



**PortAugusta**  
CITY COUNCIL

# Nominate for Council Candidate Session

Melissa Kretschmer  
Director City Services

# Acknowledgement of Country

*“We would like to pay our respects to the traditional owners of the land on which we meet.*

*We acknowledge their ancestors and their sharing of their country. We also pay respect to the many Aboriginal groups and cultures that work, walk and live in Port Augusta”.*

Artwork by: Marli Macumba





# *- make a difference -* **COUNCIL ELECTIONS 2022**



## **Agenda**

### **Welcome and intro**

### **Part 1: Characteristics of a council member**

### **Part 2: Local Government – an overview**

### **Part 3: How councils work & support**

### **Part 4: Council elections & campaigning**

### **Part 5: Election Period Requirements – Caretaker and Election Signs**

### **Wrap up & close**



## Part 1: Are you eligible?

To nominate you must be:

- an Australian citizen (including dual citizens)
- eligible to vote in your area
  - or are an officer of a body corporate nominated to vote
  - or are a member and nominee of a group that is on the council voters roll for the area.





## Part 1: Characteristics of a council member

- personal and interpersonal skills
- reading people and situations
- working effectively with different people & organisations
- visionary direction setting
- skills and knowledge





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## Part 1: Candidate tool

Having a high level  
of self-awareness helped  
me to manage some of the  
challenges I faced as well  
as more effectively working  
with others on council.

Complete the exercise  
in the booklet:  
**“Make a difference -  
nominate for council”**  
page 6-9







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## Part 1: Community leadership is:

- A privilege
- An obligation

***It's not about winning for yourself. It's about looking at the bigger picture, taking stock of all the information and facts, seeking community input, and finding commonality with others about what is best for the community.***





## Part 1: Community leadership

**What are the costs to the community,  
and to council, if each council member  
focused only on their favourite issue?**

“potential breach of the Act”

“in-efficient use of public funds”

“poor community outcomes”

“poor decision making”





## Part 1: Diversity

- Communities are made up of people from different backgrounds and needs.
- It is important our councils are reflective of the communities they represent.
- Diversity brings together a range of people different skills, experiences, backgrounds and beliefs.



## Part 1: Diversity

# What is diversity and why is it so important?

“supports sharing of  
different perspectives”

“better decision making”

“greater representation  
of community”

“diverse views and lived  
experiences are important”



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*“Get on council if you have an interest  
in making a difference for the whole  
community, not just one issue”*

**Council Member**

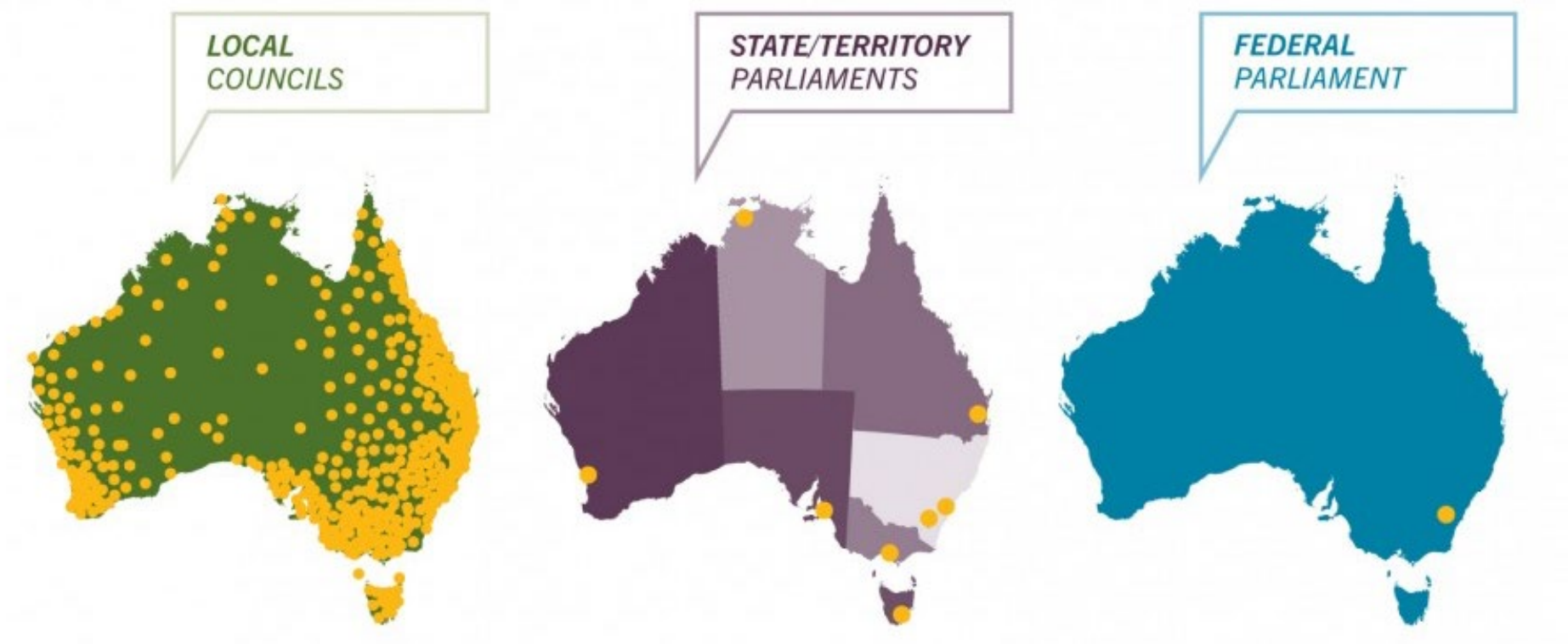




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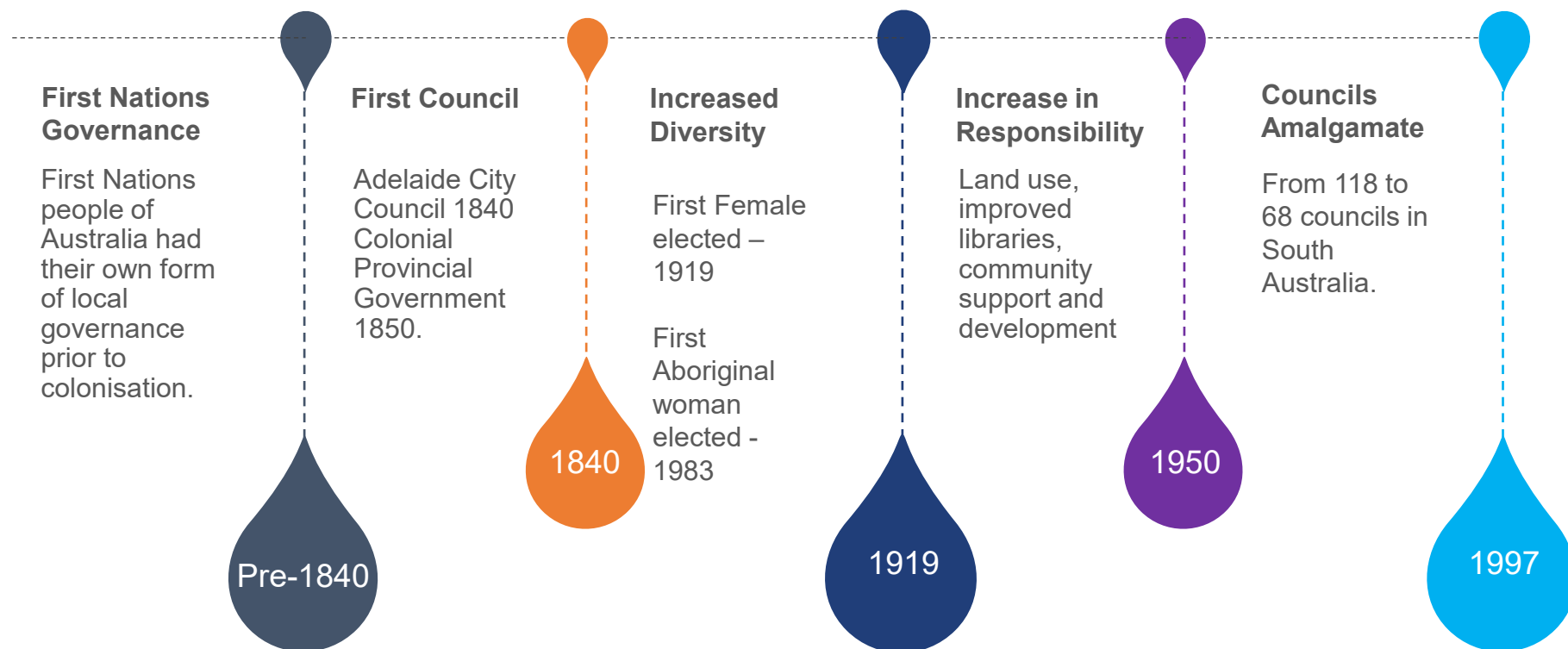
## Part 2: Three tiers of government





## Part 2: Local government - an overview

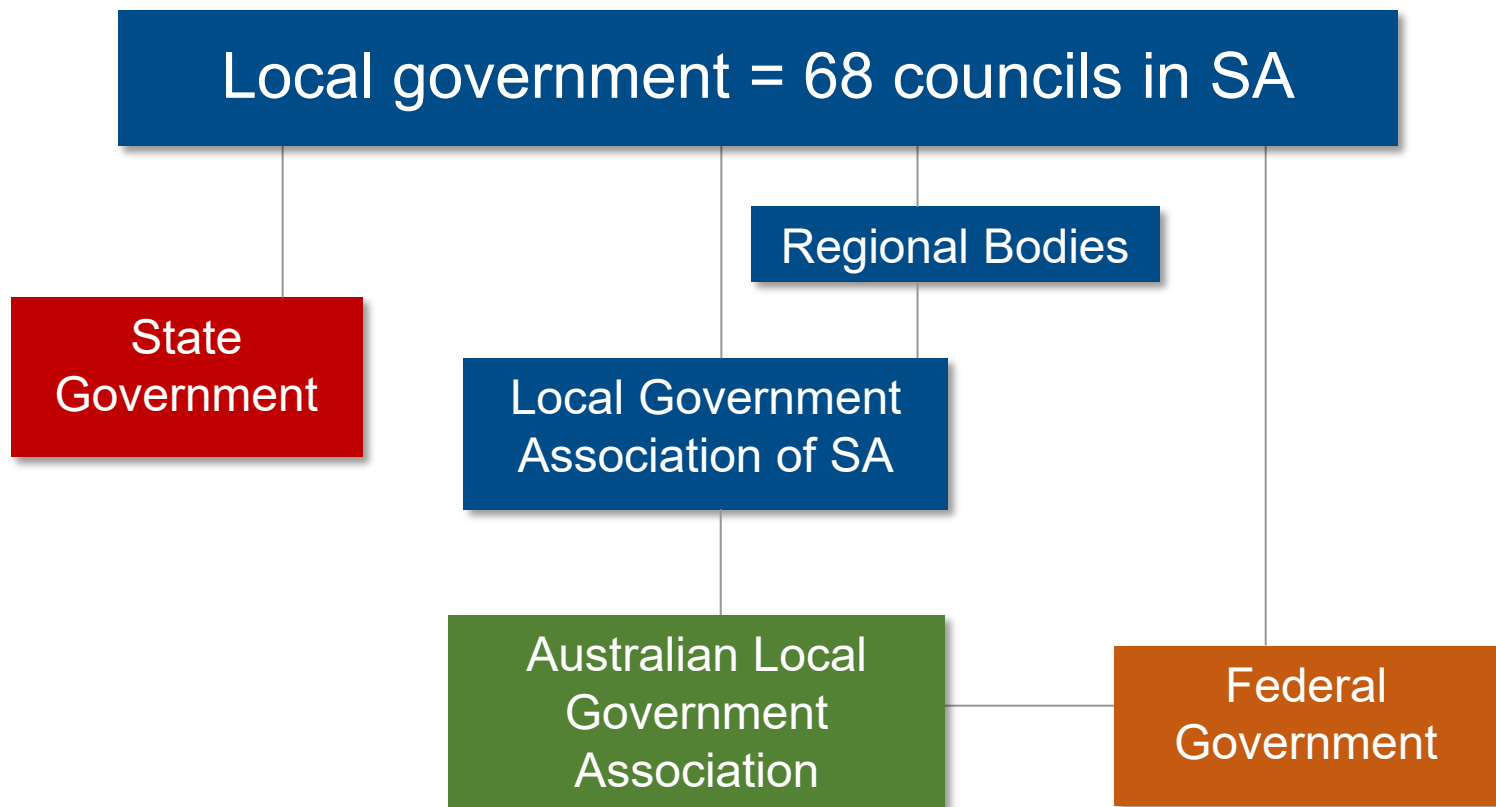
### Historical snapshot:







## Part 2: Local government in SA







## Part 2: The Local Government Act, 1999

Sets out the role and function of councils

There are **legislated** and **discretionary** functions

Legislative functions:

- decision making on behalf of the community
- participating in public policy development with other tiers of government
- providing services and facilities that benefit the area
- managing and conserving the environment
- regulating local activities (development, parking, animals and public health)



## Part 2: Legislation and Regulations

Burial and Cremation Act 2013  
Burial and Cremation Reg 2014  
Community Titles Act 1996  
Dog & Cat Management Act  
Elections Act  
Environment Protection Act  
Electronic Conveyancing Act 2010  
Expiation of Offences Act  
Fences Act 1975  
Fines and Enforcements Act 2017  
Fire and Emergency Services Act  
Freedom of Information Act  
Food Act 2001  
Heavy Vehicles Act 2013  
Land & Business Act 1994  
Landscapes Act  
Local Government Act 1999

Liquor Licensing Act 1997  
Local Nuisance and Litter Control Act 2016  
Planning, Development and Infrastructure Act 2016  
Real Property Act 1886  
Recreation Grounds Regs 2011  
Retirement Villages Act  
Roads (Opening/Closing) Act 1991  
Road Traffic Act 1961  
Road Traffic (misc) Regs 2014  
Road Traffic (Road Rules) Regs 2014  
SA Public Health Act 2011  
State Records Act  
Strata Titles Act 1988  
Unclaimed Goods Act 1987  
Water Industry Act 2012

Council must monitor  
and comply with over  
700 provisions from over  
30 legal instruments





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Discretionary council functions and services may include:

- roads, footpaths and street lighting
- waste management, recycling and storm water
- library and information services
- parks, ovals and sporting facilities
- swimming pools and leisure centres
- community facilities and halls
- events and tourism initiatives
- support services for elderly people and people with a disability
- wetlands and water resource management
- economic development







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## Local government and councils across SA

- provide hundreds of services
- look after about \$24 billion worth of public assets
- invest more than \$2 billion in providing services
- collect revenue from rates, fees and charges and funding





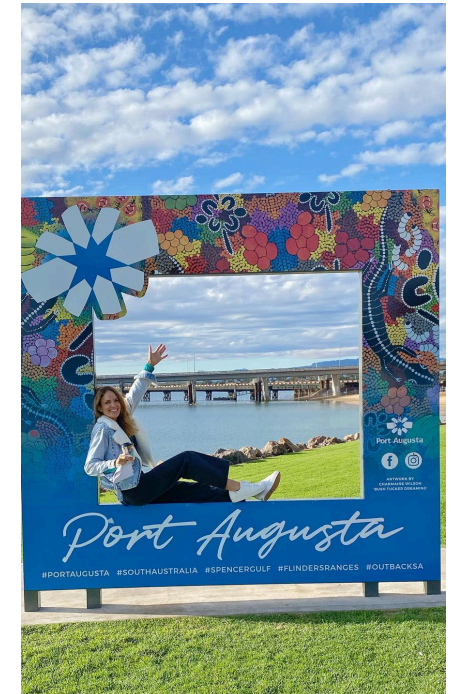


## Part 3: How Councils work

### Local Government Act, 1999 - Principal role of Council

To provide for the governance and management of the local area:

- act as a representative, informed and responsible decision maker
- provide various public service and facilities, develop in a socially just and ecological sustainable manner
- encourage and develop initiatives that improve the quality of life
- represent the interests of its community to the wider community
- exercise perform and discharge the powers, functions and duties of the Local Government Act and other Acts





## Part 3: Elected Council

An elected council comprises

- a principal member (Mayor)
- councillors

Port Augusta City Council has a  
Mayor and 9 Councillors

“ My experience says that the best team to achieve community desires is where the mayor and chief executive officer understand their respective roles.

This ensures that both support each other's roles and the council team and community benefit from a whole team approach. ”

Council CEO





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# The role of the Principal Member (Mayor)

as leader of the council is to -

(New legislative provisions)

- **provide leadership and guidance to the council**
- **lead the promotion of positive and constructive working relationships among council members**
- **provide guidance to council members on the performance of their role**
- **support council members' understanding of the separation of responsibilities between elected representatives and council staff**
- preside at meetings of the council
- liaise with the chief executive officer on the implementation of a Council decision
- principal spokesperson of council
- exercise other functions of the council as the council determines; and
- carry out the civic and ceremonial duties



# Role of a Council Member

(New legislative provisions)

- **act with integrity**
- **ensure positive and constructive working relationships within the council**
- **recognise and support the role of the principal member**
- **develop skills relevant to the role of a member of the council and the functions of the council**
- participate in the deliberations and activities of the council
- review council's objectives and policies to ensure they are appropriate and effective
- review council's resource allocation, expenditure and activities, and the efficiency and effectiveness of its service delivery



## The CEO is responsible for

- the implementation of council decisions and the general administration of council functions and affairs
- employing and managing all the other staff of the council
- acting as an adviser to council members
- ensuring that the council acts within the law



John Banks

Chief Executive Officer





## The relationship between council members and staff

- council members decide the overall strategic direction of the council and set the policies and plans
- staff, through the CEO, undertake the administrative actions to achieve the council's strategic directions, policies and plans



- Director Corporate & Community Services, Luke Culhane
- Director City Services, Melissa Kretschmer
- Director Infrastructure, Kevan Delaney



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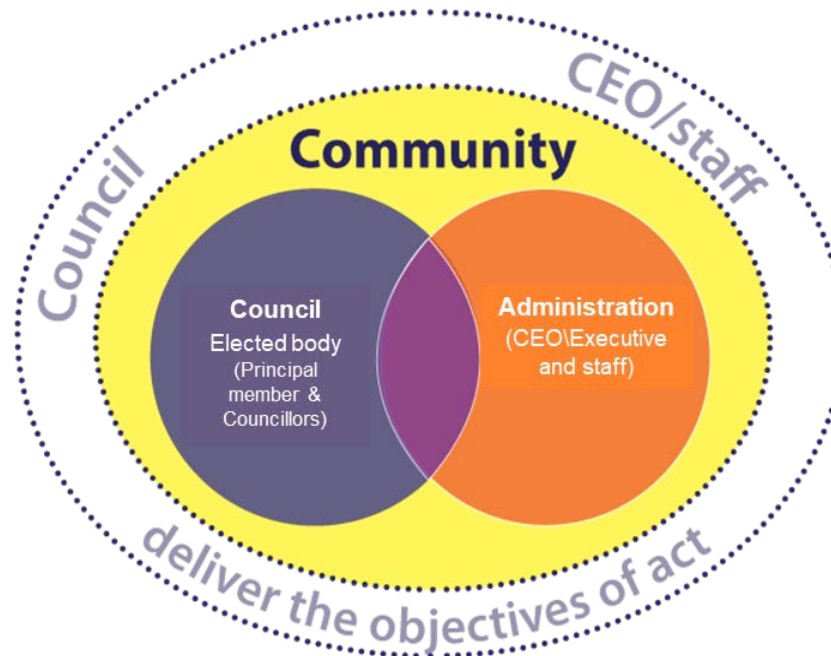


## Part 3: Effective leadership

### Council

- Decide Policy
- Approve strategy
- Monitor progress
- Report on progress

**Determine strategic  
management plans for  
Council**



### CEO\Staff

- Advise on policy
- Prepare strategy for approval
- Implement policy & strategy
- Report performance to Council

### Working together - sharing information

Information or Briefing sessions (section 90A of Local Government Act, 1999)

Email updates from CEO

Customer service support & website



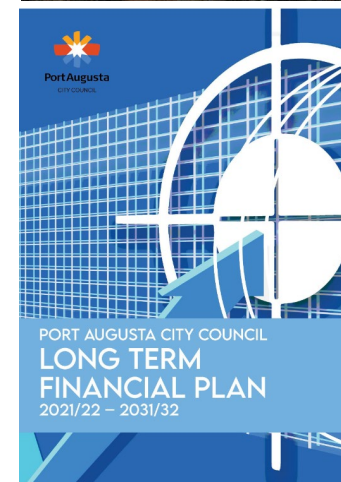
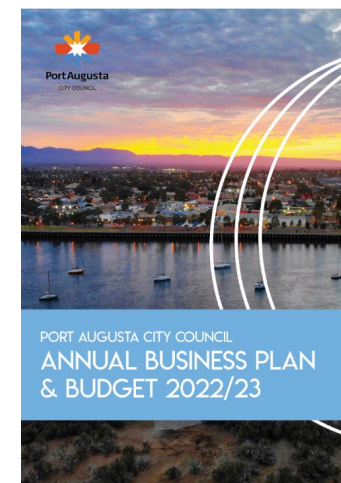
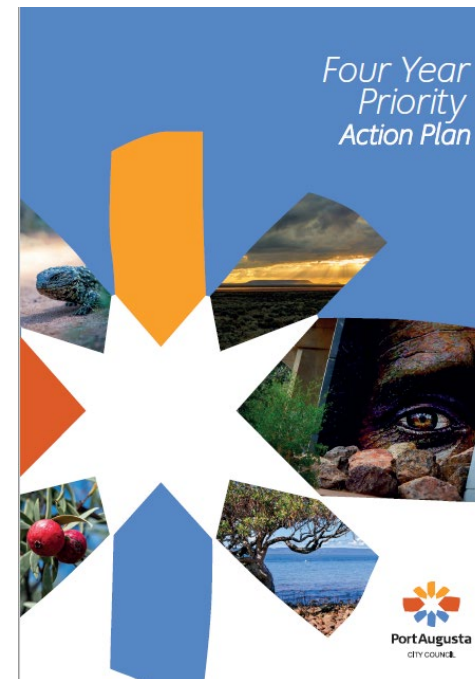


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## Part 3: Strategic decision making

- Strategic Plan (at least four year plan)
- Community Plan (long term)
- Long Term Financial Plan (10 years)
- Annual Business Plan & Budget (one year)







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## Part 3: Our Council - Our region

#PORTAUGUSTA #SOUTHAUSTRALIA #SPENCERGULF #FLINDERSRANGES #OUTBACKSA





## Part 3: Our Council - Our region

- Port Augusta is the most uniquely located City in South Australia, sitting at and nestled around the top of Spencer Gulf, the heart of South Australia. This is a seaside City, yet it maintains its strong connections with the iconic Australian Outback. The stunning backdrop of the Flinders Ranges is a constant reminder of this link to the Australian bush.
- The Port Augusta City Council area is 1,153.1km<sup>2</sup> and extends to the foothills of the Flinders Ranges in the east and to the Whyalla Council and Lincoln Gap in the west.





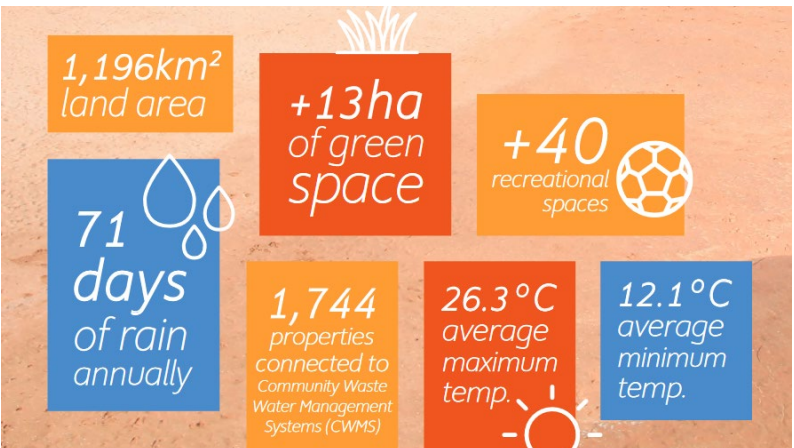
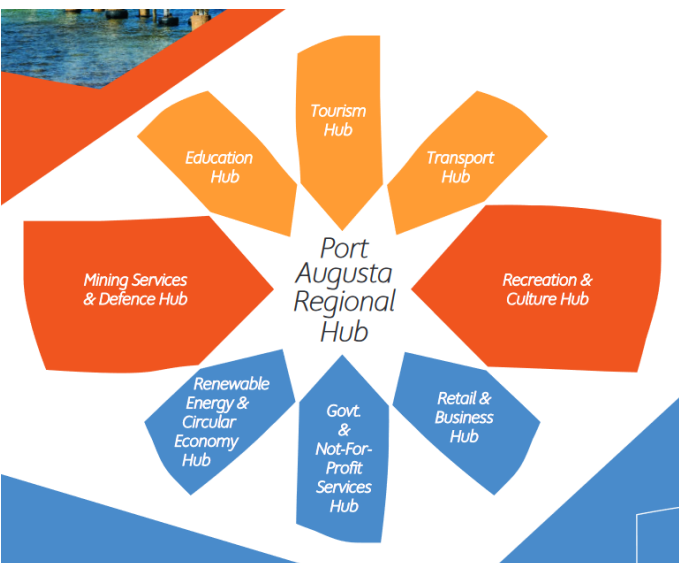


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## Part 3: Our Council - Our region

Port Augusta City Council covers the city of Port Augusta, including Stirling North, and the seaside homes located at Commissariat Point, Blanche Harbor and Miranda







## Part 3: Our Council – Corporate and Community

### Australian Arid Lands Botanic Garden

- State Government Funding
- Café, Tourism, Gift Shop, Nursery
- Ongoing relationship with Friends of AALBG

### Wadlata

- Accredited Visitor Information Centre
- Café, Tourism, Tunnel of Time

### Sport, Recreation & Events

- Ryan Mitchell Swim Centre – facility upgrades underway
- Events
- Lea Theatre
- Central Oval

### Finance & Customer Services

### Health Focus

### Mens Shed

### Childcare Centre

### Disability Reference Group







## Part 3: Our Council – City Services

### Human Resources

- Recruitment, Training and Development

### Work Health and Safety

### Risk Management

### Information Technology

### Records Management

### Governance

- Citizenship
- Elections

### Community Development

- Yarta Purtli Art Gallery
- Public Art
- Aboriginal Art Partnerships
- Reconciliation Action Plan
- Substance Misuse Services

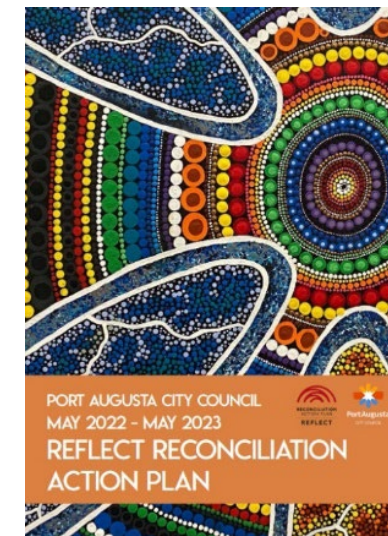
### Library

- Materials
- Programs and Services

### Leases and Licences

### Procurement

- Tenders for projects and services







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## Part 3: Our Council - Infrastructure

### Environmental Health

### Planning and Development

### Regulatory Services

- Dog and Cat Management
- Parking
- Fire Safety

### Technical Services

- Project delivery
- Waste Management
- Roads, Footpaths and Stormwater

### Airport Management

### Operations

- Parks, Ovals and Reserves
- Gardens and Public Spaces
- Council Infrastructure Maintenance
- Roads and Footpath Maintenance
- Waste Water Treatment Plant
- Community Wastewater Management Scheme



**Dog & Cat Registrations**  
Have you completed your  
**DACO Registrations?**  
**Due by August 31st 2022**  
[DOGSANDCATSONLINE.COM.AU](https://dogsandcatsonline.com.au)

Government of South Australia  
Dog and Cat Management Board

Port Augusta  
CITY COUNCIL





## Part 3: Council member support

- Support of other Council Members, the Mayor and the CEO/staff
- Be advised when the next council meeting will occur
  - **9 September, 11 October, 8 November (current Council)**
  - **13 December (new Council)**
- Make a Declaration of Office before your first council meeting
  - **22 November 2022 – 2.00-6.00pm**
- Declare large gifts and campaign donations (during and 30 days after the election)
  - **4 October and 12 December 2022**





## Part 3: Council member support

Council members get an annual allowance and expenses reimbursed

The allowance is:

- set by the Independent Remuneration Tribunal
- adjusted each year for CPI

Council Members \$19,110

Mayor (4 x Council Members) \$76,440

Deputy Mayor / Committee Chair (1.25 x Council Member rate) \$23,887.50



## Part 3: Council member support

The CEO will provide an induction and orientation with:

- ✓ Equipment and administrative facilities
- ✓ A tour of your council area
- ✓ Information on council's structure
- ✓ A schedule of briefings on strategic issues
- ✓ An introduction to key staff

*General Induction  
(following swearing in)*

***22 November 2022 – 2pm***





## Part 3: Council member support

There is mandatory training for council members (over 12 months)

- ✓ the role and function of local government and council
- ✓ behavioural requirements
- ✓ legal responsibilities
- ✓ strategic planning
- ✓ decision making
- ✓ council and committee meetings
- ✓ financial management and reporting

*Mandatory Training Module 1,2,3,6,7*

***To be confirmed 2023***

*Mandatory Training Module 4 –  
Strategy and Finance*

***6 December 2022 – 5.30pm***



## Part 3: Council member support

*IT Equipment and Training*

**22 November 2022 – 3.30pm**

*Records Management Training*

**25 November 2022 – 4.00-5.00pm**

*Legal Essentials Training*

**29 November 2022 – 5.00-8.00pm**

*Mandatory Training Module 4 –  
Strategy and Finance*

**6 December 2022 – 5.30pm**

*First Council Meeting*

**13 December 2022 – 6.00pm**





## Part 3: Council member expectations

Council meetings – currently held monthly, Second Tuesday at 6.00pm

- **9 September, 11 October, 8 November (current Council)**
- **13 December (new Council)**

Meeting procedures are set in the Local Government (Procedures at Meetings) Regulations

Council briefing and information sessions (Section 90A)

- **Generally held on Tuesdays at 5.30pm**



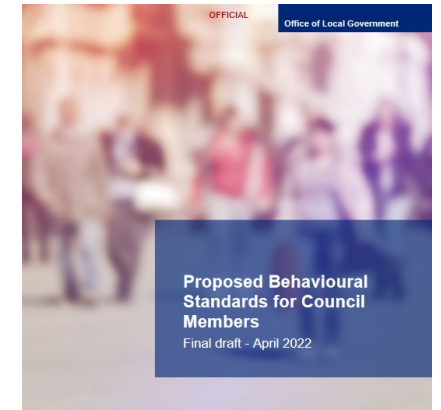
## Part 3: Council member expectations

The *Local Government Act 1999* sets out the duties and code of conduct of a council member

New Behavioural Standards will apply in the new term of Council.

[Proposed Behavioural Standards - Office of Local Government website:](https://www.dit.sa.gov.au/local-government/documents/office-of-local-government/local-gov-reform/Proposed-Behavioural-Standards.pdf)

<https://www.dit.sa.gov.au/local-government/documents/office-of-local-government/local-gov-reform/Proposed-Behavioural-Standards.pdf>



The proposed Behavioural Standards for Council Members have been developed in preparation for the commencement of the Conduct Management Framework as part of the implementation of the Statutes Amendment (Local Government Review) Act 2021 and associated changes to the Local Government Act 1999. These draft Standards have been prepared in close consultation with the Local Government Association.





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## **Part 3: No special qualifications or experience required**

- passion for your community
- personal and interpersonal skills
- listening skills
- working effectively with different people and organisations
- visionary direction setting
- general skills and knowledge

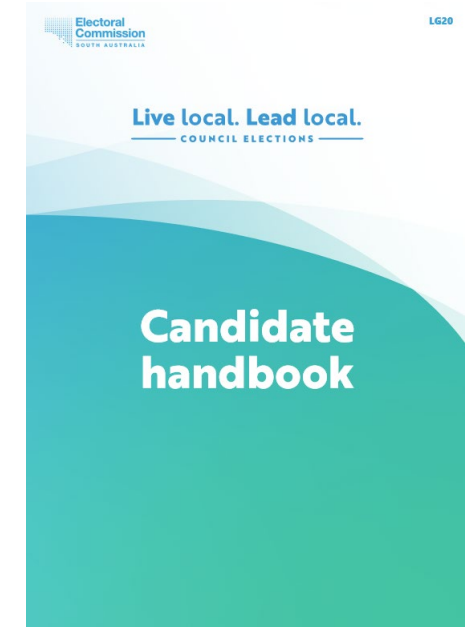




## Part 4: Council elections and campaigning

The *Local Government (Elections) Act 1999* sets out the requirements for council elections:

- how they are to be conducted
- who can nominate
- who can vote
- how the votes are to be counted







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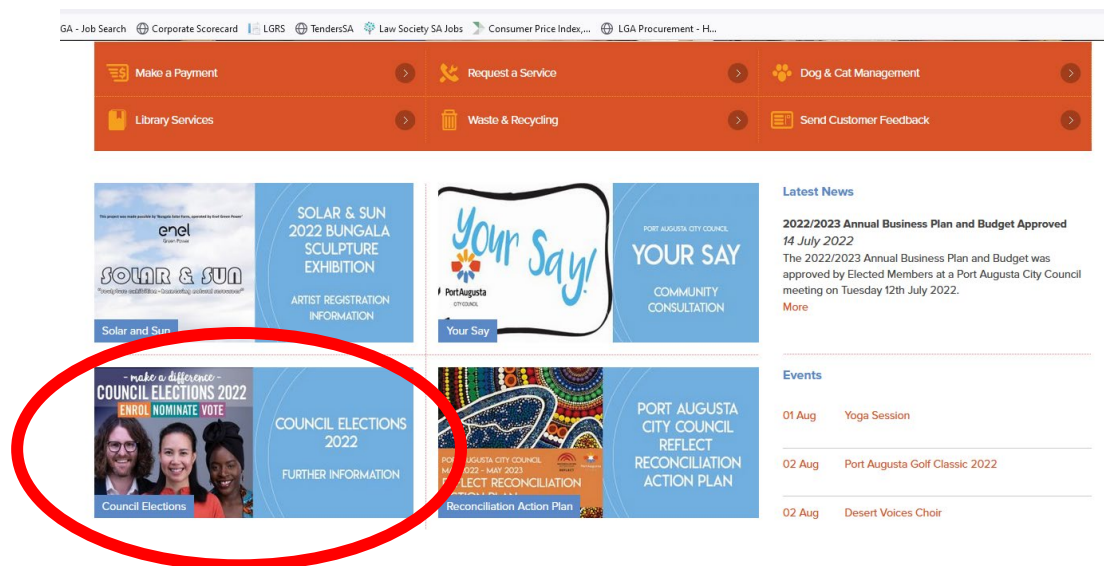
# NOMINATE

Opens Tues 23 Aug. Closes 12noon Tuesday 6 Sept 2022



## Part 4: Council elections and campaigning

[www.councilelections.sa.gov.au](http://www.councilelections.sa.gov.au)



[Home](#) > 2022 Council Elections

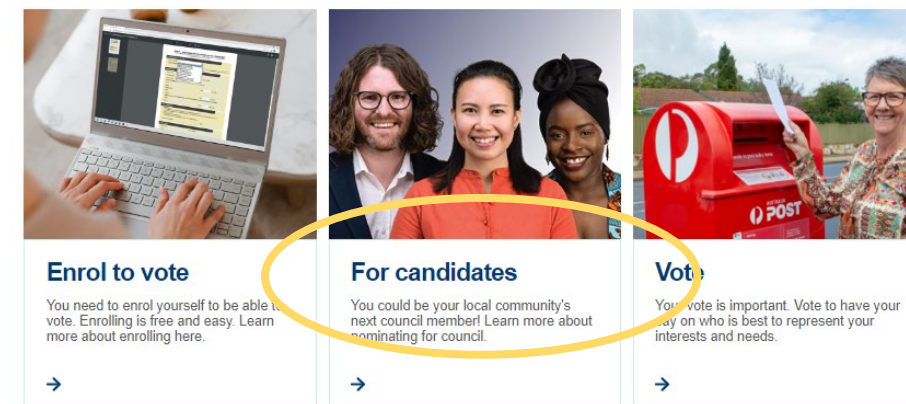


### 2022 Council Elections

[Enrol to vote](#) in the 2022 Council Elections. All South Australian [residents](#) over 18 years of age and [property](#) and [business owners](#) are eligible to vote.

Local business? Vote local.  
Enrol now to vote in the 2022 Council Elections.

[→ Enrol now](#)







## Part 4: Council elections and campaigning

- Becoming a candidate
- How to nominate
- Campaigning
- Winning your campaign
- Preparing election materials
- Campaign legislation & regulation

The screenshot shows the website of the Local Government Association of South Australia. The top navigation bar includes links for Home, About, Enrol, Vote, Nominate, News & Events, and FAQs. A search bar is located on the right. The main heading is '2022 Council Elections'. Below this, there is a list of links: About, Enrol to vote, For candidates (circled in yellow), Becoming a candidate, How to nominate, Campaigning your candidacy, Winning your campaign, Preparing election materials, Campaign legislation & regulation, (( Campaigning )) (( Information for candidates )), Vote, News & Events, Resources, (( Supplementary elections )), and Frequently asked questions. The 'For candidates' link is highlighted with a yellow circle. Below the list, there is a section titled 'For candidates' with a description: 'If you are eligible to enrol in your local council elections, you may also be eligible to become a candidate for a position on council. Becoming a councillor presents the opportunity to contribute to positive outcomes within your community. It's a rewarding and challenging role which requires commitment, responsibility and accountability.' Below this, there are six cards arranged in a 2x3 grid, each with a title and a description, and a right-pointing arrow. The cards are: 'Becoming a candidate', 'How to nominate', 'Campaigning your candidacy', 'Winning your campaign', 'Preparing election materials', and 'Campaign legislation & regulation'.

Local Government Association of South Australia

Electoral Commission SOUTH AUSTRALIA

Search

Home > 2022 Council Elections > Nominate

Listen

**For candidates**

If you are eligible to enrol in your local council elections, you may also be eligible to become a candidate for a position on council.

Becoming a councillor presents the opportunity to contribute to positive outcomes within your community. It's a rewarding and challenging role which requires commitment, responsibility and accountability.

**Becoming a candidate**

The nomination process is simple and straightforward. Learn how to nominate yourself to become a candidate for local council.

**How to nominate**

The nomination process is simple and straightforward. Learn how to nominate yourself to become a candidate for local council.

**Campaigning your candidacy**

Campaigning is a crucial step in winning the votes of your community. Learn the basics of campaigning.

**Winning your campaign**

Local council elections can be decided and won by just a handful of votes.

**Preparing election materials**

Things to know when preparing your election materials.

**Campaign legislation & regulation**

Familiarise yourself with the recent updated laws surrounding campaigning.



## Part 4: Council elections and campaigning

Visit Council Elections website – [www.councilelections.sa.gov.au](http://www.councilelections.sa.gov.au)

### Candidate briefing sessions

- The election timetable
- Nomination procedures
- How to nominate using the new online portal
- Tips for campaigning
- The voting procedures and processes
- Disclosure returns

*18 August – ECSA Office Adelaide*

*24 August – Webinar – 5.30-6.30pm  
Also streamed to Council Chambers*

Register to attend: [Candidate briefings LG - Electoral Commission SA \(ecsa.sa.gov.au\)](http://Candidate briefings LG - Electoral Commission SA (ecsa.sa.gov.au))





# Part 4: Council elections and campaigning

<b>Roll close</b>	<b>5pm Friday 29 July 2022</b>
<b>Nominations open</b>	Tuesday 23 August 2022
<b>Nominations close</b>	12 noon Tuesday 6 September 2022
<b>Draw for position of candidate names on ballot paper</b>	4pm Tuesday 6 September 2022
<b>Campaign Donations Return</b>	Tuesday 4 October 2022
<b>Mail out of voting materials to electors</b>	Monday 14 to Friday 20 October 2022
<b>Last day for reissue of voting material</b>	5pm Thursday 3 November 2022
<b>Close of voting</b>	5pm Thursday 10 November 2022
<b>Scrutiny and count</b>	9am Saturday 12 November 2022
<b>Campaign Donations Return</b>	30 days from Conclusion of Election (approx. 14 December)



## Part 4: Candidate eLearning tool

### Four short eLearning modules

Self paced with audio and videos

- The role of councils
- Council members role
- Working together
- What it takes to be effective

Available in August  
**[www.councilelections.sa.gov.au](http://www.councilelections.sa.gov.au)**





## Part 5 – Caretaker Period

**Caretaker Period** – 23 August 2022 until the declaration of results (approx. 14 November)

### **Designated Decisions**

Council must not make ‘designated decisions’ during the caretaker period – these decisions and exemptions are outlined in the Local Government Elections Act, and Council’s Caretaker Policy.

### **Use of Council Resources**

Current members must not use their Council resources for election purposes.

Any provision of Council resources for election purposes must be made equally available to all candidates.



## Part 5 – Election Signs

### Electoral Advertising Posters (Corflute and Plastic)

- Local Government Reforms have banned these signs on public infrastructure.

### Local Government Election Signs

- Signs made from other materials may be displayed on public infrastructure in accordance with the General Approval from SAPN and DIT.
- Must also be in accordance with Council's General Approval, refer to Council's Website
- May only be displayed between 13 October – 10 November
- Any sign can be placed on private property with the land owners permission – however they may require development approval.





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**Thank you for  
considering serving your  
local community**

