# How to vote in council elections

## A text-only Easy Read guide

## How to use this guide

Electoral Commission SA (ECSA) wrote this guide. When you see the word ‘we’, it means ECSA.

We wrote this guide in an easy to read way.

We wrote some important words in **bold**.

This means the letters are thicker and darker.

We explain what these bold words mean.

This Easy Read guide is a summary of another guide. This means it only includes the most important ideas.

You can find the other guide on our website – [www.ecsa.sa.gov.au](https://ecsa.sa.gov.au/)

You can ask for help to read this guide. A friend, family member or support person may be able to help you.

## What is in this guide?

[What is this guide about? 3](#_Toc114138454)

[Local councils 4](#_Toc114138455)

[Local council elections 5](#_Toc114138456)

[What is in the ballot pack? 6](#_Toc114138457)

[Can I get another ballot pack? 7](#_Toc114138458)

[How to fill out your ballot papers 8](#_Toc114138459)

[How to send us your vote 9](#_Toc114138460)

[Contact us 10](#_Toc114138461)

## What is this guide about?

When you **vote**, you help choose who is part of a government.

You vote for the person you want to win the election.

You might vote in an election for:

* the South Australian Government
* the Australian Government
* your local council.

## Local councils

Local councils support people in local:

* cities
* communities.

There are 68 local councils in South Australia.

Local councils look after:

* parks
* fun places to do things
* libraries
* rubbish and recycling
* public spaces
* local footpaths and roads.

## Local council elections

A local council election is for everyone who lives in that local council area.

Local council elections happen every 4 years.

You don’t need to vote at a local council election if you don’t want to.

We do a local council election by post.

We will send you everything you need to vote in the local council election.

We call this a ballot pack.

We will send you a ballot pack by post.

## What is in the ballot pack?

Your ballot pack includes different documents to help you vote.

Your ballot pack includes **ballot papers**.

A ballot paper is a form you fill out to show who you want to vote for.

You will get one coloured ballot paper in your pack.

You can use the coloured ballot paper to vote for a council member.

Your council might also have a mayor.

The mayor is the leader of your local council.

If your council has a mayor, you will also get a white ballot paper in your pack.

You can use the white ballot paper to vote for your council’s mayor.

Your ballot pack will also include:

* a purple envelope to put your ballot papers in
* a white reply paid envelope with our address on it
* information about the people you can vote for
* a voting guide.

Most people get one ballot pack.

## Can I get another ballot pack?

You can ask us for another ballot pack.

But you can only ask if you:

* didn’t get a ballot pack
* got the wrong one
* lost or damaged your ballot pack.

You can also ask for another ballot pack if you think there was a mistake.

For example, the ballot pack isn’t for the local council you live in.

## How to fill out your ballot papers

You can use the ballot papers to vote for your:

* council members
* mayor.

Ballot papers have:

* a list of people you can vote for
* empty boxes.

Pick the person who you want to vote for the most.

Write 1 in the box next to their name.

Pick the person who you want to vote for next.

Write 2 in the box next to their name.

Keep putting numbers in the boxes next to the other names.

You must fill out all the boxes.

Each box must have a different number in it.

Your ballot paper is finished when you have filled out all the boxes.

You can ask a family member or friend to help you fill out your ballot papers.

## How to send us your vote

Fold your ballot papers in half and put them in the purple envelope.

This is called a ballot paper envelope.

Seal the ballot paper envelope.

You must write your name on the purple envelope.

And you must sign it too.

When the purple envelope is signed, put it in the white envelope.

Post the white envelope in the mailbox so it gets to us before the close of voting.

You don’t need a stamp.

You can also take your ballot papers in the purple envelope to your local council office.

There will be a ballot box at your council office.

You can put your purple envelope into the ballot box.

## Contact us

If you speak a language other than English, you can call the Translating and Interpreting Service (TIS) – **131 450**

If you have trouble hearing or speaking, you can contact the National Relay Service.

Phone – **133 677**

Website – [www.relayservice.gov.au](http://www.relayservice.gov.au)

You can call us – **1300 655 232**

You can send us an email – [ecsacomments@sa.gov.au](mailto:ecsacomments@sa.gov.au)

You can write to us.

Electoral Commission of South Australia Level 6, 60 Light Square Adelaide SA 5000

You can visit our website – www.[ecsa.sa.gov.au](https://ecsa.sa.gov.au/)

You can follow us on Facebook – [www.facebook.com/SAelections](http://www.facebook.com/SAelections)

You can follow us on Twitter – [twitter.com/SAElectoralCom](https://twitter.com/SAElectoralCom)

You can subscribe to our YouTube channel –[www.youtube.com/user/SAElections](https://www.youtube.com/user/SAElections)

You can follow us on LinkedIn – [www.linkedin.com/company/ electoral-commission-of-south-australia](http://www.linkedin.com/company/electoral-commission-of-south-australia)

The Information Access Group created this text-only Easy Read document. For any enquiries, please visit [www.informationaccessgroup.com](http://www.informationaccessgroup.com). Quote job number 4886.