

	STATUTORY POLICY	Policy #	1.2 / 5
	CARETAKER	Last reviewed:	Jan 2022
		Next review	Jan 2026

Category:	Governance	Classification:	Public
First Issued:	12/5/12	Review Frequency:	4 years
Legislation:	Local Government (Elections) Act 1999		
Relevant Policies:			
Related Procedures:	Signed:		
Responsible Officer:	Chief Executive Officer		
Adopted by Council :	19/01/2022		

General Statement

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

Policy Detail

1. DEFINITIONS

In this Policy:

Chief Executive Officer means the appointed Chief Executive Officer or Acting Chief Executive Officer or nominee.

Council staff means any person that is employed full-time, part-time or casually by the Council who receives remuneration for their work.

Council Member means an elected member of the **District Council of Ceduna**.

- (a) **election period** means the period: commencing on <insert date>, being a day chosen by the Council for the purposes of the Policy, being a date earlier than the close of nominations for the general election; and
- (b) expiring at the conclusion of the general election.

designated decision means a decision:

- (a) relating to the employment or remuneration of the Chief Executive Officer, other than a decision to appoint an acting Chief Executive Officer or to suspend the Chief Executive Officer for serious and willful misconduct;
- (b) to terminate the appointment of the Chief Executive Officer;
- (c) to enter into a contract, arrangement or understanding (other than a contract for road works, road maintenance or drainage works) the total value of which exceeds whichever is the greater of \$100,000 or 1% of the Council's revenue from rates in the preceding financial year, except if the decision:
- (i) relates to the carrying out of works in response to an emergency or disaster within the meaning of the *Emergency Management Act 2004* (SA), or under section 298 of the *Local Government Act 1999* (SA);
- (ii) is an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or State Government or otherwise for the Council to be eligible for funding from the Commonwealth or State Government;

	STATUTORY POLICY	Policy #	1.2 / 5
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- (iii) relates to the employment of a particular Council employee (other than the Chief Executive Officer);
- (iv) is made in the conduct of negotiations relating to the employment of Council employees generally, or a class of Council employees, if provision has been made for funds relating to such negotiations in the budget of the Council for the relevant financial year and the negotiations commenced prior to the election period; or
- (v) relates to a Community Wastewater Management Systems scheme that has, prior to the election period, been approved by the Council; or

general election means a general election of council members held:

- (a) under section 5 of the Local Government (Elections) Act; or
- (b) pursuant to a proclamation or notice under the *Local Government Act 1999* (SA).

Minister means the Minister for Local Government or other minister of the South Australian government vested with responsibility for the Local Government (Elections) Act.

2. APPLICATION OF POLICY

- 2.1. This policy applies throughout the election period for a general election. For the purposes of the Local Government Elections of November 2022, the policy commences on 6 September 2022 and ends at the conclusion of the election, when results have been declared.
- 2.2. This policy applies to:
 - 2.2.1. the Council; and
 - 2.2.2. Council staff.

3. PROHIBITION ON DESIGNATED DECISIONS

- 3.1. The Council is prohibited from making a designated decision during an election period.
- 3.2. A decision of the Council includes a decision of:
 - 3.2.1. a committee of Council; and
 - 3.2.2. a delegate of Council.

4. PROHIBITION ON THE USE OF COUNCIL RESOURCES

- 4.1 Council resources must not be used for the advantage of a particular candidate or group of candidates.
- 4.2 For clarity, neither the *Local Government (Elections) Act 1999* nor this Caretaker Policy prohibits a council providing resources to all members of the public, which incidentally includes all candidates for election.
- 4.3 The following council resources must not be used for the advantage of a

	STATUTORY POLICY	Policy #	1.2 / 5
	CARETAKER	Last reviewed:	Jan 2022
		Next review	Jan 2026

particular candidate or group of candidates and may only be used by council members, where necessary, in the performance of their ordinary duties as a council member:

4.3.1. Mobile phones.

4.3.2. Council vehicles.

4.3.3. Council-provided landline phones, computers and other office equipment beyond that provided to members of the public (eg in a public library).

4.3.4. Council-provided business cards.

4.3.5. Requests to council employees to perform tasks which would confer an advantage on a candidate or group of candidates.

4.3.6. The ability to issue invitations to council events.

4.3.7 Council travel arrangements (eg access to council-negotiated rates for flights, accommodation or hire cars).

4.3.8. Access to areas that members of the public cannot access, including areas within the property of third parties (eg a 'Mayor's Parlour' at a suburban football oval).

4.3.9 Councils produced promotional brochures and documents.

4.4 Despite paragraph 4.1, the Council may determine those Council resources that may be used by all candidates for election on an equal basis.

5. CONSEQUENCE OF CONTRAVENING THIS POLICY

5.1. A designated decision made by Council during an election period is invalid, except where an exemption has been granted by the Minister.

5.2. Any person who suffers loss or damage as a result of acting in good faith on a designated decision made by the Council in contravention of this policy is entitled to compensation from the Council for that loss or damage.

6. APPLICATION FOR EXEMPTION

6.1. If the Council considers that it is faced with extraordinary circumstances which require the making of a designated decision during an election period, the Council may apply in writing to the Minister for an exemption to enable the making of a designated decision that would otherwise be invalid under section 91A of the *Local Government (Elections) Act 1999* and this policy.

	STATUTORY POLICY	Policy #	1.2 / 5
	CARETAKER	Last reviewed:	Jan 2022
		Next review	Jan 2026

6.2. If the Minister grants an exemption to enable the making of a designated decision that would otherwise be invalid under section 91A of the *Local Government (Elections) Act* 1999 and this policy, then the Council and Council staff will comply with any conditions or limitations that the Minister imposes on the exemption.

7. FURTHER INFORMATION

This policy is available to be downloaded, free of charge, from Council's website: www.ceduna.gov.sa.au . A printed copy may be purchased on request from the Council office.