

## G 7 – Election of President & Deputy President

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### 1 Objectives

The objectives of the Election of President and Deputy President Policy are:

- 1.1 To operationalise the Local Government Act 1995 (the Act), Schedule 2.3: Division 1 — Mayors and presidents, Division 2 — Deputy mayors and deputy presidents and Division 3 — Validity of elections.
- 1.2 To provide candidates for President and Deputy President with the opportunity to inform Councillors of their attributes before the election.

### 2 Scope

This policy applies to all Councillors and the CEO.

### 3 Definitions

#### 3.1 Act

The *Local Government Act 1995*.

#### 3.2 Councillors

means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Generally, local government Councillors, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

#### 3.3 Deputy President

means the Deputy President of the Council as elected in accordance with Schedule 2.3, Division 1 [Section 8] of the Act.

#### 3.4 Election

means an election under Schedule 2.3 of the Act.

#### 3.5 Employee

means a person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

#### 3.6 President

means the President of the Council as elected in accordance with Schedule 2.3, Division 1 [Sections 4] of the Act.

#### 3.7 Worker

means a part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

## 4 Policy

- 4.1 Newly elected Councillors may not be aware of the strengths (qualifications, experience and abilities) of the candidates who have nominated for the positions of President and/or Deputy President. To ensure transparency and equity of information, each candidate will make a presentation of no more than five minutes duration, providing some background information on themselves in support of the nominations prior to ballot papers being distributed.
- 4.2 When electing the President and Deputy President, Council will comply with the procedures detailed in the Act, Schedule 2.3: Division 1 — Mayors and presidents, Division 2 — Deputy mayors and deputy presidents and Division 3 — Validity of elections.
- 4.3 In addition to the procedures prescribed within Schedule 2.3:
- 4.3.1 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all Councillors present and at the conclusion of the count the CEO will declare the President elected.
- 4.3.2 Once the election of the President has concluded and the President has assumed the Chair, the CEO will read aloud the names of the candidates nominated for the position of Deputy President. The President will call upon each candidate to make their presentation. The order of presentation will be determined by ballot.
- 4.3.3 Where there are two or more candidates, all candidates will remain in the room and make their presentation when called upon. Ballot papers will be distributed to all Councillors present and at the conclusion of the count the CEO will declare the Deputy President elected.

## 5 Accountabilities & Responsibilities

- 5.1 Council is accountable for:
- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
  - Endorsing (or not) each organisational policy document in a timely and effective manner.
  - Delegating implementation of each policy document to the CEO.
- 5.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 5.3 The Executive Management Team and Managers is responsible for:
- Ensuring that all employees under their direction comply with this policy document.
  - Enacting process to redress non-compliance with this policy document.
- 5.4 All employees are individually responsible for complying with this policy document.

## 6 Risk Management

If this Election of President & Deputy President Policy is not in place the risks include (but are not limited to):

- 6.1 Non-compliance with the election procedures for President and Deputy President, as detailed in the Act, Schedule 2.3: Division 1 — Mayors and presidents, Division 2 — Deputy mayors and deputy presidents and Division 3 — Validity of elections.
- 6.2 The candidates for President and Deputy President may not be afforded the opportunity to demonstrate their strengths before the election.

## 7 Legislation, Policy & Other Related Documents

<b>Act</b>	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.2.8 – Role of mayor or president</p> <p>s.2.9 – Role of deputy mayor or deputy president</p> <p>s.2.15 – Filling office of deputy mayor or deputy president</p> <p>Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council</p>
<b>Regulation</b>	<p>Part 3 <i>Local Government (Constitution) Regulations 1998</i></p> <p>– Offices of councils</p>
<b>Local Law</b>	N/A
<b>Policy</b>	P1 - Bullying, Harassment & Diversity
<b>Procedure</b>	N/A
<b>Other Documents</b>	Code of Conduct for Councillors, Committee Members and Candidates

## 8 Version Control

Version	Date	Author	Amendments
V1	29 November 2007	T Clynych	Original Document
V2	28 April 2022	T Clynych	Variation Date
V3	27 June 2024	N Gibbs	Three-year Review
Scheduled Reviewed Date	27 June 2027		