

	Function: CORPORATE SERVICES (GOVERNANCE)	Adopted: 5 th August 2015 Resolution No.: C148:15
	Policy Number: GOV023	Last Review: 1 st July 2026 Resolution No.: C162:0726
	Version Number: 2	Next Review: May 2030
SUPPLEMENTARY ELECTION POLICY		

1. POLICY OBJECTIVES

This policy:

- Gives effect to Section 6(2)(b) of the [Local Government \(Elections\) Act 1999](#) (Act);
- Exempts Council from undertaking a Supplementary Election to fill a single, Casual Vacancy in the office of a Council Member, other than the office of the Mayor, in specified circumstances.

2. SCOPE

This policy applies to single, Casual Vacancies occurring in the office of a Council Member, other than the office of the Mayor.

3. DEFINITIONS

Definitions are provided in Attachment 1.

4. POLICY STATEMENT

Where a single, Casual Vacancy occurs in the office of a Council Member (other than the office of the Mayor) and the circumstances meet the criteria for exemption set out in Sections 6/6A of the [Act](#), the Casual Vacancy in the office of the Council Member will not be filled until the next General Election, unless a subsequent vacancy occurs.

4.1 Notification Requirements - Vacancy in Council Member office

Where a Casual Vacancy in the office of a Council Member occurs, Council's Chief Executive Officer must:

- Notify the Council Members at the next Council meeting, unless the Council Member has been removed from office by Council;
- Give notice in the Gazette.

While it is not a legislative requirement, it is also best practice to notify the Electoral Commission (South Australia).

5. COMPLAINTS

Complaints relating to this policy must be made in writing to Council and lodged in accordance with Council's Complaints Policy GOV012, available via Council's [Website](#).

6. DELEGATION

Any applicable delegations are set out in Council's Delegations register, available via Council's [Website](#).

7. REVIEW

This Policy will be reviewed every four years, or more frequently as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings and/or any corrective actions/controls.

8. RECORDS MANAGEMENT

Records will be managed in accordance with Council’s Records Management Policy RM001, available via Council’s [Website](#).

9. POLICY AVAILABILITY

Policies will be available for inspection without charge at Council’s Principal Office and on Council’s [Website](#). A copy may be obtained on payment of a fee in accordance with Council’s Register of Fees and Charges (also available via Council’s [Website](#)).

10. REFERENCES AND LEGISLATION

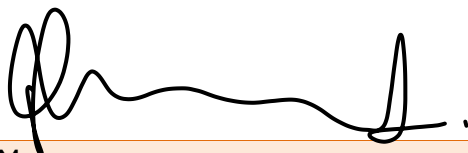
Local Government (Elections) Act 1999
Local Government Act 1999

11. RELATED COUNCIL OBJECTIVES, POLICIES AND DOCUMENTS

Strategic Plan 2025 – 2035

Good Governance	- Leadership Commitments - Policies and Procedures - Risk Management - Transparency and Accountability
Leadership Commitments	- Manage our finances and resources for a sustainable future - Operate with honesty and integrity and be accountable for the decisions we make

Complaints Policy GOV012
Records Management Policy RM001
Risk Management Framework Policy GOV029

Signed		
	Mayor	Chief Executive Officer
Date	30/07/2026	

Attachment 1 – Definitions

Casual Vacancy	The office of a Council Member becomes vacant in the circumstances set out in Section 54 – Casual Vacancies of the Local Government Act 1999 .
Council Member	An Elected Member of Copper Coast Council.
General Election	An election of Council Members held: (a) Under section 5 of the Local Government (Elections) Act 1999; or (b) pursuant to a proclamation or notice under the Local Government Act 1999.
Periodic Election	An election of Council Members held Under section 5 of the Local Government (Elections) Act 1999 .
Supplementary Election	An election of one or more Council Members held when: • A General or Periodic Election wholly or partially fails to fill the offices or is declared void; or • A casual vacancy occurs in the office of a Council Member.