



Frequently asked questions

So you want to be a councillor? training course

Registration and access

How do I access the training?

The links to access the So you want to be a councillor? (SYWTBC) training can be found on the [Department of State Development, Infrastructure, Local Government and Planning \(DSDILGP\)](#) or the [Electoral Commission of Queensland \(ECQ\)](#) websites. You will then need to create an account which will require an email address.

What if I've forgotten my password?

On the SYWTBC logon page, there is a link to 'Have you forgotten 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.

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 the following:

- Visit your local library and complete the course using the public access computers.
- Call the Department of State Development, Infrastructure, Local Government and Planning on (07) 3452 7148 between the hours of 8:30am to 4:30pm Monday to Friday or email lgelections@dsdilgp.qld.gov.au and you will be sent the training 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 and you will be sent a completion certificate.

My internet connection regularly drops out, what do I do?

Ways to access the training course include the following:

- Create a new account or access the SYWTBC training via the [DSDILGP](#) website. Click on the Training tab. You can download the course to your computer to complete off-line. Once you have completed the course, contact the Department of State Development, Infrastructure, Local Government and Planning on (07) 3452 7148 to finalise your training. Once this is completed you will be sent a completion certificate.

- Visit your local library and complete the course using the public access computers.
- Call the department on (07) 3452 7148 between the hours of 8:30am to 4:30pm Monday to Friday or email lgelections@dildilgp.qld.gov.au to request the training be sent to you by mail.

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

The department will be delivering face-to-face training for intending candidates in selected locations. Please visit [Department of State Development, Infrastructure, Local Government and Planning](#) website to find out about when and if there is a face-to-face session being held near you.

Eligibility and nomination

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

You can find out if you are eligible to become a councillor by visiting [ECQ's](#) website or by completing the training course.

What do I need to do to nominate in the 2024 local government elections and by-elections?

There are a number of things you need to have completed in order to nominate for the election and by-elections. This includes completing the mandatory online training.

Please visit the [Electoral Commission of Queensland's](#) website for further information about candidate nominations.

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

You can quote the certificate number on your nomination form when lodging with the Returning Officer.

If you don't have your certificate, you can request another copy from the Department of State Development, Infrastructure Local Government and Planning.

Please email lgelections@dildilgp.qld.gov.au or call (07) 3452 7148 between the hours of 8:30am to 4:30pm Monday to Friday to request a copy of your certificate.

Important information

It is your responsibility to ensure you are eligible for nomination, and that you have completed the mandatory online training and completion of mandatory training will be confirmed against records held by DSDILGP 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 or by email at ecq@ecq.qld.gov.au.

Where do I find a nomination form?

Nomination forms are available after the Notice of Election has been published. For more information, please visit the [ECQ's website](#).

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 the 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 [For councillors | State Development, Infrastructure, Local Government and Planning](#).

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 the 2024 local government election, or at by-elections held after that time.

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 [For councillors | State Development, Infrastructure, Local Government and Planning](#).

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 90 minutes.

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

No. There will be short quizzes throughout the training. When you successfully 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 councillor, if elected.

You can access the training at [Training and resources | State Development, Infrastructure, Local Government and Planning](#).

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

No. You must complete the training before nominating for the 2024 local government elections and any other subsequent 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.

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

Call the department on (07) 3452 7148 between the hours of 8:30am to 4:30pm Monday to Friday or email lgelections@dsdilgp.qld.gov.au.

Who do I contact if I have a problem with the training modules?

Call the Department on (07) 3452 7148 between the hours of 8:30am to 4:30pm Monday to Friday or email lgelections@dsdilgp.qld.gov.au.