

GOV12	Filling Casual Vacancies
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Policy Custodian:	Chief People and Strategy Officer
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Purpose

This policy outlines how casual vacancies for Elected Members or Mayor may be filled.

Scope

This policy applies to Elected Members, the CEO, and Council staff involved in processes relating to the filling of casual vacancies.

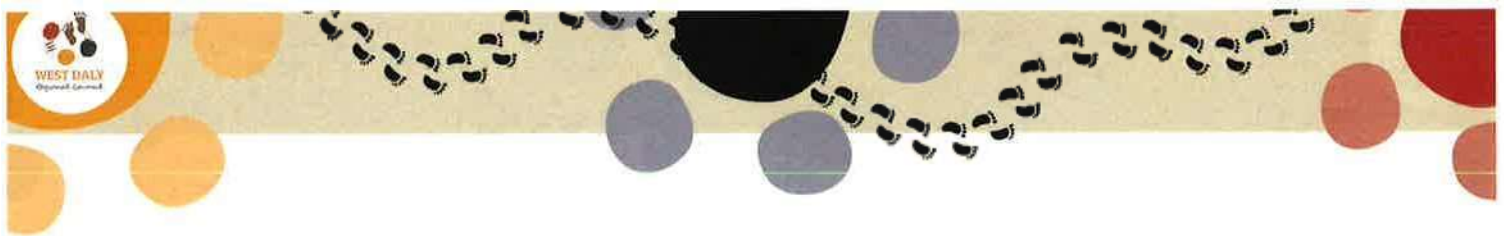
Policy Statement

1. Principles

- 1.1. Council is committed to listening to residents, with Elected Members representing the interests of community members.
- 1.2. Council will support the voice of community members to inform Council business and activity through filling casual vacancies to maintain full representation.
- 1.3. To promote transparency and public confidence, Council will have processes in place for the filling of casual vacancies that meet legislative requirements and are applied consistently.

2. Determining Arrangements for Filling Elected Member Casual Vacancies

- 2.1. In the case that there is 18 months or more before the next general election, Council will hold a bi-election to fill an Elected Member casual vacancy.
- 2.2. Where there is less than 18 months, but not less than 6 months before the next general election, Council may, by vote of existing Elected Members, appoint a person to fill the vacancy until the next general election.
- 2.3. Where there is 6 months or less, but not less than 3 months, before the next general election, Council will appoint a person to fill the vacancy until the next general election.
- 2.4. Where there is 3 months or less before the next general election, Council will leave the office of the Elected Member vacant.



3. Filling Elected Member Vacancies

- 3.1. Where the casual vacancy of an Elected Member is to be filled by appointment, the CEO will advertise the vacancy by publishing an advertisement in the local newspaper, on Council's website and on Council community noticeboards.
- 3.2. The closing date for applications will be 4 weeks from the date the advertisement is published.
- 3.3. Eligible applicants will be invited to provide a written statement, short video or recorded message as an application outlining their purpose in becoming a member of Council. Applications may be made public by the Council.
- 3.4. Applications will be provided to Elected Members prior to the next ordinary Council Meeting, at which the matter will be included as an agenda item.
- 3.5. In considering the applications and making a decision to appoint a person to be a Council Member, Council will give due consideration to:
 - a) the person's level of community involvement;
 - b) the person's suitability for the role; and
 - c) any other relevant matters.
- 3.6. Council will decide the appointment by resolution, to take effect 7 days after the date of the resolution.
- 3.7. The CEO will notify the successful applicant and arrange an induction as soon as practicable.

4. Determining Arrangements for Filling Casual Vacancies of Mayor

- 4.1. In the case that a vacancy occurs 3 months or more before the next general election, Council will appoint an existing Elected Member to be the Mayor by vote of existing Elected Members.
- 4.2. Where a vacancy occurs less than 3 months before the next general election:
 - a) Council may appoint a member to fill the vacancy by vote of existing Elected Members; or
 - a) Council may leave the office vacant.
- 4.3. Where an Elected Member is appointed to fill the vacant position of Mayor, the subsequent causal vacancy of the Elected Member will be filled in accordance with clauses 2 and 3 above.

5. Responsibilities

- 5.1. Elected Members are responsible for understanding the requirements of filling casual vacancies.
- 5.2. The CEO is responsible for facilitating the filling of Elected Member vacancies, including advertising vacancies and providing applications to Elected Members.



References

Local Government Act 2019 (NT) s.54; s.65

Definitions

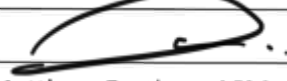
In the context of this policy the following definitions apply:

Casual vacancy means a vacancy in the office of an Elected Member of Council.

Related Documents

Human Resource Management Policy

For more information, contact the Policy Custodian.

Signature of Endorsement:	
Name:	Matthew Eastham ASM
Position:	Chief Executive Officer

