible for the re-issue of ballot papers. Reissue of ballots available until 3 November 2022.
- For the Mayoral Election, voters must vote for at least ONE candidate for a valid vote.
- For Ward Elections, voters must vote for at least TWO candidates for a valid vote.

2018 Elections

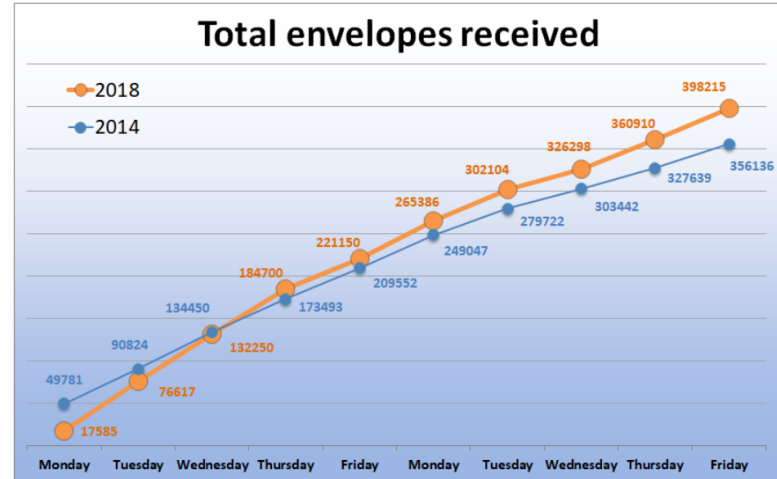


ECSCA 2018 Elections Statistics

Voter turn out;

2018 City of Prospect – 32.6%

2022 City of Prospect – ? %



Note : these figures represent the total numbers of all declarations envelopes received and processed.



5 minute break

City of Prospect



The City of Prospect has 9 democratically Elected Members, consisting of;

- 8 Councillors elected representing four wards,
- Mayor democratically elected by the Community and is the Presiding Member
- The Chief Executive Officer reports to the Council
- Local Government Elections occur every four years

City of Prospect Services



Regulatory	Core	Other
<ul style="list-style-type: none">• Policy planning & Development Assessment• Fire prevention• Cemetery management• Animal management• Litter & Nuisance Compliance• Parking control• Waste management• Food and public health inspection• Tree management	<ul style="list-style-type: none">• Local road and footpath construction and maintenance• Street lighting• Library services• Stormwater management and water conservation• Corporate Services• Civic Duties	<ul style="list-style-type: none">• Customer Service• Community Engagement• Parks, ovals and sporting facilities• Community facilities and halls• Community services• Economic Development• Youth Development• Environmental management• Community Transport

City of Prospect – About us

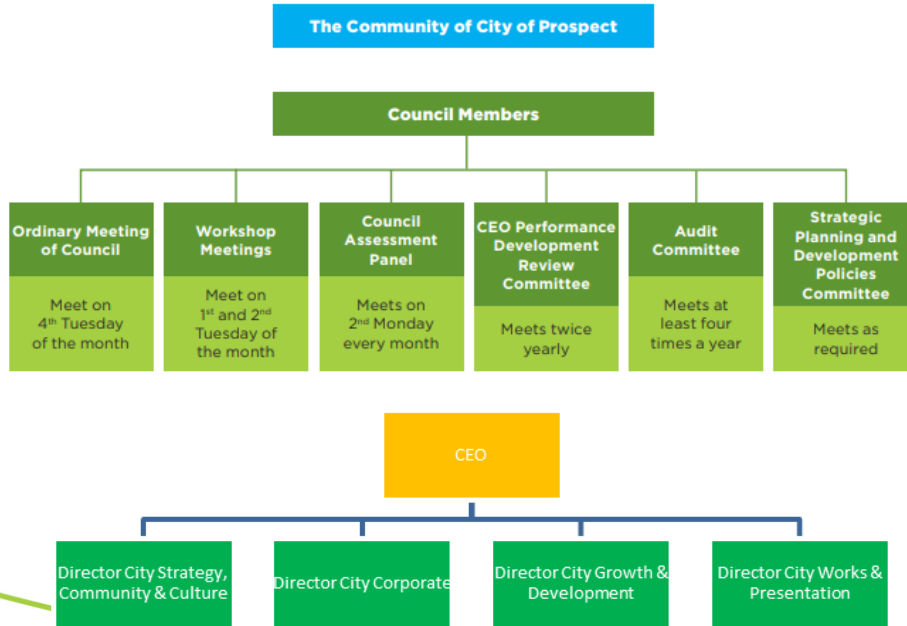


- Four Wards: Ward 1 – North, Ward 2 – West , Ward 3 – Central, West 4 – East
- 15,132 **electors** with 22,497 **Population (2021 ABS)**
- 1 Elected Member to 1,891 persons
- 81.9 Staff FTE (2022/23)*
- 7.79 kms2 roads: 2,814 population per mtr2
- Operating deficit (22/23) \$798k
- 2022-23 Budget totals \$27.4m (funded by rates @ \$24.3m + working capital)

<https://profile.id.com.au/aphn/about?WebID=210#:~:text=The%202021%20Estimated%20Resident%20Population,2%2C814%20persons%20per%20square%20km>

* Minus 4.3 CHSP Staff + 3 Capitalised Salaries.

City of Prospect – Structure



- Full Council comprises 9 Elected Members as the legal decision making body – ordinary meetings of Council.
- Council has informal information workshops and briefings whereby no formal decisions are made.
- Full Council has three (3) Committees that assist Council carry out its functions

Role of Members



Mayor (Principal Member)

Part 3—Role of members

58—Specific roles of principal member

- (1) Subject to this Act, the role of the principal member of a council as leader of the council is—
- (a) to provide leadership and guidance to the council; and
 - (b) to lead the promotion of positive and constructive working relationships among members of the council; and
 - (c) to provide guidance to council members on the performance of their role, including on the exercise and performance of their official functions and duties; and
 - (d) to support council members' understanding of the separation of responsibilities between elected representatives and employees of the council; and
 - (e) to preside at meetings of the council; and
 - (f) to liaise with the chief executive officer between council meetings on the implementation of a decision of the council; and
 - (g) to act as the principal spokesperson of the council; and
 - (h) to exercise other functions of the council as the council determines; and
 - (i) to carry out the civic and ceremonial duties of the office of principal member.

- *Provide leadership and guidance* to Council;
- *Lead the promotion of positive and constructive working relationships*
- Provide *guidance* to council members on their performance, including official functions and duties
- Preside at Meetings of Council
- Liaise with the CEO between Council meetings

https://www.legislation.sa.gov.au/_/legislation/lz/c/a/local%20government%20act%201999/current/1999.62.auth.pdf

Role of Members



Council Members

59—Roles of members of councils

- (1) The role of a member of a council is—
- (a) as a member of the governing body of the council—
- to act with integrity; and
 - to ensure positive and constructive working relationships within the council; and
 - to recognise and support the role of the principal member under the Act; and
 - to develop skills relevant to the role of a member of the council and the functions of the council as a body; and
 - to participate in the deliberations and activities of the council; and
 - to keep the council's objectives and policies under review to ensure that they are appropriate and effective; and
 - to keep the council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery, under review; and
 - to ensure, as far as is practicable, that the principles set out in section 8 are observed; and
 - to participate in the oversight of the chief executive officer's performance under the council's contract with the chief executive officer; and
 - to serve the overall public interest; and
- (b) as a person elected to the council—to represent the interests of residents and ratepayers of the council, to provide community leadership and guidance, and to facilitate communication between the community and the council.
- (2) A member of a council may, with the principal member's authorisation, act in place of, or represent, the principal member.
- (3) A member of a council has no direct authority over an employee of the council with respect to the way in which the employee performs his or her duties.

- Act with ***Integrity***
- Ensure ***positive*** and ***constructive working relationships***
- Recognise and ***support*** the role of the principle member
- ***Develop skills*** relevant to the role of a member and the functions of the council as a body
- Keep Council's ***objectives and policies under review*** to ensure appropriateness and effectiveness
- Keep Council's ***resource allocation, expenditure and activities under review***

https://www.legislation.sa.gov.au/_/legislation/lz/c/a/local%20government%20act%201999/current/1999.62.auth.pdf

Role of CEO & Staff



The CEO is legislated as being responsible for all operational matters, employee matters and ensuring implementation of Council decisions, plans and policies.

- Guide Elected Members in their policy formulation and decision-making processes
- Provide advice and guidance of a professional, technical or social nature
- Action the business of Council on behalf of the elected body including risk management and reporting on internal audit processes
- Provide effective management of Council's resources and services
- Operate within the policies of Council and comply with legislative integrity requirements
- The CEO has a legislated responsibility for staff employment and management



Role of Members



In practice

- Energy
- Dedication
- Responsiveness
- Genuine concern for the wellbeing of the community
- Ability to communicate
- Desire to work with others for the benefit of the community
- Courage to try
- Maintain neutrality
- Keep in touch with the community
- Open mind
- Willingness to learn new ways of doing things
- Willingness to govern the City as a whole (not just a ward)
- Commit & participate

Legal Matters



- Code of Conduct / Behavioural Standards
- Register of Interests (public document on Council's website)
- Campaign Donation returns & Large Gift return (ECSA)
- Conflict of Interest (register on Council's website)
- Gifts and Benefits Declarations (register on Council's website)
- Protection of Members – civil liability
- Confidentiality obligations
- Public Officer position and reporting requirements

Role of Members



In practice

Elected Members are expected to behave in a way that generates community trust and confidence in them as individual Elected Members and enhances the role and image of both the Council and Local Government generally.

- Elected Members must:
- act within the law at all times;
- act in good faith and not for improper or ulterior motives;
- act in a reasonable, just and non discriminatory manner;
- undertake their role with reasonable care and diligence;
- conduct their ongoing relationship with other Council Members, Council employees and the public with respect, courtesy and sensitivity; and
- use information in a careful and prudent manner.

Role of Members



Support for Members – Allowance/Benefits

The Remuneration Tribunal of South Australia determines quantum;

- Elected Member Allowance - \$19,110 pa
 - Mayoral Allowance - \$76,440 pa
 - Deputy Mayor - \$28,665 pa
-
- Information is made public on Council's Website – including registers of interests, gifts etc as a matter of accountability and transparency in accordance with community expectations of a public authority.

Role of Members



Support for Members – Allowance/Benefits

“... for the discharge of official functions and duties...”

- Resources and Equipment such as: tablet & associated costs (not exceeding \$45 a month for members and \$100 a month for the Mayor), business cards, use of council chambers, general administrative support.
- Training and Development - Mandatory training to be completed within first year of term.

https://www.prospect.sa.gov.au/_data/assets/pdf_file/0024/108753/Council-Member-Conferences,-Education-and-Development-Policy-2018-2022-Adopted-28012020.pdf

If Elected ...



- 4 year term
- Council – 4th Tuesday of every month
- Committees
 - Mostly quarterly
 - Council Assessment Panel – 4th Tuesday of every month
- Appointments to External bodies
 - CEO Briefing Sessions (generally monthly on Tuesdays, 6pm – 9pm)
 - Civic events
 - Regular Training, including Mandatory Training requirements
 - Opportunities for personal development

If Elected ...



Initial Commitments: *TBC	
Saturday 12/Sunday 13 November 2022	Congratulatory Email/phone call from CEO/ECSA
*Tuesday 15 November 2022 (from 6pm)	Elected Member Training/Induction <ul style="list-style-type: none"> - Introduction to Local Government/Team building - Meeting Procedures /Legal Matters - Finance
*Tuesday 15 November (from 6pm) or Tuesday 22 November 2022 (from 6pm)	Swearing In Ceremony (Tuesday 22 November prior to council)
Tuesday 22 November 2022, 7pm	Council Meeting
* Saturday/Sunday Nov/Dec	Bus Tour of Area & Elected Member Training
Tuesday 13 December 2022, 7pm	Council Meeting
November 2022 – November 2023	Elected Member Training (LGA Mandatory Modules)

Other Resources



- Ward Maps – familiarise yourself with the Ward you'll be nominating in
- Make contact with your current ward members
- Do you meet the Criteria to nominate;
 - Australian Citizen and enrolled?
 - Designated person of a body corporate or group that has its name on Council's voter roll
- View website to familiarise yourself with corporate documents such as;
 - Annual Business Plan and Budget 2022/23
 - Current Community Consultations
 - Policy documents
 - Projects in process

Other Resources



- Local Government Association of SA www.lga.sa.gov.au t. 8224 2000
- Electoral Commission of South Australia
- www.ecsa.sa.gov.au/elections/council-elections t. 7424 7400
- Election Nomination Portal www.ecsa.sa.gov.au
- City of Prospect www.prospect.sa.gov.au t. 8269 5355
- [City of Prospect Profile ID](#)

Deborah Horton, Team Leader Governance & Risk



Questions?