



District Council of
ORROROO
CARRIETON

CARETAKER POLICY

Version 5.1

Caretaker Policy

File reference	LG_001
Responsibility:	Governance
Version:	5.1
Effective date:	22 July 2026
Last revised date:	27 May 2026 23 February 2022 28 th March 2018 11 th March 2014 8 th June 2010
Minutes reference:	MB Page 1698 Motion 014/0726 MB Page 1659 Motion 009/0526 MB Page 1108 Motion 015/0222 MB Page 571 Motion 014/0318 MB Page 3 Motion 016/0314 MB Page 6 Motion 352/0610
Next review date:	February 2030
Applicable Legislation:	<i>Local Government (Elections) Act 1999 s91A</i>
Related Policies:	
Related Procedures:	

1. Policy Statement

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

2. Definitions

In this Policy:

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

Council employee means any person that is employed full-time, part-time or on a casual basis by the Council and receives remuneration for their work.

Council Member means an Elected Member of the District Council of Orroroo Carrieton.

Election period means the period commencing on the day of the close of nominations for a general election and expiring at the conclusion of the general election.

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 wilful 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 construction, road maintenance or drainage works, being a *prescribed contract*) 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 falls within regulation 12 of the *Local Government (Elections) Regulations 2025*, being a decision of a kind that:

- 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;
- 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;

General election means a general election of Council Members held:

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

Minister means the Minister for Local Government or other minister of the South Australian government vested with responsibility for the *Local Government (Elections) Act 1999*.

Public meeting of candidates means a meeting of the kind set out in section 91B(1) of the *Local Government (Elections) Act 1999*.

3. Application of this Policy

This policy applies throughout the election period for a general election. For the purposes of the Local Government General Elections to be held in April 2027, the policy commences on 9 February 2027 and ends at the conclusion of the elections, when results have been declared.

This policy applies to:

- (a) the Council; and
- (b) Council employees.

4. Prohibition on Designated Decisions

The Council is prohibited from making a designated decision during an election period.

A decision of the Council includes a decision of:

- a committee of Council; and
- a delegate of Council.

5. Prohibition on the Use of Council Resources

Council resources must not be used for the advantage of a particular candidate or group of candidates, but nothing prevents the Council from allowing the equal use of Council resources for all candidates.

The following Council resources must not be used for the advantage of a particular candidate or group of candidates and may only be used by Council Members, where necessary, in the performance of their ordinary duties as a Council Member:

- Mobile phones;
- Council vehicles;
- Council-provided landline phones, computers and other office equipment beyond that provided to members of the public (eg in a public library);
- Council-provided business cards;
- Requests to Council employees to perform tasks which would confer an advantage on a candidate or group of candidates;
- The ability to issue invitations to, and attendance at, Council events;
- Council travel arrangements (eg access to Council-negotiated rates for flights, accommodation or hire cars);
- 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); and
- Council produced promotional brochures and documents.

6. Consequence of Contravening this Policy

A designated decision made by the Council during an election period is invalid, except where an exemption has been granted by the Minister.¹

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.²

7. Application for exemption

If the Council considers 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.³

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 employees will comply with any conditions or limitations that the Minister imposes on the exemption.⁴

¹ Section 91A(3) and (5) *Local Government (Elections) Act 1999*

² Section 91A(6) *Local Government (Elections) Act 1999*

³ Section 91A(3) *Local Government (Elections) Act 1999*

⁴ Section 91A(4) *Local Government (Elections) Act 1999*

8. Public meeting of candidates

The Council has determined that a public meeting of candidates will not be held in respect of the general election to be held in April 2027 under section 91B(4) of the *Local Government (Elections) Act 1999*.

The Council's reasons for not holding a public meeting of candidates are:

1. the Council has determined the costs of arranging and holding a meeting of candidates outweighs the benefits of such a meeting;
2. the Council is satisfied the other statutory mechanisms provided for under the *Local Government (Elections) Act 1999* for informing members of the public of the issues in the community, relevant to the election, and of the policies and views of candidates, are sufficient to enable electors to make informed decisions at the election; and
3. the Council considers the task of informing members of the public of the issues in the community relevant to the election, and of the policies and views of candidates, is best left to individual candidates rather than the Council as a body corporate.

Certified by:



Date: 22nd July 2026

Principal Member – Mayor Grant Chapman

9. Further Information

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

Review History

Version No:	Issue Date:	Description of Change
1.0	8 th June 2010	Adopted
2.0	11 th March 2014	Updated in accordance with Model Policy from LGA
3.0	28 th March 2018	Updated in accordance with Model Policy from LGA
4.0	23 rd February 2022	Updated in accordance with Model Policy from LGA
5.0	27 May 2026	Updated
5.1	22 July 2026	Amended due to Periodic Election timeframe change