



Swearing in of Councillors

Responsible Areas	Chief Executive Officer
Responsible Officer	Chief Executive Officer
Affected Staff	Nil

Objective

The objective of the Policy is to establish a procedure for the swearing in of elected Councillors.

Scope

This Policy applies to the swearing in of Councillors following an ordinary election and extraordinary election.

Policy

Council shall conduct an official function (swearing in ceremony) following local government elections to enable newly elected members to make a declaration in accordance with the provision of the Local Government Act 1995.

Ordinary Elections

In the case of an ordinary election the swearing in ceremony shall be conducted in Council chambers on the first Wednesday following that election commencing at 5.30pm.

The ceremony is to be immediately followed by a special meeting of Council to enable the election of the Shire President, Deputy Shire President and to provide opportunity for Councillors to be nominated to a Committee of Council (in accordance with s5.10(2) of the Local Government Act 1995) as well as to be nominated and elected as delegates to advisory groups and various organisations. No other business is to be included on the agenda of this special meeting of Council.

If the first Wednesday following the ordinary election is scheduled as an ordinary council meeting date, this ordinary council meeting is to be scheduled one week later.

At the conclusion of the swearing in ceremony and the special council meeting, an informal dinner will be held with invitations being extended to all Councillors and Senior Management along with their respective partners.

Extraordinary Elections

In the case of an extraordinary election the swearing in ceremony shall be conducted within 72 hours of the close of the poll.

At the first ordinary Council meeting scheduled after the swearing in ceremony following an extraordinary election, the CEO is to cause a report to be presented that provides opportunity for the newly elected Councillor to be nominated and elected to a Committee of Council in accordance with 5.10(2) of the Local Government Act 1995) as well as to be nominated and elected as appropriate to any vacant positions as delegates to advisory groups and various organisations.

Definitions

Councillor – means a person who holds the office of Councillor on the Shire of Victoria Plains council.

Relevant management practices/documents

Nil

Legislation/local law requirements

Local Government Act 1995 s 2.15; s 2.29; s 5.10(2)

Office Use Only			
Relevant delegations			
Initial Council adoption	Date	30 th October 2019	Resolution #
Last reviewed	Date	Insert date here	Resolution #
Next review due	Date	Insert date here	