

Council Policy Name: Swearing In of Elected Members

Responsible Directorate: Finance and Corporate Services

Version: Adopted

1. PURPOSE

1.1. This Policy outlines the guidelines for the official swearing in ceremony to enable newly elected members to make a declaration in accordance with the provisions of the *Local Government Act 1995*.

2. SCOPE

2.1. This Policy applies to the elected member declaration and the Special Council Meeting of new and returning elected members following a local government election.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy entitled “Swearing in of Elected Members”

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 6 - Leadership of the City’s Strategic Community Plan 2017 and specifically the following Community Objective 6.1: Governance systems, process and practices are responsible, ethical and transparent

5. POLICY STATEMENT

- 5.1. It is recognised that those successfully elected through a local government election cannot participate in the transaction of business until they have made the elected member declaration, which is undertaken at a swearing in ceremony.
- 5.2. The swearing in ceremony should be held in the Council Chambers on the first Monday following an ordinary election.
- 5.3. The swearing in ceremony should be conducted in accordance with Section 2.29 of the *Local Government Act 1995*.
- 5.4. The swearing in ceremony is to be the first item of business at the Special Council Meeting with the following items to be considered in this order:
 - a. the election of the Mayor and Deputy Mayor;
 - b. the appointment of membership of Council’s Committees; and
 - c. the appointment of membership of elected member delegates to various other groups, including working parties and informal groups.
- 5.5. The Special Meeting of Council is to be conducted in accordance with the provisions of Section 5.8 and Schedule 2.3, Division 1 of the *Local Government Act 1995*.

- 5.6. At the conclusion of the Special Meeting of Council, an informal function will be held for elected members and their immediate partners and/or families, with invitations extended to the Chief Executive Officer, Directors and other relevant employees.
- 5.7. Where an extraordinary election for the Council is conducted or an extraordinary Mayoral or Deputy Mayoral vacancy occurs, due regard should be given to the significance of the required ceremonies and a special meeting or ceremony be arranged where practicable.

6. RELATED DOCUMENTATION / LEGISLATION

6.1 *Local Government Act 1995*

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	25 September 2019	Resolution #	C1909/185
Previous Adoption	DATE	8 April 2015	Resolution #	C1504/081