



2018 council elections quick reference timetable

2017

Month	Key Dates	Council Actions	LGA Actions	Resources Available
Jul '17			Elections workshop	
Aug		Publish elections web page linking/duplicating LGA page	Publish elections web page for general public Provide model strategy to councils	Public elections web page and model strategy
Sep				
Oct		Form elections working group and assign roles and responsibilities		
Nov	LGA AGM 15&16/11	Develop council communications plan for elections	Launch promotion and training programs at AGM Set up elections resources web page for councils	Model elections comms plan
Dec		Brief senior leadership /council		Powerpoint presentation outlining LGA elections program

2018

Month	Key Dates	Council Actions	LGA Actions	Resources Available
Jan '18	<i>[est. legislative changes enacted]</i>	Purge supplementary roll 1/1		
Feb		Schedule candidate workshops		
Mar	<i>[State election]</i>	Publish additional, localised web pages		Model elections comms plan, including website guidelines
Apr		Prepare mailing list of relevant stakeholders for enrolling to vote and nominating as a candidate	Voters' roll and caretaker training for council staff	Voters' roll practice manual Model caretaker policy
May		Promote 'enrol to vote' including mail out to eligible voters		Template letters, forms and promotional materials
Jun				
Jul		Promote nominations Deliver candidate workshops		Promotional materials and 'So you want to be on council' inc training pack and fact sheets ECSA nominations kit
Aug	Roll close 10/8			
Sep	Noms open 4/9 Noms close 18/9	Enter caretaker mode (as per council policy)	Candidate website live	
Oct	Mail out voting materials 22-26/10	Promote voting		Promotional materials
Nov	Vote close 9/11	Induct new members	Elected member standards mandatory training	Model induction policy and guide Council members guide Committee members guide Meeting procedures handbook CEO checklist for first meeting