First council meeting checklist

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| **Declarations** | |
| Prepare declarations based upon Form 7 in Schedule 1 of the *Local Government (Constitution) Regulations 1998.* |  |
| Organise for council members to make declarations prior to the first council meeting. |  |
| **Convening first meeting** | |
| Ensure council meeting is convened at the request of the Mayor or President. |  |
| Ensure public notice of the meeting is given. |  |
| Provide notice of meeting and agenda to council members at least 72 hours prior to the meeting. |  |
| **Nominations** | |
| Call for nominations for Mayor/President (if applicable) |  |
| Call for nominations for Deputy Mayor/President. |  |
| **Committees** | |
| Prepare report to appoint members to Audit Committee and any other committees of council. |  |
| Prepare report, if needed, to appoint members to other internal working groups and committees. |  |
| Prepare report to appoint council member to Joint Development Assessment Panel and other external bodies. |  |

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| **Election** | |
| Call for nominations for the office of Mayor/President and Deputy Mayor/President, as applicable. |  |
| Receive nominations in writing before the meeting or during the meeting before the close of nominations. |  |
| Mayor/President elected by electors | |
| Prepare ballot papers for election of the Deputy Mayor/President based on regulation 11A of the *Local Government (Constitution) Regulations 1998* and Form 10 in Schedule 1 of the *Local Government (Constitution) Regulations 1998.* |  |
| Ensure the election of the Deputy Mayor/President is the first matter dealt with at the first meeting of the council. |  |
| Mayor/President elected by council | |
| Prepare ballot papers for election of the Mayor/President based on regulation 11A of the *Local Government (Constitution) Regulations 1998* and Form 10 in Schedule 1 of the *Local Government (Elections) Regulations 1997.* |  |
| Prepare ballot papers for election of the Deputy Mayor/President based on regulation 11A of the *Local Government (Constitution) Regulations 1998* and Form 10 in Schedule 1 of the *Local Government (Elections) Regulations 1997.* |  |
| Ensure the election of the Mayor/President is the first matter dealt with at the first meeting of the council. |  |
| Ensure the election of the Deputy Mayor/President is the second matter dealt with at the first meeting of the council. |  |
| Prepare the necessary means for drawing of lots in the case of it being required. |  |
| Announce close of nominations at meeting. |  |
| Conduct election/s. |  |
| Count ballot papers.  *The* [*count spreadsheet*](https://www.dlgsc.wa.gov.au/docs/default-source/local-government/elections/schedule-2.3-election-sheet.xlsx?sfvrsn=408e0b8b_11) *prepared by DLGSC can be used to assist with this.* |  |
| Declare election result/s in line with regulation 11F of the *Local Government (Constitution) Regulations 1998.* |  |
| Conduct appointments to committees as an open voting process resolved by absolute majority. |  |
| Prepare Form 19 - Notice of Election for publication in accordance with the Act and *Local Government (Elections) Regulations 1997.* |  |
| Submit Form 20 - Report to Minister on DLGSC Election Portal within 14 days after the declaration of the result of the election/s. |  |
| Retain election records in line with regulation 11G of the *Local Government (Constitution) Regulations 1998.* |  |