

# PROCEDURE



**Hindmarsh**  
Shire Council

## Election Period Certification Procedure

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### 1 Purpose

The purpose of this procedure is to outline the steps that must be taken for advertisements and publications to be certified by the CEO during the Election Period.

All requests for advertisements or publications during the election period must be certified by the CEO, to confirm that they do not contain election material, prior to being printed or published or distributed.

### 2 Definitions

<b>Council</b>	means the Hindmarsh Shire Council
<b>Publication</b>	means documents that are produced for the purpose of communicating with people in the community, including Council newsletters, advertisements and notices, media releases, leaflets and brochures, emails and mail outs to multiple addresses, electronic information and web-based productions including Council's website and social media accounts.
<b>HSC</b>	Hindmarsh Shire Council
<b>Operation</b>	This procedure applies during the election period. This procedure is to be used for certifying any publication, during the Election Period and pursuant to Council's Governance Rules.

### 3 Process

1. All publications during the election period must be emailed to the Director Corporate and Community Services, so that arrangements for certification can be made.
2. The role of the Director Corporate and Community Services is to read the proposed publication and check that no election material is present (unless it is factual election process information).
3. The Director Corporate and Community Services will send the proposed publication to the CEO via email with the suggested wording as set out below:

*"This material has been checked and does not contain any electoral or electoral related matter to the best of my knowledge. Can you please certify in writing that you authorise for this material to be printed, published or distributed?"*

4. The CEO may then approve and forward the material to the EA for publication.

5. The following standard certification is to be included in all material published:

*“I certify that this material is suitable for printing, publishing or distribution on behalf of Hindmarsh Shire Council during the election period.*

*Greg Wood  
Chief Executive Officer”*

6. When approval is received from the CEO, the email is to be saved in the InfoXpert file “Subject Files / Governance / Council Elections / [Year] Election / Certified Publications.” The naming convention to be used when saving the email is “[insert date YYYY/MM/Certified Publication [Insert name of publication].” This will enable a record to be maintained of all certified publications.

#### 4 Communication

This procedure will be distributed to all staff.

#### 5 Responsibility

Procedure Owner: Chief Executive Officer

#### 6 Supporting documents

Council Documents	Legislation
Hindmarsh Shire Council Governance Rules	Local Government Act 2020

#### 7 Document control

Hindmarsh Shire Council Election Period Certification Procedure		<b>Policy Category</b>	Governance
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<b>Approved/Adopted By</b>	CEO	<b>Approved/Adopted on:</b>	16/09/2020
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	16/09/2020	1	Separation of procedure from Governance Rules