

So you want to be a Councillor?

Frequently asked questions

Registration and access

How do I access the training?

- Click the '[So you want to be a councillor](#)' link and sign up to access the training. Please note that the training is optimised for use on the internet browsers [Google Chrome](#) or [Firefox](#). These internet browsers can be downloaded for free.

What if I've forgotten my password?

- On the 'So you want to be a Councillor' login page, there is a link to 'Forgot your password?'
- Click on this link and follow the prompts to change your password.

What personal information do I have to provide?

- You only need to provide your name and email address to create an account. The name you provide should be the name you intend to use when running for election.
- The information collected on the portal will be used by the department to confirm completion of 'So you want to be a councillor' mandatory training and may be provided to the [Electoral Commission Queensland](#) and the [Office of the Independent Assessor](#) to confirm completion.

I don't have access to a computer, tablet or mobile phone so how do I complete the training?

- Ways to access the training course include –
 - Visit your local library and complete the course using the public access computers.
 - Call the department on (07) 3452 7148 between the hours of 8:30 am to 5:00 pm Monday to Friday or email lgelections@dSDLGP.qld.gov.au to request for the training to be sent by mail.
 - Australia Post timeframes for delivery to metro or country areas is between 2 – 6 days.
 - Once you have completed the course, contact the department on (07) 3452 7148 to finalise your training. Once this is completed you will be sent a completion certificate.
 - Send the completed course back to PO Box 15009, City East, Queensland 4002. Attention: Governance and Capability, Local Government Division.

Eligibility and nomination

How do I find out if I am eligible to become a councillor?

- You can view the eligibility criteria by visiting www.ecq.qld.gov.au.

What do I need to do to nominate for a local government election?

- There are a number of things you need to have completed in order to nominate for the election. This includes completing the mandatory 'So you want to be a councillor' online training within six months of the date of election. Please visit the Electoral Commission of Queensland's website at www.ecq.qld.gov.au for further information about election participants and to download handbooks, factsheets and forms.

How will the Returning Officer know I have completed the training?

- It is recommended that you keep a copy of the mandatory training completion certificate, the reference number on the certificate can be included on the nomination form as proof of completion.

- If you don't have your certificate, you can request another copy from the department. Please visit www.statedevelopment.qld.gov.au/local-government or call (07) 3452 7148 between the hours of 8:30 am to 5:00 pm Monday to Friday.

Important Information

It is your responsibility to ensure you have completed the mandatory online training and to ensure you are eligible for nomination. Completion of mandatory training will be confirmed against records held by the department for each nomination accepted. If you nominate and are found to be ineligible (for example, if you have not completed the mandatory candidate training), the ECQ may refer the matter to the Queensland Police Service (under s169 of the *Local Government Electoral Act 2011*).

Providing false and misleading information is a serious integrity offence that carries up to 7 years imprisonment.

Who do I contact at ECQ for more information about nominating?

- You can contact ECQ by telephone on 1300 881 665, by email ecq@ecq.qld.gov.au or through an online form.

Where do I find a nomination form?

- Nomination forms will be available after the Notice of Election has been published. For more information, please visit the ECQ's website – www.ecq.qld.gov.au

Training

Why is the training mandatory for candidates?

- Mandatory training was one of a number of recommendations from the Queensland Crime and Corruption Commission's 'Operation Belcarra' Report (2017). Mandatory training is now a provision under the Local Government Electoral Act 2011.
- The training must be successfully completed within six months before the nomination day for an election. The training includes new laws about a person's obligations as a candidate and a person's obligations as a councillor, if elected. Further information can be found at www.statedevelopment.qld.gov.au/local-government or www.ecq.qld.gov.au.

Why is the training mandatory for sitting councillors or mayors?

- The local government reforms reach across both electoral and local government legislation and, as such, all current councillors and mayors must also complete the mandatory training if they are planning to be a candidate in an upcoming local government election.
- The training includes information about new laws regarding a person's obligations as a candidate and a person's obligations as a councillor, if elected. Further information can be found at www.statedevelopment.qld.gov.au/local-government or www.ecq.qld.gov.au.

Do I have to nominate for the election if I complete the training?

- No. You do not have to nominate if you complete the training.

How long will the training take?

- The training should take approximately 60 minutes.

Does the candidate training have an exam at the end of it?

- No. There will be short quizzes throughout the training. When you complete the training a certificate of completion will be emailed to you.

Can I save my progress and return to the training later?

- Yes. You will be able to save your progress and return to the training at a later time.

What type of information is in the candidate training?

- The training will provide you with information about your obligations as a candidate and your obligations as a councillor, if elected.

If I am unable to complete the training in time, can I still nominate?

- No. You must complete the training before nominating as a candidate in a local government election.
- It is recommended that you complete your training as soon as you decide to run in the election so that you are informed about all of your legal obligations as a candidate, starting from the time you publicly announce your intention to run in the election.

How much does the training cost?

- There is no cost to do the training.

Will there be any face-to-face training that I can attend?

- Face-to-face training may be provided in some locations. Further details will be provided closer to the relevant election period.

Who do I contact if I have problem logging in to the training?

- Call the Department of State Development, Infrastructure, Local Government and Planning on (07) 3452 7148 between the hours of 8:30am to 5:00pm Monday to Friday or email lgelections@dasilgp.qld.gov.au.

Contact Us

If you require any other assistance, please contact us using the contact details below:

E: lgelections@dasilgp.qld.gov.au T: 07 3452 7148

P: PO Box 15009, City East, Queensland 4002

Translation services

The Translating and Interpreting Service (TIS) is available to assist electors from non-English speaking backgrounds.

The TIS website provides useful information for those wishing to use this service. Telephone 13 14 50.

The National Relay Service (NRS) is a government initiative that allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.

This service is available to all who are deaf or have a hearing or speech impairment. Telephone: 13 36 77

