

CARETAKER POLICY

GOV20

Policy Title:	Caretaker Policy		
Policy Type:	Governance		
Policy Custodian:	Chief Executive Officer		
Records Number:	26958	Version:	3.0
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Purpose

The purpose of this policy is to set out how Elected Members and Council staff are to conduct their activities and actions during a local government general elections caretaker period.

Scope

This policy applies to all Elected Members and Council staff of the West Daly Regional Council.

Policy Statement

1. Policy Principles

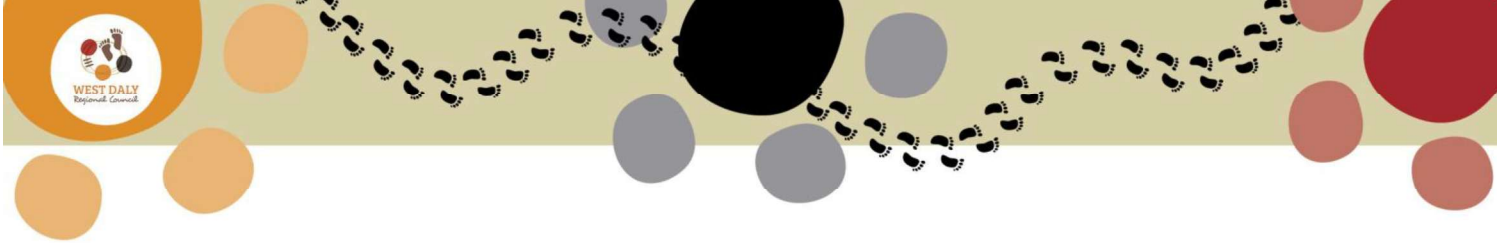
- 1.1. Council is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

2. Role of the CEO

- 2.1. The CEO will give written notice to all Elected Members and Council staff prior to the commencement of the caretaker period, that the caretaker principles in this policy will apply.
- 2.2. The CEO will continue to prepare reports and provide information in order for Elected Members to carry out their roles in relation to the day-to-day business of the Council.

3. Major Decisions

- 3.1. The Council will not make any major decisions during the caretaker period.



3.2. Major decisions are those decisions that have a significant impact on Council operations and activities, or are otherwise politically sensitive, and a reasonable person would not consider the decision to be part of the normal Council operations.

3.3. Major decisions include:

- a) Entering into any high value contract or lease agreement involving expenditure inclusive of GST that exceeds 2.5 per cent of the annual budgeted revenue in the relevant financial year.
- b) Entering into a new or substantially changed funding agreement, unless there is real risk the eligibility for funding will be lost.
- c) Committing Council funds outside the adopted budget.
- d) Amending the Council's Caretaker Policy.
- e) Amending the Council's delegations.
- f) Making a decision relating to the employment or remuneration of the CEO or Acting CEO.

3.4. However, major decisions do not include:

- a) A decision that relates to the carrying out of works in response to an emergency or disaster.
- b) An urgent matter that cannot wait until a newly elected council makes a decision on that matter.
- c) A matter that has the possibility of legal or significant financial repercussions if a decision on the matter is deferred until the new council has been elected.
- d) An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Northern Territory Government or otherwise for the Council to be eligible for funding from the Commonwealth or Northern Territory Government.
- e) The signing of an agreement where the majority of the negotiations were undertaken or resolved by Council prior to the caretaker period commencing.

4. Council Resources

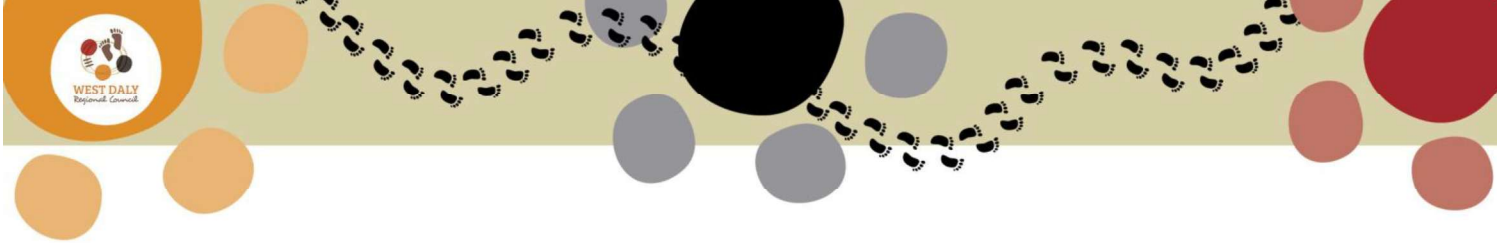
4.1. Council resources are not to be used for the purposes of campaigning for a candidate.

4.2. Council resources may be used to help with running the general election or to encourage voter participation.

5. Communications

5.1. Council communication methods – including media, websites, social media, and newsletters – will not be used in any way that favours, promotes or criticises any particular Elected Member or candidate.

5.2. Council will continue to communicate normal Council business relevant to the community.



5.3. During the caretaker period, the CEO is the preferred spokesperson for any official communications. However, this does not fetter the discretion of the Mayor to speak on behalf of the Council as the Council's principal representative.

6. Public Consultation

6.1. Council will defer any public consultation until after the caretaker period, unless:

- a) It is mandatory public consultation required under legislation; or
- b) The consultation cannot reasonably be deferred.

7. Events and Functions

- 7.1. Elected Members will not use Council events and functions held during the caretaker period for campaigning.
- 7.2. No events or functions relating to opening or launching facilities will be held during the caretaker period.

8. Electoral Information

8.1. Council will only publish electoral information that is educational or promotional material relating to the election process and voter engagement.

9. Responsibilities

- 9.1. All Council staff and Elected Members are responsible for complying with the provisions of this policy.
- 9.2. Council will ensure that a copy of this policy is made available on Council's website.

References

Electoral Act 2004 (NT)

Local Government Act 2019 (NT)

Local Government (Electoral) Regulations 2021 (NT)

Definitions

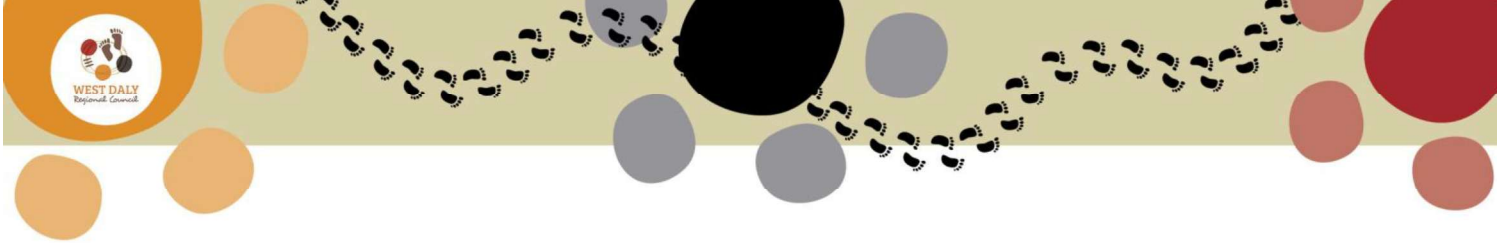
In the context of this policy the following definitions apply:

Campaigning includes campaigning activity, wearing, or displaying campaign material (refer to definitions of 'campaigning activity' and 'campaign material' at Sections 268 – 268A of the *Electoral Act 2004*).

Caretaker period means the period that commences on the nomination day for a Council general election and ends when the results of the general election are declared in accordance with the *Local Government (Electoral) Regulations 2021* (NT).

Nomination day means the day that nominations close for a local government general election.


Related Documents



Nil

Review History				
Version Number	Approval Date	Policy Number	Policy Name	Minutes ref./ resolution no.
2.0	23/06/2022	GOV20	Caretaker Policy	057/2022
3.0	22/05/2025	GOV20	Caretaker Policy	OCM-2025/36

For more information, contact the Policy Custodian.

Signature of Endorsement:	
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Position:	Chief Executive Officer