

TEMPLATE

ELECTION MANAGEMENT PLAN

<Election Details>

<Employee's Name>

Employees Position:

PREAMBLE

The following document forms the basis of a management plan to manage my situation as an employee of <council name> Council (Council) while I am a candidate for Councillor for the <council name> Council at the forthcoming Local Government Election. I acknowledge the responsibilities under section 13 of the *Local Government Act 2009*, in particular section 13(2)(d)&(e):

- carrying out my duties impartially and with integrity; and
- ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government.

DECLARATION

I wish to declare that:

- (1) I publicly declared on <Date> that I am standing as a Councillor for the <council name> Council at the forthcoming Local Government Election <Date> or <with a date and conditions yet to be determined>.
- (2) I will comply with the requirements of the *Local Government Act 2009* and the *Local Government Electoral Act 2011*, supporting Regulations and requirements during the election period.
- (3) I have advised (or will undertake to advise) the Electoral Commission Queensland of my intention to nominate for the election and will/have completed the Department of State Development, Infrastructure, Local Government and Planning's (DSDILGP) online mandatory candidate training "[So You Want to be a Councillor?](#)".
- (4) I will continue to comply with my obligations and undertake my assigned duties diligently as an employee of the <council name> Council during this election period.

CURRENT EMPLOYMENT ISSUES

In relation to my employment as an employee with the <council name> Council I wish to advise that:

- (1) I will act in accordance with Council's Code of Conduct at all times and have read the code to reappraise myself of its obligations.



- (2) The demands of my work, as an employee with <council name> Council, will take absolute precedence over any activities associated with the impending local government election.
- (3) My campaign activities will be undertaken only during my private time including, lunch breaks and time off.
- (4) Council uniforms, assets, computers, phones and other equipment belonging to the Council will not be used to support my campaign activities.
- (5) Confidential information that I have access to as a Council employee will not be used to support my campaign activities.
- (6) Only publicly available information relating to Council affairs will be used to support my campaign activities.
- (7) I accept that the onus rest solely with me, as the candidate, to ensure that a conflict of interest does not arise or is managed appropriately.
- (8) I have established a private email address and private phone contact details to support my campaign activities.
- (9) I will develop social networking facilities and public media contacts through my own private means.
- (10) All public statements and releases will be authorised by myself as a Councillor candidate and will be published through my private contact details ensuring that there is no confusion or reference to my role as an employee of Council.
- (11) Interactions with other currently elected Mayor, Councillors and other candidates for the purposes of my campaign activities will be conducted in a professional manner in my own private time.
- (12) I wish to continue as an employee of Council working normal hours up to the closing date for nominations. *<optional for individual circumstances – delete or amend clause where applicable>*
- (13) I will commit to formalising appropriate arrangements and conditions, including identifying any work arrangements, change of duties, leave arrangements in preparation for my nomination.
- (14) Once I have formally nominated or the date for nominations has closed, whichever is earlier, I will seek approval for <Type of Leave> until the date of the declaration of the election. *<optional for individual circumstances – delete or amend clause where applicable – employees are entitled up to two months leave>*
- (15) I understand that should the performance of my duties be impacted negatively by my candidature; managerial intervention may occur and may include disciplinary action.
- (16) Appendix A outlines any special arrangements and conditions as agreed and I acknowledge these can be updated, in consultation with me should the need arise.



MANAGING CONFLICT AND COMPLAINTS

If a perceived conflict should arise, a complaint from the public is received or other matters of concern raised, the following processes will apply:

- (1) The <Manager> shall liaise with me on these matters when they arise.
- (2) I will inform the <Manager> of perceived conflicts of interest or matters which have the potential to impact upon the reputation of Council immediately after they have been identified.
- (3) Council will inform me of perceived conflicts of interest or matters which have the potential to impact upon the reputation of Council immediately after they have been identified.
- (4) Where I am unclear on issues, I will raise these issues for advice from the <Manager>.
- (5) If matters require a more formal consideration or dispute resolution process then I am entitled to use a nominated person to support me and attend dispute resolutions with me.
- (6) In the event of a public complaint being received by Council, the matter will be the investigated at the direction of the CEO.

	EMPLOYEE	MANAGER
Signature:		
Name:		
Date:		



APPENDIX A – Employee Management Plan

The following outlines the special arrangements and conditions as agreed relating to my contesting the <council> local government elections, scheduled for XXXX.

Employees name:	
Employee's substantive position:	
Employee's manager/supervisor:	
Temporary Manager/Supervisor for duration of campaign:	<delete if not applicable>

Work Arrangements

Leave Arrangements

Return of work issued equipment