

Together for Alice

A real opportunity to make a difference for
the people of Alice Springs



Council Member Casual Vacancy

Information Pack

Applications must be sent to

Andrew Wilsmore
Chief Executive Officer
awilsmore@astc.nt.gov.au

by 5pm (ACST) Monday 30 September 2024



Notice to interested parties

Alice Springs Town Council invites nominations from eligible electors for the appointment to the office of Ordinary Member until the next general government election.

This information pack details the nomination and appointment process, eligibility criteria, roles and responsibilities of council members and includes some additional resources for applicants.

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Additionally, an Information Session will be held on Monday 23 September 2024 at 5:15pm at Council's office, Civic Centre, 93 Todd Street Alice Springs.

Enquiries relating to this vacancy can be directed to:

Mr Andrew Wilsmore
Chief Executive Officer
awilsmore@astc.nt.gov.au
(08) 8950 0554



The process

In accordance with section 54 of the Act and Council's [Filling Casual Vacancies Policy](#), Council will fill the casual vacancy through the appointment process and appoint by council resolution.

Applicants will need to apply by 5pm (ACST) on Monday 30 September 2024 using the provided **Nomination Form**, including either a **written statement** (one double-sided A4 page) **or video submission** (of no more than three minutes).

Your application should outline why you want to be a Council Member and the qualities you would contribute to the Alice Springs Town Council. Please note, that your submission may be made public by the Council.

Your eligibility for appointment as a member of council will be checked before the Chief Executive Officer provides your application to the Elected Members for consideration. Consideration is to be given to applicant's level of community involvement, suitability for the role, and any other relevant matters.

The appointment will be decided by resolution at a meeting of Council. The Chief Executive Officer will ensure the successful applicant is advised of their appointment and the date of their official commencement as an Ordinary Member of Alice Springs Town Council.

Date	Event
Monday 16 September	CEO advertised the vacancy for appointment. Nominations open.
Monday 23 September	Council Member Casual Vacancy Information Session presented by CEO. 5:15pm at Function Room, 93 Todd Street Alice Springs.
Monday 30 September	Nominations close at 5pm 14 days after advertising.
Week of 1 - 5 October	Eligibility checks.
5 - 29 October	Consideration of nominees and vote to appoint.
Tuesday 5 November	Official appointment to the office.

Term of office

The appointment will be from the official commencement until the remaining term of the Fourteenth Council of Alice Springs Town Council. All Council Member positions will be opened at the 2025 Local Government elections, anticipated to be held in August 2025.

Eligibility

Applications will be accepted from electors who are:

- Eligible under section 46 of the [Local Government Act 2019](#) (the Act); and
- Enrolled to vote in the municipality of Alice Springs.

Sections 46 and 47 of the Act outline the legislative requirements for a member of a council and are provided below. Any applicant who does **not** meet these requirements will **not** be considered for appointment.

46 Eligibility for membership

A person is eligible for election or appointment as a member of a council unless the person is disqualified under section 47.

47 Disqualification

(1) A person is disqualified from office as a member of a council if the person:

- (a) holds a **judicial office**; or
- (b) is bankrupt; or
- (c) is sentenced to a term of imprisonment of 12 months or more for an offence against the law of the Commonwealth or of a State or Territory in the circumstances specified in subsection (3); or
- (d) is a staff member of the council; or
- (e) is a staff member of the local government subsidiary of which the council is a constituent council of the local government subsidiary; or
- (f) is indebted to the council and fails to discharge the debt within 6 months after the debt becomes due and payable in accordance with the regulations; or
- (g) is certified mentally unfit to carry out the functions of a member; or

- (h) is disqualified from managing a corporation under the Corporations Act 2001 or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth); or
- (i) is disqualified under section 40 of the *Associations Act 2003* from being an officer of an incorporated association; or
- (j) is a member of the Commonwealth House of Representatives or the Senate; or
- (k) is determined by NTCAT to be unfit to be a member under section 133; or
- (l) for the period mentioned in that subsection – is incapable of holding a local government office under section 89(3) of the Criminal Code; or
- (m) ceases to be enrolled as an elector in respect of a place of residence within the area; or
- (n) ceases to have a principal place of residence within the area; or
- (o) is absent, without permission of the council in accordance with the regulations, from 2 consecutive ordinary meetings of the council.

Note for subsection (1)

A person is not qualified to be a member of a council if the person is a member of the Legislative Assembly (see section 21(1)(a) of the Northern Territory (Self-Government) Act 1978 (Cth)).

- (2) For subsection (1)(a), a judicial office includes the following, but does not include a justice of the peace:
 - (a) a Justice of the High Court;
 - (b) a Judge of the Federal Court;
 - (c) a Supreme Court Judge;
 - (d) a Local Court Judge;
 - (e) the President, a Deputy President or an ordinary member of NTCAT.
- (3) For subsection (1)(c), a person is disqualified if:
 - (a) the person is serving the term of imprisonment of 12 months or more over the period that the person would have otherwise been eligible as a member of a council or a candidate for election as a member of a council; or

- (b) the person is sentenced to a term of imprisonment of 12 months or more after the person is elected to be a member of a council.
- (4) For subsection (1)(g), a person is certified mentally unfit to carry out the functions of a member if 2 medical practitioners have certified that the person is mentally unfit, and likely to remain unfit for the remainder of the person's term of office, to carry out the functions of a member.

Roles and responsibilities of Council Members

We encourage you to watch this video about some of the roles you may be responsible for as a member of council, available on the Northern Territory Government's webpage [Join your council](#).

Council Members are encouraged to engage with their community regularly, communicate what people are needing at council meetings and report what Council are doing. Council meetings are held in public, with papers and decisions being publicly available with some exception of confidential business.

Members of a council have several roles as outlined in section 44 of the Act.

44 Role of members

- (1) The role of a member of a council is:
 - (a) to represent the interests of all residents and ratepayers of the council area; and
 - (b) to provide leadership and guidance; and
 - (c) to facilitate communication between the members of the council's constituency and the council; and
 - (d) to be properly informed to enable participation in the deliberations of the council and its community activities; and
 - (e) to ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities; and
 - (f) to ensure that council resources are used prudently and solely in the public interest; and
 - (g) to actively monitor the financial affairs of the council.
- (2) However, a member of the council has no power to direct or control staff of the council, or to interfere with the management of staff of the council.
- (3) A member of the council has a duty to act, at all times, in what the member

genuinely believes to be the best interests of the council's constituency.

As a council member you also have a responsibility to:

- make collective decisions in the best interests of the community.
- comply with the Code of Conduct at all times
- manage the Chief Executive Officer (CEO) and undertake regular performance reviews with support of other council members
- follow your legal duties and obligations under the Act and other legislation, such as the *Independent Commissioner Against Corruption Act 2017*
- attend mandatory training about your responsibilities under the Act within 12 months of being elected
- disclose reportable donations and loans
- disclose conflicts of interest.

You will receive allowances to support your role as a representative, attendance at extra meetings and professional development opportunities.

Meetings

It is expected that council members ensure they are properly informed and ready to make decisions at Council meetings. Council members attend monthly ordinary meetings and special meetings that may be called at short notice. Forums provide information for clarification and are typically held twice a month.

Council members may also be representatives on committees and are expected to meet the attendance obligations of those committees.

More information on Council committees can be found in the Alice Springs Town Council's 2024/25 Municipal Plan, provided on our website: [ASTC Municipal Plan 2024/25](#).

Here's also a link to the [Elected Member Handbook: A guide to representing your community in local government](#).

10 things to know about being a council member

1

Local government council ▶ a council is a government that makes collective decisions

2

Eligibility ▶ you need to be eligible to be a council member and you can be disqualified, such as if you become bankrupt or no longer live in the council area or you are absent without permission from 2 meetings in a row.

3

Working together ▶ council makes decisions as a collective (together). You may put a different view to the meeting but once council has made that decision as a councillor you are bound to uphold it.

4

Strategic decision making ▶ as a council member you are responsible for strategy, policy and planning during council meetings. Operational matters, such as staff management and service provision, are the responsibility of the CEO.

5

Legal duties ▶ as a council member you have a responsibility to ensure council is meeting its legal responsibilities. In particular, duties and responsibilities of council are outlined under the *Local Government Act 2019* and other legislation, such as the *Independent Commissioner Against Corruption Act 2017*.

6

Code of Conduct ▶ the Code of Conduct outlines the values and standards that council members must follow and guides behaviour and decision-making in performing council duties.

7

Conflict of interest ▶ Council members are required to submit an annual return of interests, register gifts and benefits and declare any conflicts of interest in relation to decision-making.

8

Relationship with Council CEO ▶ the council is responsible for supporting, developing and managing the CEO. The Chairperson (Mayor or President) leads this

9

Professional development ▶ as a council member you will be required to undertake training about your responsibilities under the *Local Government Act 2019* within 12 months of being elected.

10

Allowances ▶ as a council member you will be entitled to allowances (payments) to support your role as a representative. The allowances covers preparation and research, attendance at meetings and committees, representation of the council and undertaking professional development opportunities.

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Council Member Casual Vacancy

Nomination Form

Applicants are advised this is a casual vacancy to be filled by appointment by resolution of the Council in accordance with section 54(3) of the *Local Government Act 2019* until the next local government elections in 2025.

Please refer to the Alice Springs Town Council's Council Member casual vacancy Information Pack for more details.

The Nominee Statement and this form (to be completed in BLOCK LETTERS) are to be forwarded to the Chief Executive Officer, Andrew Wilsmore, via:

Email: awilsmore@astc.nt.gov.au

Post: PO Box 1071, Alice Springs NT 0871

In person: Alice Springs Town Council Civic Centre
93 Todd Street
Alice Springs NT 0871

Section 1. Nominee

Salutation			
Family Name			
Given Name(s)			
Postal Address			
Phone Number(s)	H		M
Email			

Section 2. Property at which the nominee is enrolled as an elector

Street Address	
Suburb	

Section 3. Nominee statement

Please attach ONE of the following outlining why you wish to be an Ordinary Council Member and the qualities you will contribute to the Council. Please tick (✓) in the relevant box below.

- A one double-sided A4 page written statement; OR
- A video submission of no more than three minutes.

Section 4. Declaration

I declare that I (tick all that apply):

- am enrolled as an elector in the respect of a place of residence within the area of Alice Springs Town Council's municipality;
- have a principal place of residence within the area of Alice Springs Town Council's municipality;
- do not hold a judicial office (Justice of the Peace excepted) (that is, I am not a Justice of the High Court, Judge of the Federal Court, Supreme Court Judge, Local Court Judge or the President, Deputy President or an ordinary member of the Northern Territory Civil and Administrative Tribunal (NTCAT));
- am not bankrupt;
- am not sentenced to a term of imprisonment of one year or more for an offence against the law of the Commonwealth or a State or Territory;
- am not a staff member of the Alice Springs Town Council;
- am not indebted to the council for rates and surcharges (and failed to discharge the debt within six months after the debt became due and payable);
- am not certified mentally unfit to carry out the functions of a member;
- am not disqualified from managing a corporation under the *Corporations Act 2001 (Cth)* or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)*;
- am not disqualified under section 40 of the *Associations Act 2003* from being an officer of an incorporated association;
- am not a member of the Commonwealth House of Representatives or the Senate;
- am not a member of the Northern Territory Legislative Assembly;
- am not determined by NTCAT to be unfit to be a council member under section 133 of the *Local Government Act 2019* (following conviction of an offence under the Act or another Act demonstrating that I am unfit to be a council member);
- am not incapable of holding a local government office under section 89(3) of the *Criminal Code Act 1983* (that is, I have not been found guilty of offences of corrupt or improper practices at elections within the last 2 years).

I agree that (tick all that apply):

- some of my personal information may be publicly available to ensure transparency in the appointment process;
- my written statement or video submission as part of this nomination may be made public by Council.

Candidate Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Witness Full Name: _____