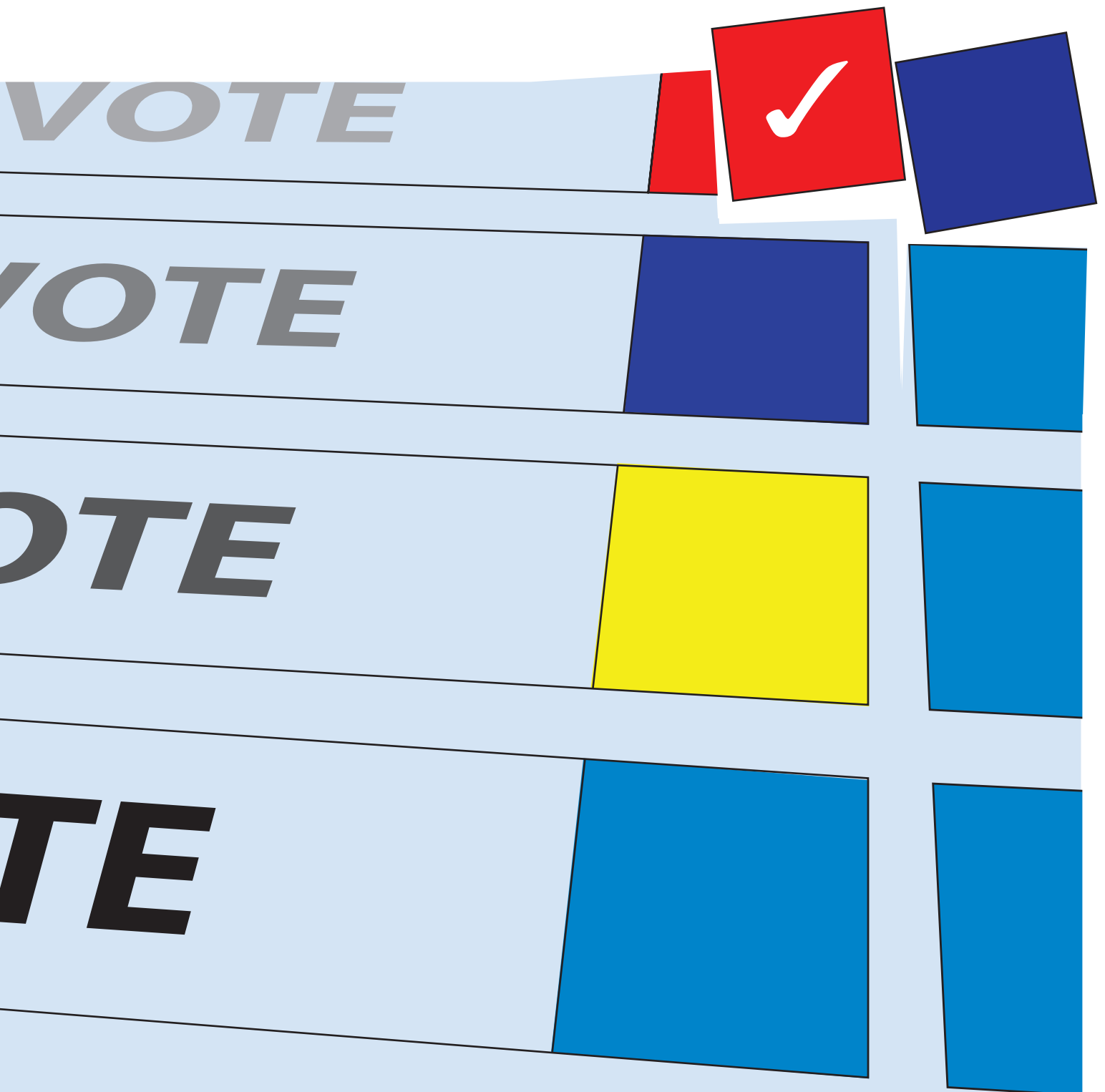


# Principals Guide to School Council Elections 2014



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# Contents

<b>Introduction</b>	<b>3</b>
<b>School Council Elections – Fundamentals</b>	<b>4</b>
Election Timeframe	4
Electorates	4
Parent electorate of the school	4
DEECD employee electorate of the school	4
Contractors or their employees are not DEECD employees	5
Status of DEECD employees on leave	5
Community and Nominee members	5
Eligibility of school councillors and voters	5
Identification and location of electorate members by principals	5
Disputes	5
Maximum DEECD employees on school council	6
Information for parents	6
Term of office – elections/casual vacancy	6
School council meetings	7
Cooption of members	7
Complaints process	7
First school council election	8
<b>School Council Election Process Overview</b>	<b>9</b>
Stages of election	9
<b>Stage One: Setting the Election Framework and calling for nominations</b>	<b>10</b>
Indicative timeframe	10
Intended outcomes at this stage	10
Requirements	10
Flow chart 1: Voting Rights – Parent Electorate	11
Flow chart 2: Voting Rights – DEECD Employee Electorate	11
Note 1: School Council Election Process and Timetable	12
<b>Stage Two: Closing and Assessing Nominations and Deciding if Ballot Required</b>	<b>13</b>
Indicative timeframe	13
Intended outcomes during this stage	13
Requirements	13
Good practice	14
Flow chart 3: Assessing the Validity of Nominations and Eligibility of Candidates	15
Flow chart 4: Assessing the Requirements for a Ballot	16
<b>Stage Three: Preparing for Ballot</b>	<b>17</b>
Indicative timeframe	17
Intended outcomes at this stage	17
Requirements	17
Casting a vote	18
Good Practice	18
Statements from candidates	19
Editing the statements of candidates	19

<b>Stage Four: Ballot Count and Declaring Poll</b>	<b>20</b>
Indicative timeframe	20
Intended outcomes at this stage	20
Requirements	20
Good Practice	21
Note 2: Scrutineers for the Vote Count	21
Note 3: How to determine invalid votes	22
<b>Stage Five: Special and First Council Meetings after the Poll</b>	<b>23</b>
Indicative timeframe	23
Intended outcomes at this stage	23
Requirements	23
Good practice for appointing Community members	23
<b>Stage Six: Post-election Compliance</b>	<b>24</b>
Indicative timeframe	24
Intended outcomes at this stage	24
Requirements	24
Changing the size or configuration of council	25
<b>Resources</b>	
Appendix A: School Council Elections – Information for Parents	26
Appendix B: Examples of Assessing Need for Election and Determining Election Results	28
Appendix C: First School Council Election	30
Appendix D: Casual Vacancies	31
Schedule 2: School Council Membership Table	32
Schedule 3: Notice of Election and Call for Nominations – First School Council Election	35
Schedule 4: Notice of Election and Call for Nominations – second and following elections	36
Schedule 5A: Self-nomination Form for Parent Member Category	37
Schedule 5B: Nomination Form for Parent Member Category	38
Schedule 5C: Self-nomination Form for DEECD Employee Member Category	39
Schedule 5D: Nomination Form for DEECD Employee Member Category	40
Schedule 6A: Parent Ballot Paper	41
Schedule 6B: DEECD Employee Ballot Paper	42
Schedule 6C: Parent and DEECD Parent Ballot Paper	43
Schedule 7: School Council Membership Schedule	44
Schedule 8: Nomination Form Receipt	45
Schedule 9: Change of Size or Configuration	46

# Introduction

Each year school council elections take place in Term 1 and the process must be completed by 31 March. The principal is responsible for conducting the election although may appoint a person to act on their behalf for one or more of the purposes of the election.

The *Principals Guide to School Council Elections 2014* has been developed to assist principals understand and conduct school council elections within the legal framework of Ministerial Order No 52 (as amended): School Council Composition and Elections Order (the Order).

The election process is set out in six stages in the guide. The section headed requirements in each of the stages **must** be followed. Some stages have a notes section which provides additional information about the requirements. The guide also includes examples of good practice, the relevant forms required in the election and an information sheet that may be provided to parents about the election process.

Further advice about the requirements for conducting the election can be obtained by contacting the regional office, by viewing the Order on the Department's school council website at: <http://www.education.vic.gov.au/school/principals/spag/governance/Pages/election.aspx> or by emailing School Operations and Governance Unit, at: [community.stakeholders@edumail.vic.gov.au](mailto:community.stakeholders@edumail.vic.gov.au).

# School Council Elections – Fundamentals

## Election Timeframe

The school council election process for all government schools in Victoria must be commenced no earlier than the school year commencement date and completed on or before 31 March, unless varied by a Ministerial Order.

## Electorates

Each school council operates according to a constituting order that details the objectives, functions and powers of a council and, for each individual school council, its size and configuration. A model constituting Order for a school council is at [http://www.eduweb.vic.gov.au/edulibrary/public/schacc/Constituting\\_Order\\_model\\_template.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/schacc/Constituting_Order_model_template.pdf).

There are two separate electorates within a school community:

- Parent electorate; and
- Department of Education and Early Childhood Development (DEECD) employee electorate.

In addition, there is an optional Community member category, and for a small number of school councils, a Nominee member category.

### Parent electorate of the school

The Parent electorate of the school includes each parent of a student of the school, other than those who are DEECD employees engaged in work at, and for, the school. A parent of a student of the school who is a DEECD employee, but does not work at and for the school, is included in the Parent electorate.

Parent includes a guardian or person who is liable to maintain or has the actual custody of a student of the school.

If a DEECD employee is elected to the Parent category where their child is enrolled but where they do not work, they are counted in the DEECD employee category for school council meeting quorum requirements.

Parent members must comprise more than one-third of the council's total membership.

The Notice of Election and Call for Nominations and ballot papers must be posted or delivered to each parent.

### DEECD employee electorate of the school

The DEECD employee electorate of the school includes the principal of the school and DEECD employees engaged in work at, and for, the school. The principal of a school is, and can only be, a DEECD employee member of the school council of his or her school. The principal means the person who is in charge of the school.

'DEECD employee' means a person employed for eight hours or more per week in either an ongoing capacity or a fixed term of at least 90 days:

- (i) by the DEECD under the *Public Administration Act 2004* (Victorian Public Servants employed by DEECD);
- (ii) by the school council of a government school (for example, maintenance or grounds person, cleaner);
- (iii) under Part 2.4 of the *Education and Training Reform Act 2006* (members of the teaching service including education support officers); or
- (iv) under more than one of the paragraphs (i) to (iii) above.

### *Contractors or their employees are not DEECD employees*

A contractor is engaged under a contract for a service (as distinct from an employment contract). Neither a contractor nor the employees of a contractor are DEECD employees. As an example, a parent of a child at the school who is a director of a company that has been engaged by the school council to provide a service is not a DEECD employee. Similarly, a parent employed by a company to manage the school canteen is not a DEECD employee.

### *Status of DEECD employees on leave*

A DEECD employee on any form of leave (including secondment), whether with or without pay, from employment with DEECD shall be considered:

- to have the DEECD employee status he/she had immediately prior to going on leave; and
- if the leave is for six months or less, to remain a member of the DEECD employee electorate of which the person was a member immediately prior to going on leave.

A DEECD employee is not eligible to serve as President of school council (including in a temporary capacity).

### Community and Nominee members

Many school councils have Community members and a small number of schools have Nominee members. Persons are not elected to either Community or Nominee member positions. School councils coopt Community members. DEECD employees are ineligible for Community membership. Nominee members are appointed by the Minister or by an Appointer that the Minister has authorised.

## Eligibility of school councillors and voters

A person who is an undischarged bankrupt, is of unsound mind, is serving a sentence for an indictable offence or a registrable offender within the meaning of *Sex Offenders Registration Act 2004* is not eligible for election or cooption to the school council.

In deciding a person's eligibility, the principal may request in a specified timeframe that:

- a candidate must produce evidence of his/her eligibility to nominate for election;
- a nominator must produce evidence of his/her entitlement to nominate the candidate; and
- a voter must produce evidence of his/her eligibility to vote.

## Identification and location of electorate members by principals

Principals are not required to locate or identify any member of the electorates for the purpose of posting or arranging delivery of the Notice of Election and Call for Nominations (Schedules 3 or 4) or Ballot Papers (Schedules 6A, 6B or 6C) other than from the information stated in the normal records kept at the school or received from a member of the electorate of the school to the principal in writing.

## Disputes

The principal has the power to decide any dispute that may arise in the conduct of the ballot.

## Maximum DEECD employees on school council

Schedule 2 of the Order lists all possible sizes and configurations of school council membership.

It states the number of DEECD parents who can be elected to a particular school council.

The majority of councillors must be non-DEECD employees. Principals need to be conscious of the maximum number of DEECD parents that may be elected to school council when deciding whether the number of nominations in the Parent member category is equal to, less than, or greater than the number of vacancies. (Refer to Appendix B, Example 2.)

## Information for parents

Principals should provide their school community with appropriate information about the school council election through the school newsletter, by email or on the school website and encourage as many people as possible to participate in the process.

Information on the role and responsibilities of school councils should be freely available to all members of the school community.

## Term of office – elections/casual vacancy

For all elections after the first school council election, the term of office for elected and coopted members is two years unless the term has been varied by a Ministerial Order. The term of office commences the day after the date of declaration of the poll and ends on the date of the declaration of the poll for the election held in the second calendar year following the election.

Where a member resigns or is no longer eligible to complete the term of office, the position may be filled by the school council coopting an eligible person for the remainder of the term of office.



## School council meetings

The school council can meet the day after the date of declaration of the poll. If a school council is required by its constituting Order to have community members coopted to the school council, the principal must:

- as soon as practicable after the declaration of the poll and before office bearers are elected, call, and preside at, a special meeting for the purpose of coopting the community members; and
- call, and preside at, the first meeting of the school council to elect office bearers.

A school council must meet at least eight times in each year, and at least once per school term. It is good practice to have two meetings per term.

## Cooption of members

A school council can coopt persons to a vacant member position where:

- an elected position remains unfilled after completion of the election process, that is, if, after the second call, there are insufficient nominations to fill vacancies; or
- there is a casual vacancy.

## Complaints process

Any person who is aggrieved by any matter arising out of the conduct of an election may, within 14 days of the date of the declaration of the poll, make a complaint in writing to the principal.

If the principal receives a complaint, he or she must refer that complaint to the appropriate Regional Director as soon as possible and request that the Regional Director, either personally or through a nominee, establish a committee consisting of:

- (a) a person nominated by the Regional Director;
- (b) the president of the school council, or, if the president has a connection to the complaint, a member of the school council who is within the Parent member category and who has no connection to the complaint; and
- (c) a member of the school council who is within the DEECD employee member category and who has no connection to the complaint.

If the committee established does not agree on how to deal with the complaint within 14 days of the establishment of the committee, the committee must contact the appropriate Regional Director and request that the Regional Director, either personally or through a nominee, determine how the complaint should be dealt with and resolved.

Until the determination of the committee or Regional Director, the election in respect of which a complaint is made shall be regarded as valid and any decision made by the school council during that interval is valid.

If the determination of the committee or Regional Director includes a determination that a fresh election is recommended, any decision made by the school council from the date of the determination to the date of the fresh election is valid.

## First school council election

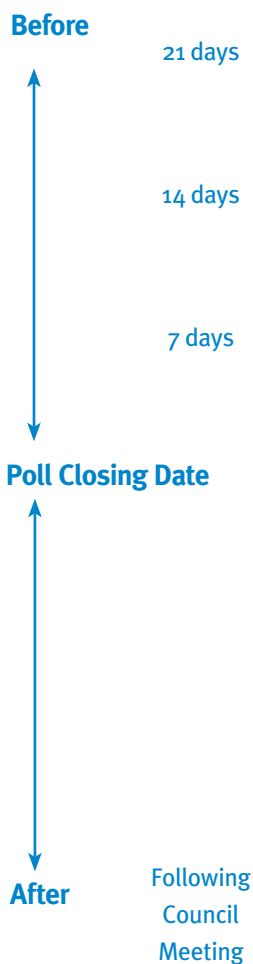
The school council of a new school operates initially with an appointed membership until the first school council election is held. The timeframe for the first council election is specified in the constituting Order of the school council. The Notice of Election and Call for Nominations for first school council election (Schedule 3) must be used. The Notice of Election and Call for Nominations (Schedule 4) is used for subsequent elections. The term of office of the initial appointed members expires upon the date of declaration of the poll for the first school council election. Additional information about the conduct of a first school council election is provided at Appendix C.

# School Council Election Process Overview

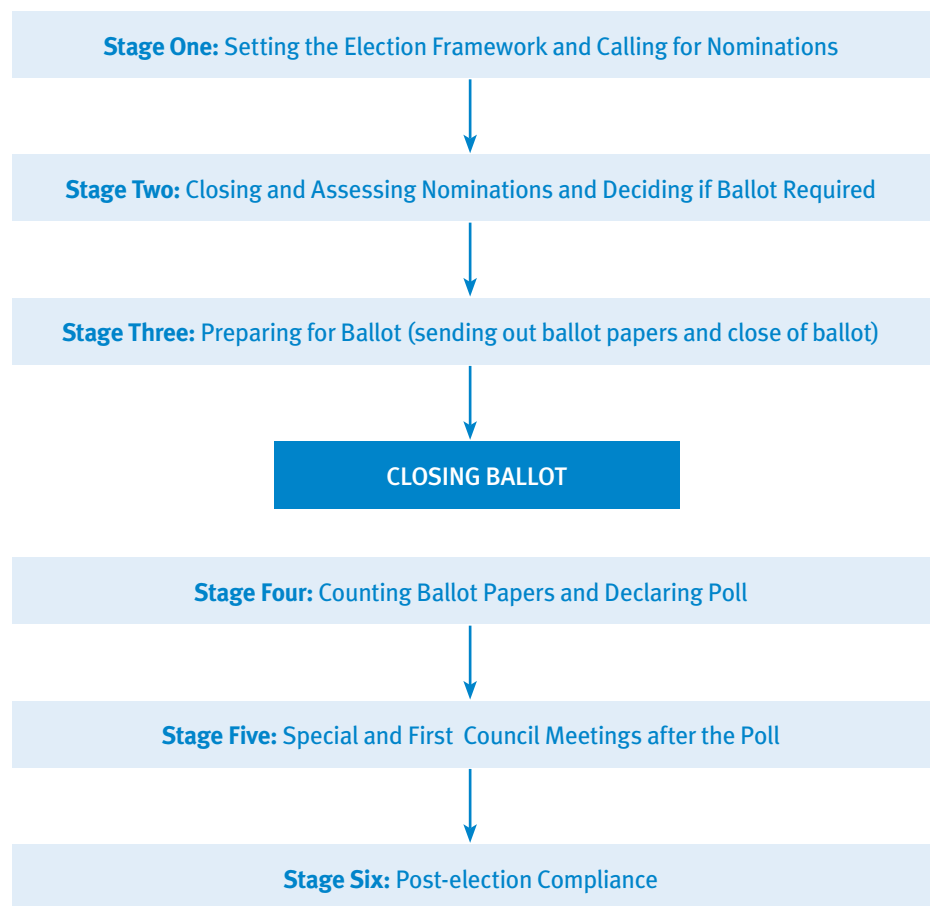
## Stages of election

The election process needs to start at least 21 days before the poll closing date. The following are indicative stages of the election process. Further information about the requirements for each stage and good-practice advice is set out in subsequent pages.

### Indicative timeline



### Stages of election process



# Stage One: Setting the Election Framework and calling for nominations

## Indicative timeframe

This stage of the election process may start immediately after the commencement of the first school term. The completion of the activities of this stage must be at least 21 days before the poll closing day.

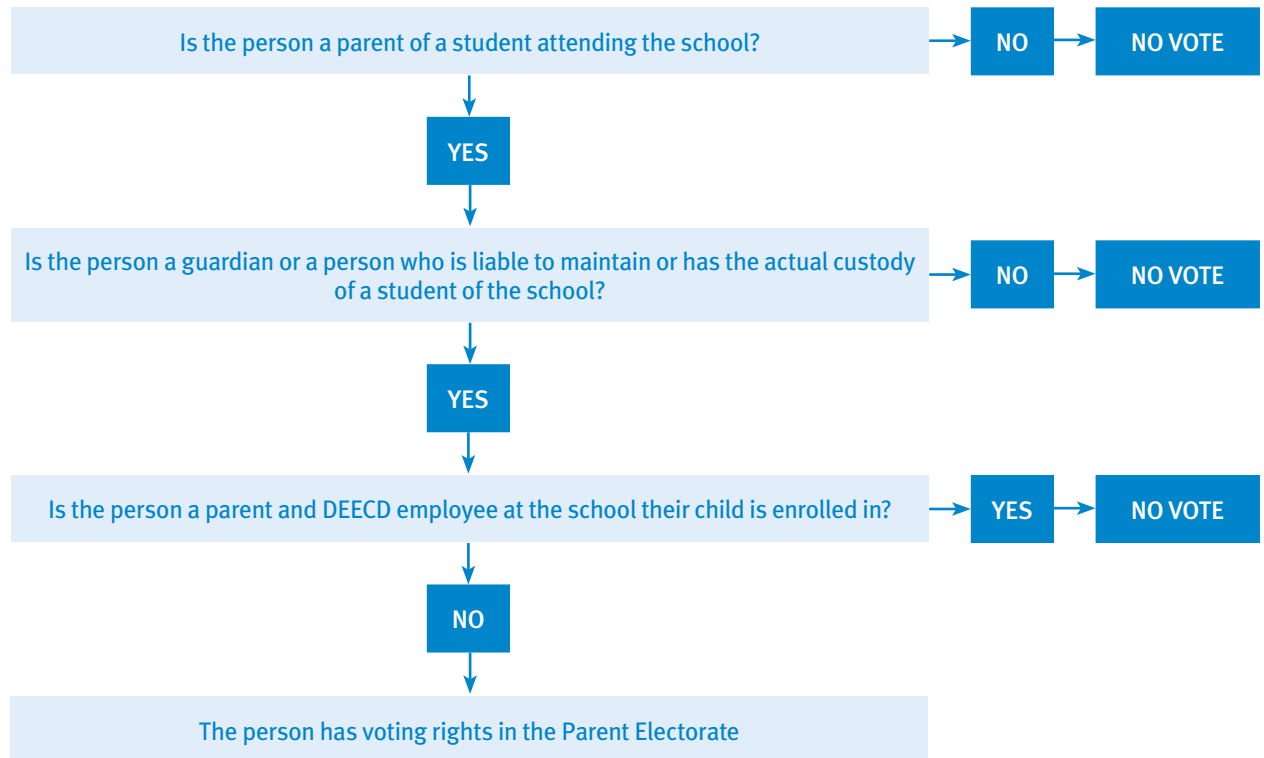
## Intended outcomes at this stage

- An effective election plan is in place with sufficient time to communicate with the school community, receive nominations and prepare ballot papers.
- Adequate information is provided to the school community to participate in the school council election process.
- Nomination forms are prepared and sufficient copies are made available at the school.

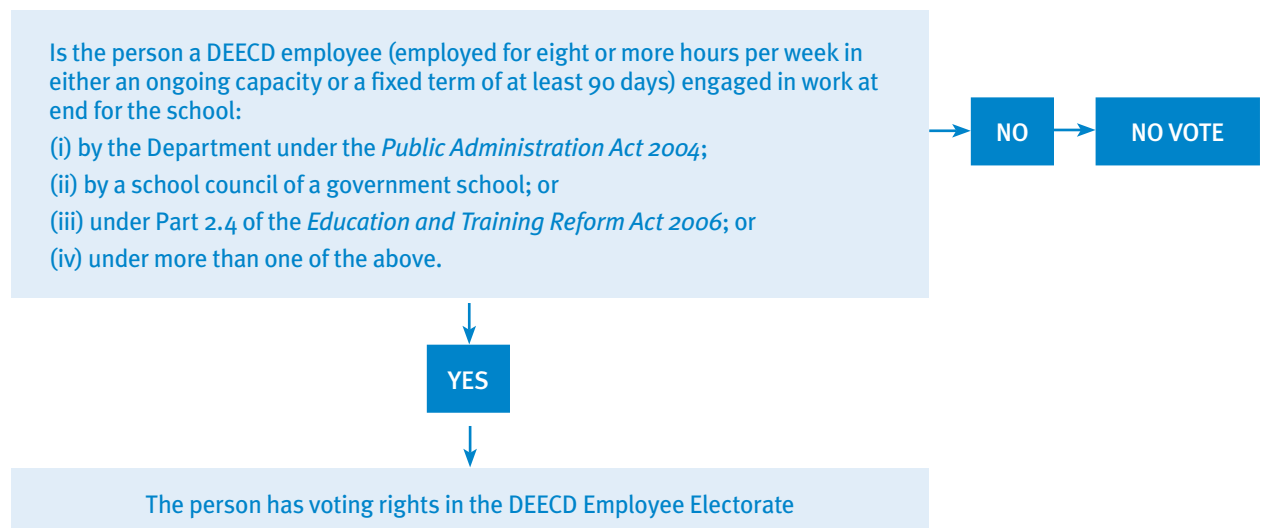
## Requirements

- Identify the number of vacancies in the Parent and DEECD Employee electorates (only those vacancies due to the expiration of the term of office of councillors).
- Confirm vacant positions by referring to the school council's current membership size and configuration under its constituting Order. This information is listed on the online Schedule 7 at <http://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/default.aspx>. (Information on how to access school council membership information is on page 24 of this Guide.)
- Fix a date for the closure of the ballot for the election of school council members that is consistent with any date decided by the Secretary to the Department.
- At least **21 days** before the date fixed, post or arrange for delivery of the Notice of Election and Call for Nominations to the Parent and/or DEECD electorate of the school and cause the Notice of Election and Call for Nominations to be posted in a prominent position at the school.
- Prepare and make available at the school sufficient copies of the nomination forms (Schedules 5A, 5B, 5C, 5D). The nomination forms have changed to include information for nominators and nominees about the collection, use and disclosure of personal information under the *Information Privacy Act 2000*.
- Prepare Nomination Form Receipt (Schedule 8).
- Compile a roll with names and addresses of every person eligible to vote in the election in both electorates (refer to Flow chart 1 and Flow chart 2). (Principals are not required to locate or identify any member of the electorates for the purpose of posting or arranging delivery of the Notice of Election and Call for Nominations or ballot papers other than from information stated in the normal records kept at the school, or received from a member of the electorate of the school to the principal in writing.)
- Decide the date and time for the counting of votes and the declaration of the poll.
- Provide general information about the election through the school newsletter/website (an example of a communication is provided at Appendix A).
- The principal will be the returning officer. If there is a need to nominate another person, then this person should be a person independent of the outcome of any election.

## Flow chart 1: Voting Rights – Parent Electorate



## Flow chart 2: Voting Rights – DEECD Employee Electorate



## Note 1: School Council Election Process and Timetable

This document is an example of a School Council Election process for 2014. The dates included are only suggestions; however, the process must be completed on or before 31 March 2014.

SCHOOL COUNCIL ELECTION PROCESS AND TIMETABLE		
Name of the School: _____		
EVENT	DATE	
a)	Notice of election and call for nominations	Monday, 10 February 2014
b)	Closing date for nominations	Monday, 17 February 2014
c)	Date by which the list of candidates and nominators will be posted	Wednesday, 19 February 2014
d)	Date by which ballot papers will be prepared and distributed	On or before Monday, 24 February 2014
e)	Close of ballot	Tuesday, 4 March 2014
f)	Vote count	/ / <i>(Insert a date immediately after the close of ballot)</i>
g)	Declaration of poll	/ / <i>(Insert the vote count date or a date immediately after the vote count)</i>
h)	Special council meeting to coopt Community members (the principal will preside)	/ / <i>(Insert a date immediately after the declaration of poll)</i>
i)	First council meeting to elect office bearers (the principal will preside)	/ / <i>(Can be the same date as council meeting to coopt Community members or another date soon after)</i>

# Stage Two: Closing and Assessing Nominations and Deciding if Ballot Required

## Indicative timeframe

This stage falls between 14 days and 21 days before the poll closing date.

## Intended outcomes during this stage

- Nominations are received and validity of nominations and eligibility of nominators/ candidates assessed.
- Nomination form receipt is sent to candidates and nominators (if a different person).
- Decisions are made on whether or not a ballot is required and in which membership category.

## Requirements

- Receive completed nominations in the form of Schedule 5A, 5B, 5C or 5D (as appropriate) by 4.00 pm on the fourteenth day before the date fixed for the closure of the ballot.
- Assess the validity of nominations and eligibility of a nominator to nominate and candidate to nominate for election (refer to [Flow Chart 3](#) for assessing the validity of nominations and eligibility of candidates). The nominator and/or candidate must be a member of the relevant electorate. A nomination does not require a seconder.
- Post notices showing the name of each candidate and nominator in a prominent position at the school as soon as practicable after the closing of nominations.
- Post Nomination Form Receipt (Schedule 8) to nominees and nominators as soon as practicable after the receipt of a validly completed nomination form.
- Assess the adequacy of nominations and decide the requirement for a ballot (for an example for assessing the requirements for a ballot refer to [Flow Chart 4](#) and [Appendix B](#)) or re-call for nominations.
- In the Parent electorate determine which parents are DEECD employees and whether this meets the requirements of Schedule 2 in the Guide. (Non-DEECD members must be in the majority and Schedule 2 indicates the total permissible to meet this requirement).
- When the number of nominations is less than the number of vacancies in any one membership category, declare elected those who nominated in that category and immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and call for further nominations. Such nominations are to be lodged within three school days from the date of the closing of the first call for nominations.
- Where the number of nominations exceeds the number of vacancies, a ballot is required.
- Where the number of nominations equals the number of vacancies (subject to maximum DEECD parent requirements not being exceeded – refer to Schedule 2), declare the poll and inform the school community.
- Ensure completed nomination forms are available for inspection up to the commencement of voting. Given that personal information is on the nomination form, the principal should personally handle any requests for inspection.

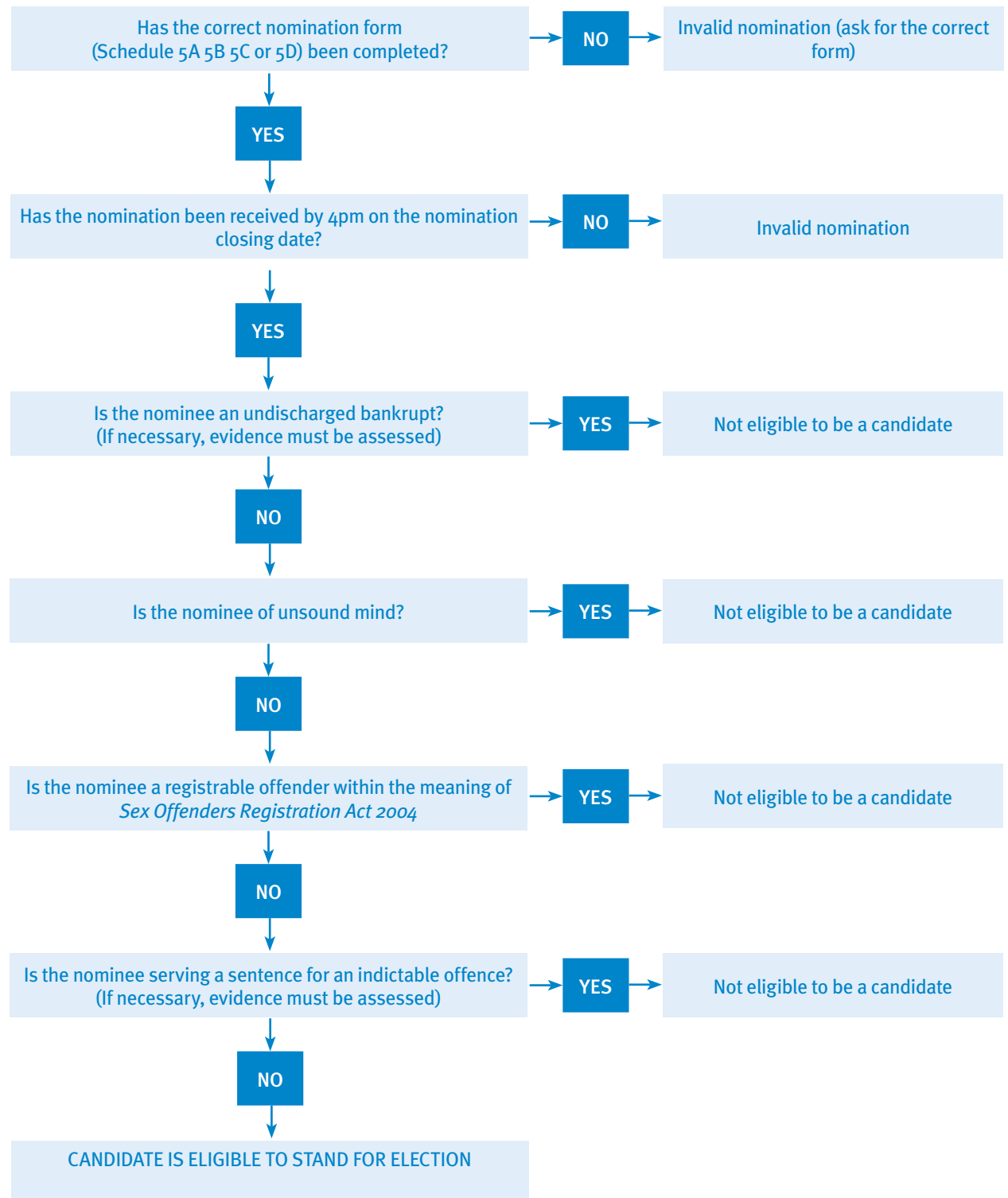
- Nomination forms must be kept at the school by the principal for a period of one year from the date of the declaration of the poll and available for inspection by voters at reasonable times.

### Good practice

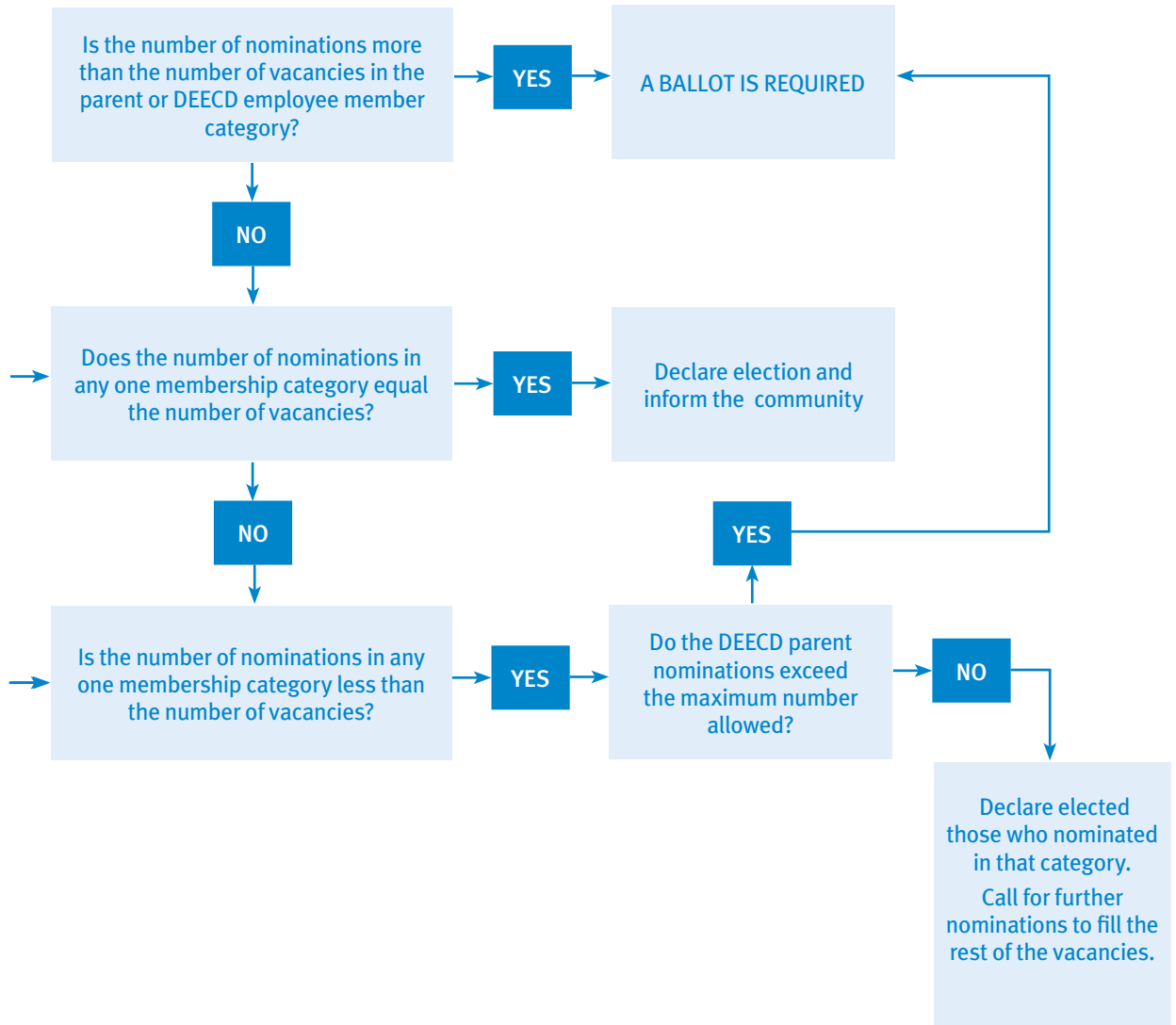
- Assess the accuracy of completed nomination forms on receipt and provide advice, if necessary, to resubmit.
- When the number of nominations is less than the number of vacancies in any one membership category, publicise the extension of time widely.
- Where the nominations exceed the number of vacancies and a ballot is required, provide candidates with the opportunity to provide a statement. Provide clear instructions about the preparation of the statement and check that instructions have been followed before sending out statements with the ballot papers. Refer to Stage 3, Good Practice, for more detailed information.



### Flow chart 3: Assessing the Validity of Nominations and Eligibility of Candidates



Flow chart 4: Assessing the Requirements for a Ballot



# Stage Three: Preparing for Ballot

## Indicative timeframe

This stage is within 7 days before the poll closing date.

## Intended outcomes at this stage

- Ballot papers using Schedules 6A, 6B and 6C are prepared and completed as required by the Order.
  - Schedule 6A is used for the Parent Category. (Refer to Appendix B, Example 1.)
  - Schedule 6B is used for the DEECD Employee Category.
  - Schedule 6C is used for the Parent Category in circumstances where parents who are DEECD employees and who are nominated to the parent category exceed the maximum DEECD parents, but where there are insufficient candidates for the Parent member category who are not DEECD employees, and where at the second call for nominations the number of parents nominated exceeds the vacancies and a ballot is required. (Refer to Appendix B, Example 2.)
- Clear instructions to, and communication with, the voters and candidates are established.
- Voters may only vote once in a ballot and must vote in the relevant electorate.
- Administrative arrangements are completed to cast votes and to record the names and addresses of the voters on the register of voters.
- Integrity of the voting process and the security of the ballot boxes are ensured.

## Requirements

- Prepare ballot papers in the form of Schedule 6A, 6B and 6C, as appropriate, with the names, in an order determined by the drawing of lots, of the candidates listed in the relevant membership category.
- Ensure each ballot paper is easily capable of authentication by, for example, a signature or school stamp.
- At least seven days before the date fixed for the closure of the ballot, post or arrange delivery of the ballot papers together with two envelopes to each voter of the relevant electorate of the school. The principal may determine whether the school pays for return postage of any ballot papers.
- Inform the school community that no campaign literature supporting candidates or groups of candidates may be distributed or posted in the school and no school resources, whether human or material, may be used to support particular candidates or groups of candidates.
- Notify voters of any withdrawal of candidates as soon as possible.
- Authorise a person to receive and register votes delivered to the school.
- Provide a securely sealed ballot box, or boxes in the case of multiple school campuses, for the casting of votes at the school between the hours of 8.00 am and 4.00 pm on every school day up to and including the day of the closure of the ballot.
- Record in a register the name and address appearing at the rear of each outer envelope containing a postal vote and a vote cast between the hours of 8.00 am and 4.00 pm on any school day up to and including the day fixed for the closure of the

ballot and which has been delivered to the person authorised to receive and register the votes. Place the unopened plain envelope containing the completed ballot paper in the ballot box.

- For a ballot paper delivered to the school by the voter, the voter places the blank envelope containing the ballot paper in the ballot box and prints his/her name and address in the register of voters.
- Ensure that the ballot box is kept in a secure place at all times.

### Casting a vote

Each voter must complete a ballot paper by placing a mark next to the name of each candidate standing for election for whom the voter wishes to vote, up to the number of vacant positions. To cast a vote, the voter must:

- place the completed ballot paper in a blank envelope and place the blank envelope in a second envelope with the voter's name and address printed on the back of this envelope and post the envelope to the principal so as to reach the principal by 4.00 pm on the day of the closure of the ballot; or
- deliver, or arrange delivery of, the completed ballot paper to the school between the hours of 8.00 am and 4.00 pm on any school day up to and including the day fixed for the closure of the ballot, and place the completed ballot paper in a blank envelope and:
  - (i) place the blank envelope in another envelope with the voter's name and address written on it and deliver the envelope to the person authorised to receive and register the votes; or
  - (ii) place the completed ballot paper in a blank envelope in the ballot box provided and print the voter's name and address in the register of voters.

### Good Practice

- Receive **statements from candidates** so that they can be circulated with the ballot papers. Where a candidate has not followed instructions for completing the statement, request that they revise it. Send candidates' statements with the ballot papers. Further advice about candidates' statements is included at the end of this section.
- Advise voters that anybody who wishes to use a postal vote should ensure that their vote is posted in time to reach the school by 4.00 pm on the closing date of the ballot.
- Use the school website, an election newsletter, or a hand delivery system through school students, as additional means of communication with voters.
- Allocate a person to answer telephone inquiries regarding the election or casting votes during this period. (**Flow Charts 1 and 2** will assist in providing advice on, and assessing voting rights for the two electorates.)
- Where a school has a post box mailing address, clear the box at 4.00 pm on the day of the closure of the ballot.

## Statements from candidates

Preparation and distribution of a candidate's statement is not a requirement in the Order. However, in line with standard election procedure, principals may wish to invite candidates to prepare a brief statement to be distributed with each ballot paper. This allows the school community to gain some background about the people standing for election.

If candidates are invited to prepare a statement, the length required should be specified by the principal. It is suggested that it be no more than 150 words.

A statement from a candidate may include information about his/her:

- work experience including voluntary work;
- academic and professional qualifications if applicable;
- skills and abilities including those that may be useful for the council (e.g. accounting, contract management, fundraising, organising events etc.);
- previous and current involvement with the school, and school council including sub-committees of school council;
- reasons for standing for election; and
- interests and hobbies.

## Editing the statements of candidates

- The principal **should not** edit the candidates' statements. The principal may request a candidate to omit any part of a statement that is likely to be defamatory or offensive.
- If candidates provide statements that are too long, the candidate should be asked to revise the statement prior to it being circulated. If this is not done, the statement should be published using only the specified number of words.

Any instructions concerning completion should be adhered to. Failure to ensure that candidates have followed instructions for completing their statements has resulted in the lodging of grievances.

# Stage Four: Ballot Count and Declaring Poll

## Indicative timeframe

This stage starts as soon as possible after the close of ballot.

## Intended outcomes at this stage

The secrecy of the ballot and integrity of the electoral process are maintained during the vote count and declaration of the poll.

## Requirements

- On the date fixed for the closure of the ballot, or as soon as practicable after that date, preside at the counting of the votes and the declaration of the poll.
- The declaration of the poll may coincide with any other school meeting.
- Inform each candidate of the date, time and place for the counting of votes and of the right to appoint one scrutineer to observe the counting of the votes (refer to **Note 2** for advice to scrutineers).
- Appoint not less than two tellers, being persons who are not candidates for election, to:
  - count, in the presence of any scrutineers, the number of votes cast for each candidate;
  - report the result to the principal; and
  - carry out any other duties in respect of the election as required by the principal.
- Any ballot paper that:
  - is not received by the principal or placed in the ballot box at the time of the closure of the ballot; or
  - is not properly and clearly marked; or
  - does not comply with the provisions of Order no 52 (as amended)shall be rejected as invalid.
- A scrutineer shall be removed from the counting of votes at the direction of the principal if the scrutineer interferes with the counting procedures.
- At the conclusion of the counting of the votes, rank the candidates standing for election to the Parent and DEECD employee member categories in accordance with the total number of votes received by each candidate and, if requested, disclose the voting figures (refer to **Appendix B** for some examples of assessing the requirement for an election and determining election results).
- For the purpose of ranking the candidates, if there is a tie between some or all of the candidates standing for election in any membership category, determine the ranking of the candidates by the drawing of lots.
- Formally declare to be elected as members of the Parent category of the school council the highest ranking candidates up to the number of vacancies to be filled in that category save that the principal shall not formally declare to be elected any candidate seeking election to that category who is a DEECD employee if such a declaration would result in half or more than half of the school council's total membership being DEECD employees.

- Formally declare to be elected as members of the DEECD employee member category of the school council the highest ranking candidates up to the number of vacancies to be filled in the DEECD employee member category.
- Notify all persons standing for election of the results of the election within 48 hours of the declaration of the poll.
- After the declaration of the poll by the principal:
  - Retain the ballot papers in the school for one year, after which the ballot papers must be destroyed unless the principal has been instructed otherwise by the Secretary of the Department.
  - Retain all results and related information other than ballot papers in the school for one year, after which time the results and related information may be destroyed unless the principal has been instructed otherwise by the Secretary of the Department.
- Advise any person who raises a grievance arising out of the conduct of the election that a complaint in writing may be made to the principal within 14 days of the date of the declaration of the poll.
- If a principal receives a complaint he/she must refer that complaint to the appropriate Regional Director as soon as possible. (Refer to the Complaints Process on p. 7.)

## Good Practice

- Develop and use a simple system to record the number of valid votes cast for each candidate. Be totally satisfied with the total number of votes before declaring the poll.
- Re-examine invalid votes to decide if they are valid or invalid (refer to Note 3 for advice on how to determine invalid votes).
- Record and maintain a register of any issues raised by the scrutineers and decisions reached.
- Maintain the secrecy of the ballot, and not open voting papers until the scheduled time of the vote count. Maintain the confidentiality of the state of the ballot at all times until satisfied that the result is correct.

## Note 2: Scrutineers for the Vote Count

- A scrutineer is entitled to be present and observe the opening of envelopes containing ballot papers, the examination of envelopes and ballot papers and counting of the votes. However, the scrutineer is not entitled to be involved in or interfere with the process.
- Should a scrutineer wish to challenge the validity of a particular ballot paper, he/she should draw this to the attention of the presiding officer (the principal or his/her delegate), who will then decide on its validity.
- The decision of the principal or his/her appointee is final.
- If there is a tie between some or all of the candidates standing for election in any membership category, each scrutineer is entitled to be present while the principal determines the ranking of the candidates by the drawing of lots.

### Note 3: How to determine invalid votes

The method for marking a ballot paper is not prescribed and hence ticks, crosses and numbers are all valid and should be interpreted as voting for a particular candidate. A ballot paper shall be rejected as invalid if:

- it is not received by the principal or placed in the ballot box by 4.00 pm on the day of the closure of the ballot;
- it is not properly and clearly marked;
- the voter marks the names of more candidates than he/she is entitled to vote for;
- in any other way it is unclear from the ballot paper for whom the vote is intended;
- there is reasonable cause to believe that the ballot paper was not an official ballot paper, i.e. one that is not easily capable of authentication by, for example, a signature or school stamp;
- from the postmark on the outer envelope, the principal is satisfied that it was posted after the poll closure date;
- it does not comply with any other requirement.



# Stage Five: Special and First Council Meetings after the Poll

## Indicative timeframe

This stage starts as soon as practicable after the declaration of the poll and is managed by the Principal.

## Intended outcomes at this stage

The cooption of Community members and election of office-bearers is completed to finalise the election process.

## Requirements

- If a school council is required to have Community members coopted to the school council, the principal must as soon as practicable after the declaration of the poll and before office-bearers are elected, call, and preside at, a special meeting for the purpose of coopting the Community members; and call, and preside at, the first meeting of the school council to elect office-bearers.
  - At the special meeting the quorum may consist of not less than one-half of the members of school council currently holding office.
  - If the purpose of cooption of Community members cannot be achieved at this meeting, the meeting may be adjourned to a date decided by the meeting.
  - If the cooption of Community members either cannot be resolved at the special meeting or on resumption of the adjourned special meeting, the school council may proceed to the first meeting of the school council to elect office-bearers.
- If a school council is not required to have Community members coopted to the council, the principal must call, and preside at, the first meeting of the school council to elect a president and any other office-bearers the council may choose to have. A DEECD employee is ineligible to serve as President.
- Once members and office-bearers are elected or coopted to the school council, inform the school community of the names of the members and office-bearers.
- Report to the school council the number of votes cast by the DEECD employee electorate and by the Parent electorate of the school.

## Good practice for appointing Community members

- In consultation with elected council members, assess the skill mix required for the council to function effectively and consider what skills gaps can be filled through appointing Community members.
- Conduct informal consultations with newly elected and existing council members to discover potential Community members for cooption.
- Seek prior consent from potential Community members for their cooption to the Council.

# Stage Six: Post-election Compliance

## Indicative timeframe

This stage starts following the cooption of community members and election of office-bearers (after the completion of the election process) and operates throughout the year.

## Intended outcomes at this stage

Compliance requirements relating to post-school council elections, including the filling of casual vacancies, are fulfilled, as required, within specified timeframes and according to the Order and other relevant regulations.

## Requirements

### Schedule 7 School Council Membership Schedule – Online Completion

By 30 April 2014 the principal must inform the Secretary, DEECD of the names of the members, membership category, gender, term of office, office bearers and provide notification whether the member is a DEECD employee by completing the online Schedule 7, through Edugate.

Completing the online Schedule 7 needs to be done using the school's login details. The steps are as follows:

- Open Edugate <https://edugate.eduweb.vic.gov.au/Pages/Home.aspx> (Your name should appear on the top right hand side of the screen).
- Click on your name and a drop-down menu will appear. Click on *Sign in as Different User* option.
- Enter the school's username and password.
- Click on *Services to Schools under Key Links* (located on the right-hand side of the screen).
- Scroll down and click onto *School Council Reporting* (located within the left-hand navigation menu).
- You will see the membership of your school council according to its constituting Order at the top of this screen.
- Update your membership details. Where members are continuing, revise their term dates; where there are vacancies enter 'vacant' as the member name.
- Check all entered data for accuracy then print, sign and date the form.
- **This is your school record and is kept at the school. This form is not sent to the regional or central office.**
- If membership details change during the year you can update the form by following the above process.

### School council president details

- Enter details of the school council president on CASES21.
- Ensure that the school council president's details are recorded against the school's school council president edumail account.
- Visit <http://www.edumail.vic.gov.au/EduMailOnline>
- Enter principal's username and password.
- Click on link 'School Council President (left side of the Account Information page) to access and update the information.

#### *Throughout the year:*

- Assist in the cooption process for filling casual vacancies (refer to **Appendix D** for information on circumstances under which casual vacancies are created).
- Provide advice to the school council and follow the procedures in changing the size and configuration of council membership (**Schedule 9**)
- As the Executive Officer of school council ensure that:
  - adequate and appropriate advice is provided to the school council on educational and other matters
  - the decisions of the school council are implemented
  - adequate support and resources are provided for the conduct of school council meetings.

### Changing the size or configuration of council

- A Ministerial Order is required to effect a change in size or configuration to a school council.
- A change in size or configuration must be approved by a minimum 75 per cent majority vote of the total council membership according to its constituting Order and a reason provided for the request. The proposed new council size must be consistent with one of the options specified in Schedule 2 of the Order and a request can be made once in any 12-month period.
- If a school council is unable to achieve the minimum 75% majority vote of the total council membership, a request for an exemption from that requirement can be made. Schedule 9 should be forwarded as set out in the following dot point with the exemption request and reasons in support of the request e.g. difficulty in filling vacant positions.
- The completed Schedule 9, must be forwarded to School Operations and Governance Unit, Regional Monitoring and Support Division, (RMSD), Regional Services Group at [community.stakeholders@edumail.vic.gov.au](mailto:community.stakeholders@edumail.vic.gov.au). RMSD will prepare a briefing and Ministerial Order for the Minister's consideration. The principal will be advised of the outcome of the request.

# Appendix A: School Council Elections – Information for Parents

## School Council Elections 2014

### What is a school council and what does it do?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the key directions of a school within statewide guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

### Who is on the school council?

For most school councils, there are three possible categories of membership:

- **A mandated elected Parent category** – more than one-third of the total members must be from this category. Department of Education and Early Childhood Development (DEECD) employees can be Parent members at their child's school as long as they are not engaged in work at the school.
- **A mandated elected DEECD employee category** – members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically one of these members.
- **An optional Community member category** – members are coopted by a decision of the council because of their special skills, interests or experiences. DEECD employees are not eligible to be Community members.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

### Why is Parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

### How can you become involved?

The most obvious way is to vote in the elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might seriously consider

- standing for election as a member of the school council
- encouraging another person to stand for election.

### Do I need special experience to be on school council?

No. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

## What do you need to do to stand for election?

The principal will issue a Notice of Election and Call for Nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March unless the usual time line has been varied by the Minister.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent category.

DEECD employees whose child is enrolled in a school in which they are not engaged in work are eligible to nominate for parent membership of the school council at that school.

Once the nomination form is completed, return it to the principal within the time stated on the Notice of Election. You will receive a Nomination Form Receipt in the mail following the receipt of your completed nomination.

Generally, if there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

### *Remember*

- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to council this year
- Be sure to vote in the elections.

[Contact the principal for further information.](#)

# Appendix B: Examples of Assessing Need for Election and Determining Election Results

## More nominations than vacancies:

If the number of nominations is more than the number of vacancies in one of the membership categories, a ballot is required for that membership category.

### *Example 1*

There are three parent vacancies. Because of the council size and configuration only two DEECD parents may fill parent member positions. Nominations are received from five people, A, B and C, all of whom are DEECD parents, and D and E, who are not DEECD employees. A ballot for the three positions has to be held. Use Schedule 6A.

The candidates receive the following number of votes:

A	250 votes
B	230 votes
C	130 votes
D	125 votes
E	85 votes

The people to be declared elected are A, B and D. Candidate C, who is in the DEECD Parents category, does not get elected because of the limit on the number of parents who are DEECD employees on council.

### *Example 2*

There are three parent vacancies. Given the size and configuration of the council, only two DEECD parents may fill parent member positions. Nominations are received from three people all of whom are DEECD parents. Only two of these people can be elected, therefore a ballot needs to be held.

With respect to the one remaining position, a further call for nominations needs to be made in accordance with procedures for insufficient nominations. If more than one nomination is received for this final position a separate ballot will need to be conducted. Use Schedule 6C for both ballots.

## Nominations equal the number of vacancies:

When the number of nominations is equal to the number of vacancies in any one membership category, the principal must:

- check the number of DEECD employee parent nominations in the Parent Member Category to ensure this does not exceed the number allowed;
- subject to the above, declare elected those who have nominated;
- notify the school community that a ballot will not be held for that membership category.

### Insufficient nominations:

When the number of nominations is less than the number of vacancies in any one membership category, the principal must:

- check the number of DEECD employee/parent nominations in the specific member category to ensure this does not exceed the number allowed;
- subject to the above, declare elected those who nominated in that category;
- immediately call for further nominations. Nominations are to be lodged within three school days from the date of the closing of the first call for nominations;
- if the further nominations are equal to or are less than the remaining positions in that membership category, declare these people duly elected. Any positions remaining unfilled become casual vacancies;
- if there are more nominations than the remaining positions, conduct a ballot for the remaining positions. The original timeline must be adhered to so notices must be distributed at least seven days prior to the day fixed for the closure of the ballot.

## Appendix C: First School Council Election

To start the first school council election process, the principal posts or arranges delivery of Schedule 3 Notice of Election and Call for Nominations to the electorates of the school as well as posting the Notice in a prominent position in the school within the timeframe set out in the constituting Order for the school council. The principal identifies the number of positions to be the subject of the election by referring to the constituting Order for the school council (Schedule 1) or the online Schedule 7 at <https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx> (Information on how to access school council membership information is on page 24 of this Guide.)

### Term of office

Half the number of members in each of the Parent and DEECD employee electorates serve a term of office from the date of their election to the date of declaration of the poll in the following year, and the other half serve from the date of their election to the date of declaration of the poll in the second calendar year following their election.

To determine which members serve a two or one year term of office, for members elected by ballot, the members with the greatest number of votes serve the longer term of office and those with the lesser number of votes serve the shorter term of office. Where all the members in a membership category are not elected by ballot, the members in that membership category may decide (by agreement amongst themselves) their term of office. Failing agreement, the term of office shall be determined by the drawing of lots.



## Appendix D: Casual Vacancies

A casual vacancy is created when a council member:

- dies
- becomes bankrupt
- becomes of unsound mind
- delivers a letter of resignation to the school office or to the president of the school council
- is sentenced for any indictable offence
- is a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*
- ceases to be eligible for the particular membership category under which he/she was elected or coopted
- is absent from three consecutive council meetings without special leave previously granted by council and subject to a decision of council
- in the DEECD employee member category goes on any form of leave (including secondment), with or without pay, from employment with DEECD for a period of more than six months
- if a member of the Parent member category becomes a DEECD employee during their term of office in circumstances where this causes the school council to be in breach of the requirement that the majority of a school council's total membership must be persons who are not DEECD employees
- is found to have been ineligible for election or cooption to council.

Where a student ceases to be enrolled at a school, the student's parents are no longer eligible to serve on council as parent members. The exception is when the student finishes at the end of the normal school year for the student's year level, in which case, the parents may continue on council until the next council election.

A casual vacancy is also created if a member of school council is appointed as a principal of the school, other than if the appointment is temporary. An appointment for more than twelve continuous weeks shall not be considered temporary.

### How casual vacancies are to be filled

Casual vacancies are to be filled by coopting persons to the relevant membership category. Persons are eligible for cooption to the elected member categories provided they are eligible to be elected to the relevant membership category.

DEECD employees whose children are enrolled in a school other than where they work can be coopted to fill positions in the parent category subject to the availability of positions, provided there is no breach of the requirement that the majority of a school council's membership must be persons who are not DEECD employees.

Any person who fills a vacant position created by a casual vacancy serves the unexpired portion of the vacating member's term of office.

# Schedule 2: School Council Membership Table

(Table of options for council membership size and configuration)

Total	Parent members	DEECD members	Community members	Max DEECD employees	Max DEECD Parents*
15	6	5	4	7	2
15	6	4	5	7	3
15	6	3	6	7	4
15	6	2	7	7	5
15	6	1	8	7	6
15	7	5	3	7	2
15	7	4	4	7	3
15	7	3	5	7	4
15	7	2	6	7	5
15	7	1	7	7	6
15	8	5	2	7	2
15	8	4	3	7	3
15	8	3	4	7	4
15	8	2	5	7	5
15	8	1	6	7	6
15	9	5	1	7	2
15	9	4	2	7	3
15	9	3	3	7	4
15	9	2	4	7	5
15	9	1	5	7	6
15	10	5	0	7	2
15	10	4	1	7	3
15	10	3	2	7	4
15	10	2	3	7	5
15	10	1	4	7	6
15	11	4	0	7	3
15	11	3	1	7	4
15	11	2	2	7	5
15	11	1	3	7	6
15	12	3	0	7	4
15	12	2	1	7	5
15	12	1	2	7	6
15	13	2	0	7	5
15	13	1	1	7	6
15	14	1	0	7	6
14	5	4	5	6	2
14	5	3	6	6	3
14	5	2	7	6	4
14	5	1	8	6	5
14	6	4	4	6	2
14	6	3	5	6	3
14	6	2	6	6	4
14	6	1	7	6	5
14	7	4	3	6	2
14	7	3	4	6	3
14	7	2	5	6	4
14	7	1	6	6	5
14	8	4	2	6	2
14	8	3	3	6	3
14	8	2	4	6	4
14	8	1	5	6	5
14	9	4	1	6	2
14	9	3	2	6	3
14	9	2	3	6	4
14	9	1	4	6	5
14	10	4	0	6	2
14	10	3	1	6	3
14	10	2	2	6	4
14	10	1	3	6	5

## Schedule 2: School Council Membership Table (cont.)

(Table of options for council membership size and configuration)

Total	Parent members	DEECD members	Community members	Max DEECD employees	Max DEECD Parents*
14	11	3	0	6	3
14	11	2	1	6	4
14	11	1	2	6	5
14	12	2	0	6	4
14	12	1	1	6	5
14	13	1	0	6	5
13	5	4	4	6	2
13	5	3	5	6	3
13	5	2	6	6	4
13	5	1	7	6	5
13	6	4	3	6	2
13	6	3	4	6	3
13	6	2	5	6	4
13	6	1	6	6	5
13	7	4	2	6	2
13	7	3	3	6	3
13	7	2	4	6	4
13	7	1	5	6	5
13	8	4	1	6	2
13	8	3	2	6	3
13	8	2	3	6	4
13	8	1	4	6	5
13	9	4	0	6	2
13	9	3	1	6	3
13	9	2	2	6	4
13	9	1	3	6	5
13	10	3	0	6	3
13	10	2	1	6	4
13	10	1	2	6	5
13	11	2	0	6	4
13	11	1	1	6	5
13	12	1	0	6	5
12	5	4	3	5	1
12	5	3	4	5	2
12	5	2	5	5	3
12	5	1	6	5	4
12	6	4	2	5	1
12	6	3	3	5	2
12	6	2	4	5	3
12	6	1	5	5	4
12	7	4	1	5	1
12	7	3	2	5	2
12	7	2	3	5	3
12	7	1	4	5	4
12	8	4	0	5	1
12	8	3	1	5	2
12	8	2	2	5	3
12	8	1	3	5	4
12	9	3	0	5	2
12	9	2	1	5	3
12	9	1	2	5	4
12	10	2	0	5	3
12	10	1	1	5	4
12	11	1	0	5	4
11	4	3	4	5	2
11	4	2	5	5	3
11	4	1	6	5	4
11	5	3	3	5	2
11	5	2	4	5	3
11	5	1	5	5	4
11	6	3	2	5	2

Total	Parent members	DEECD members	Community members	Max DEECD employees	Max DEECD Parents*
11	6	2	3	5	3
11	6	1	4	5	4
11	7	3	1	5	2
11	7	2	2	5	3
11	7	1	3	5	4
11	8	3	0	5	2
11	8	2	1	5	3
11	8	1	2	5	4
11	9	2	0	5	3
11	9	1	1	5	4
11	10	1	0	5	4
10	4	3	3	4	1
10	4	2	4	4	2
10	4	1	5	4	3
10	5	3	2	4	1
10	5	2	3	4	2
10	5	1	4	4	3
10	6	3	1	4	1
10	6	2	2	4	2
10	6	1	3	4	3
10	7	3	0	4	1
10	7	2	1	4	2
10	7	1	2	4	3
10	8	2	0	4	2
10	8	1	1	4	3
10	9	1	0	4	3
9	4	3	2	4	1
9	4	2	3	4	2
9	4	1	4	4	3
9	5	3	1	4	1
9	5	2	2	4	2
9	5	1	3	4	3
9	6	3	0	4	1
9	6	2	1	4	2
9	6	1	2	4	3
9	7	2	0	4	2
9	7	1	1	4	3
9	8	1	0	4	3
8	3	2	3	3	1
8	3	1	4	3	2
8	4	2	2	3	1
8	4	1	3	3	2
8	5	2	1	3	1
8	5	1	2	3	2
8	6	2	0	3	1
8	6	1	1	3	2
8	7	1	0	3	2
7	3	2	2	3	1
7	3	1	3	3	2
7	4	2	1	3	1
7	4	1	2	3	2
7	5	2	0	3	1
7	5	1	1	3	2
7	6	1	0	3	2
6	3	2	1	2	0
6	3	1	2	2	1
6	4	2	0	2	0
6	4	1	1	2	1
6	5	1	0	2	1

\*A DEECD Parent is a DEECD employee who has a child at the school but who is employed at another place of work.

# Schedule 3: Notice of Election and Call for Nominations

## First School Council Election

An election is to be conducted for members of the school council of

.....

Nomination forms may be obtained from the school and must be lodged by 4.00 pm on

..... / ..... / ..... (insert date and year).

The ballot will close at 4.00 pm on

..... / ..... / ..... (insert date and year)

Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	From the day after the date of the declaration of the poll in 20..... to and inclusive of the date of the declaration of the poll in 20.....	
Parent member	From the day after the date of the declaration of the poll in 20..... to and inclusive of the date of the declaration of the poll in 20.....	
DEECD employee member	From the day after the date of the declaration of the poll in 20..... to and inclusive of the date of the declaration of the poll in 20.....	
DEECD employee member	From the day after the date of the declaration of the poll in 20..... to and inclusive of the date of the declaration of the poll in 20.....	

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

.....

Principal

# Schedule 4: Notice of Election and Call for Nominations

An election is to be conducted for members of the School Council of

.....

Nomination forms may be obtained from the school and must be lodged by 4.00 pm on

..... / ..... / ..... (insert date and year).

The ballot will close at 4.00 pm on

..... / ..... / ..... (insert date and year)

Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	From the day after the date of the declaration of the poll in 20  to and inclusive of the date of the declaration of the poll in 20	
DEECD employee member	From the day after the date of the declaration of the poll in 20  to and inclusive of the date of the declaration of the poll in 20	

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

.....

Principal

# School Council Elections

## Schedule 5A: Self-nomination Form for Parent Member Category

I wish to declare my candidacy for an elected position as a parent member on the

..... school council.

Name :

Residential address:

Contact phone (mobile or landline):

Email:

I am the parent/guardian of ....., who is/are currently enrolled at this school.

I am an employee of the Department of Education and Early Childhood Development but not engaged in work at and for the school

Yes / No (please circle)

I am prepared to serve as a Parent member of the above-named school council. I hereby declare that I am not:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence; or
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate ..... Date ..... / ..... / .....

### You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

Further, the name, membership category, gender, term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Early Childhood Development by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on .....

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.

# School Council Elections

## Schedule 5B: Nomination Form for Parent Member Category

I wish to nominate ..... for an elected position as a parent member on the ..... school council.

### CANDIDATE'S DETAILS

Name

Residential address .....

Contact phone (mobile or landline)

Email .....

I am the parent/guardian of ....., who is/are currently enrolled at this school.

The person I have nominated is the parent/guardian of ..... who is/are currently enrolled at this school.

The person I have nominated is an employee of the Department of Education and Early Childhood Development but not engaged in work at and for the school.

Yes / No (please circle)

Name of Nominator .....

Signature of Nominator ..... Date ..... / ..... / .....

### CANDIDATE TO COMPLETE:

I accept the nomination and I am prepared to serve as a Parent member of the above-named school council. I hereby declare that I am not:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate ..... Date ..... / ..... / .....

### You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate and to nominate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

Further, the name, membership category, gender, term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Early Childhood Development by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on .....

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.



# School Council Elections

## Schedule 5C: Self-nomination Form for DEECD Employee Member Category

I wish to declare my candidacy for an elected position as a DEECD employee member on the ..... school council.

Name .....

Residential address .....

Contact phone (mobile or landline) .....

Email .....

I am an employee of the Department of Education and Early Childhood Development engaged in work at and for the school.

Yes / No (please circle)

I am prepared to serve as a DEECD employee member of the above-named school council. I hereby declare that I am not:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate ..... Date ..... / ..... / .....

### You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

Further, the name, membership category, gender, term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Early Childhood Development by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on .....

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.

# School Council Elections

## Schedule 5D: Nomination Form for DEECD Employee Member Category

I wish to nominate ..... for an elected position as a DEECD employee member on the ..... school council.

### CANDIDATE'S DETAILS

Name .....

Residential address .....

Contact phone (mobile or landline) .....

Email .....

I am an employee of the Department of Education and Early Childhood Development engaged in work at and for the school.

Yes / No (please circle)

The person I have nominated is an employee of the Department of Education and Early Childhood Development engaged in work at and for the school.

Yes / No (please circle)

Name of Nominator .....

Signature of Nominator ..... Date ..... / ..... / .....

### CANDIDATE TO COMPLETE

I accept the nomination and I am prepared to serve as a DEECD employee member of the above-named school council. I hereby declare that I am not:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate ..... Date ..... / ..... / .....

### You will be notified when your nomination has been received.

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate and to nominate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable).

Further, the name, membership category, gender, term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Early Childhood Development by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on .....

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.

# Schedule 6A: Parent Ballot Paper

## BALLOT PAPER for the SCHOOL COUNCIL OF

.....

### PARENTS

Vote using this ballot paper if you are a **parent** of a student at the school, **unless** you are a DEECD employee who is working at, and for, the school.

There are ..... vacancies to be filled. Therefore, you may mark up to ..... boxes.	<b>Candidates nominated for election to the Parent member category</b>	

**YOUR VOTE WILL BE INVALID IF YOU VOTE FOR MORE CANDIDATES THAN THE NUMBER OF VACANCIES TO BE FILLED.**

#### INSTRUCTIONS

To **cast your vote**, you must:

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and

either

(a) place the envelope in an envelope with the voter's name and address on the back and deliver or arrange to deliver it to the person authorised to receive and register votes, or, post it to reach the Principal, before closure of the ballot at 4.00 pm on

.....;

or

(b) between 8.00 am and 4.00 pm on any school day, including the day of closure of the ballot, place the envelope containing the completed ballot paper in the ballot box and print the voter's name and address in the register of voters.

# Schedule 6B: DEECD Employee Ballot Paper

## BALLOT PAPER for the SCHOOL COUNCIL OF

.....

### DEECD EMPLOYEES

Vote using this ballot paper if you are a DEECD **employee** and:

- (a) you **are not** a parent of a student at the school; or
- (b) you **are** engaged in work at and for the school (whether or not you are a parent of a student at the school).

There are .....vacancies to be filled. Therefore, you may mark up to ..... boxes.	<b>Candidates nominated for election to DEECD employee member category</b>	

**YOUR VOTE WILL BE INVALID IF YOU VOTE FOR MORE CANDIDATES THAN THE NUMBER OF VACANCIES TO BE FILLED.**

#### INSTRUCTIONS

To **cast your vote**, you must:

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and

either

(a) place the envelope in an envelope with the voter’s name and address on the back and deliver or arrange to deliver it to the person authorised to receive and register votes, or, post it to reach the Principal, before closure of the ballot at 4.00 pm on .....

or

(b) between 8.00 am and 4.00 pm on any school day, including the day of closure of the ballot, place the envelope containing the completed ballot paper in the ballot box and print the voter’s name and address in the register of voters.

# Schedule 6C: Parent and DEECD Parent Ballot Paper

## BALLOT PAPER for the SCHOOL COUNCIL OF

### PARENTS

Vote using this ballot paper if you are a **parent** of a student at the school, **unless** you are a DEECD employee who is working at and for the school.

<p>In the first part of the ballot, there are ..... vacancies to be filled. Therefore, you may mark up to ..... boxes in the first part of the ballot.</p>	<b>Candidates nominated for election to the Parent member category who are not DEECD employees</b>	
<p>In the second part of the ballot, there are ..... vacancies to be filled. Therefore, you may mark up to ..... boxes in the second part of the ballot.</p>	<b>Candidates nominated for election to the Parent member category who are DEECD employees</b>	

**YOUR VOTE WILL BE INVALID IF YOU VOTE FOR MORE CANDIDATES THAN THE NUMBER OF VACANCIES TO BE FILLED.**

### INSTRUCTIONS

To **cast your vote**, you must:

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and either

(a) place the envelope in an envelope with the voter's name and address on the back and deliver or arrange to deliver it to the person authorised to receive and register votes, or, post it to reach the Principal, before closure of the ballot at 4.00 pm on

..... ;

or

(b) between 8.00 am and 4.00 pm on any school day, including the day of closure of the ballot, place the envelope containing the completed ballot paper in the ballot box and print the voter's name and address in the register of voters.

# Schedule 7: School Council Membership Schedule

## School Council Constituting Member Profile

School Name	Total	Parent	DEECD	Community	Nominee
The DEECD Primary School	12	7	4	1	

## Current School Council Members

Full Name	Member Type	Gender	DEECD Employee	Start Date	End Date	Office Held	Member's Address
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### Member Type: Parent (7)

Parent Name	Parent	F	No	01/09/2012	Feb – Mar 2014	Treasurer	c/o Principal
Parent Name	Parent	F	No	01/03/2012	Feb – Mar 2014	Vice-President	c/o Principal
Parent Name	Parent	M	Yes	01/03/2012	Feb – Mar 2014	–	c/o Principal
Parent Name	Parent	F	No	01/03/2013	Feb – Mar 2015	–	c/o Principal
Parent Name	Parent	M	No	01/03/2013	Feb – Mar 2015	President	c/o Principal
Parent Name	Parent	M	No	01/03/2013	Feb – Mar 2015	–	c/o Principal
Vacant	Parent	–	No	01/03/2012	Feb – Mar 2014	–	c/o Principal

### Member Type: DEECD (4)

DEECD Member	DEECD	M	Yes			Principal	c/o Principal
DEECD Member	DEECD	F	Yes	01/03/2013	Feb – Mar 2015	–	c/o Principal
DEECD Member	DEECD	M	Yes	01/03/2012	Feb – Mar 2014	–	c/o Principal
DEECD Member	DEECD	M	Yes	01/03/2012	Feb – Mar 2014	–	c/o Principal

### Member Type: Community (1)

Community Member Name	Community	F	No	01/04/2013	Feb – Mar 2015	–	c/o Principal
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## Certification

I certify that the persons listed have been elected or appointed in accordance with the constituting Order of the school council.

Principal's Name: .....

Date: ..... / ..... / .....

This printed form is to be retained at the school.

## Schedule 8: Nomination Form Receipt

The nomination form in relation to .....  
(insert name of person nominated) for parent/guardian  or DEECD  (tick one)  
representative on the school council of the  
..... School Council

Principal's Name .....

Signature .....

Date ..... / ..... / .....

# Department of Education and Early Childhood Development

## Schedule 9: Change of Size or Configuration

Request to change the size and/or configuration of the school council

School name				School number	
School address					
Postcode		Telephone		Fax	

The school council of this school requests an amendment to the constituting Order to change the size/configuration of the school council.

### CURRENT SCHOOL COUNCIL SIZE (according to constituting Order)

Total		Parent category	
		DEECD employee category	
		Community member category	

### PROPOSED SCHOOL COUNCIL SIZE

Total		Parent category	
		DEECD employee category	
		Community member category	

At the school council meeting held on \_\_\_\_\_ (date) the proposed amendment was approved by a minimum of 75 per cent of the **total school council**, i.e. total size according to the constituting Order.

Number of school council members present:	
Number of school council members who voted in favour of the proposed amendment:	
Reason/s for the requested change:	
Signed (principal):	Date:

**Email address:** community.stakeholders@edumail.vic.gov.au  
**Fax number:** 9637 2180