

# PRINCIPALS GUIDE TO SCHOOL COUNCIL ELECTIONS 2017



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# 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 2017 has been developed to assist principals to 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 conducting 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: [www.education.vic.gov.au/school/principals/spag/governance/Pages/election.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/election.aspx) or by emailing the School Operations and Governance Unit, Performance Division, Regional Services Group at: [school.council@edumail.vic.gov.au](mailto:school.council@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.

A Ministerial Order is required to hold an election outside of this timeframe.

## 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:

[www.education.vic.gov.au/Documents/school/principals/management/constitutorder.pdf](http://www.education.vic.gov.au/Documents/school/principals/management/constitutorder.pdf).

There are two separate electorates within a school community:

- Parent electorate; and
- Department of Education and Training (DET) 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 DET employees engaged in work at, and for, the school. A parent of a student of the school who is a DET 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 DET employee is elected to the Parent category where their child is enrolled but where they do not work, they are counted in the DET 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.

### DET employee electorate of the school

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

'DET 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 DET under the *Public Administration Act 2004* (Victorian Public Servants employed by DET);
- (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 DET 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 DET 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 DET employee. Similarly, a parent employed by a company to manage the school canteen is not a DET employee.

### Status of DET employees on leave

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

- to have the DET 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 DET employee electorate of which the person was a member immediately prior to going on leave.

A DET 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 co-opt Community members. DET employees are ineligible for Community membership.

Nominee members are appointed by the Minister for Education or by an Appointer that the Minister has authorised. Principals with nominee members on council should review the terms of appointment of the nominees at the start of each school year and action as required.

Community and Nominee members hold the same rights, responsibilities and terms of office as elected members.

## **ELIGIBILITY OF SCHOOL COUNCILLORS AND VOTERS**

A candidate must be a person who is eligible for election to the membership category to which they are seeking election.

The nominator of a candidate standing for election to the Parent member category must be a member of the Parent electorate of the school and the nominator of a candidate standing for election to the DET employee member category must be a member of the DET employee electorate of the school.

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.

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 the *Sex Offenders Registration Act 2004* is not eligible for election or co-option to the school council.

## **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 DET EMPLOYEES ON SCHOOL COUNCIL**

Schedule 2 of the Order lists all possible sizes and configurations of school council membership. It states the number of DET parents who can be elected to a particular school council.

The majority of councillors must be non-DET employees. Principals need to be conscious of the maximum number of DET 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 co-opted 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 co-opting 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 co-opted 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 co-opting the community members.



Following the co-option meeting, the principal will:

- 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.

## CO-OPTION OF MEMBERS

A school council can co-opt persons to a vacant member position where:

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

## COMPLAINTS PROCESS/CONDUCT OF AN ELECTION

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 DET employee member category and who has no connection to the complaint.

The regional office must forward a copy of the complaint to the School Operations and Governance Unit, Performance Division, Regional Services Group at: [school.council@edumail.vic.gov.au](mailto:school.council@edumail.vic.gov.au).

The School Operations and Governance Unit can also be contacted for further advice and support.

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. A Ministerial Order is required for the new election to be conducted. The principal or nominee must conduct the fresh election in accordance with the Order.

## 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 the 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

Before

21 days

14 days

7 days

Poll Closing Date

After

Following  
Council  
Meeting

### Stages of election process

Stage One: Setting the Election Framework and Calling for Nominations

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

Stage Three: Preparing for Ballot (sending out ballot papers and close of ballot)

**CLOSING BALLOT**

Stage Four: Counting Ballot Papers and Declaring Poll

Stage Five: Special and First Council Meetings after the Poll

Stage Six: Post-election Compliance

# 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.

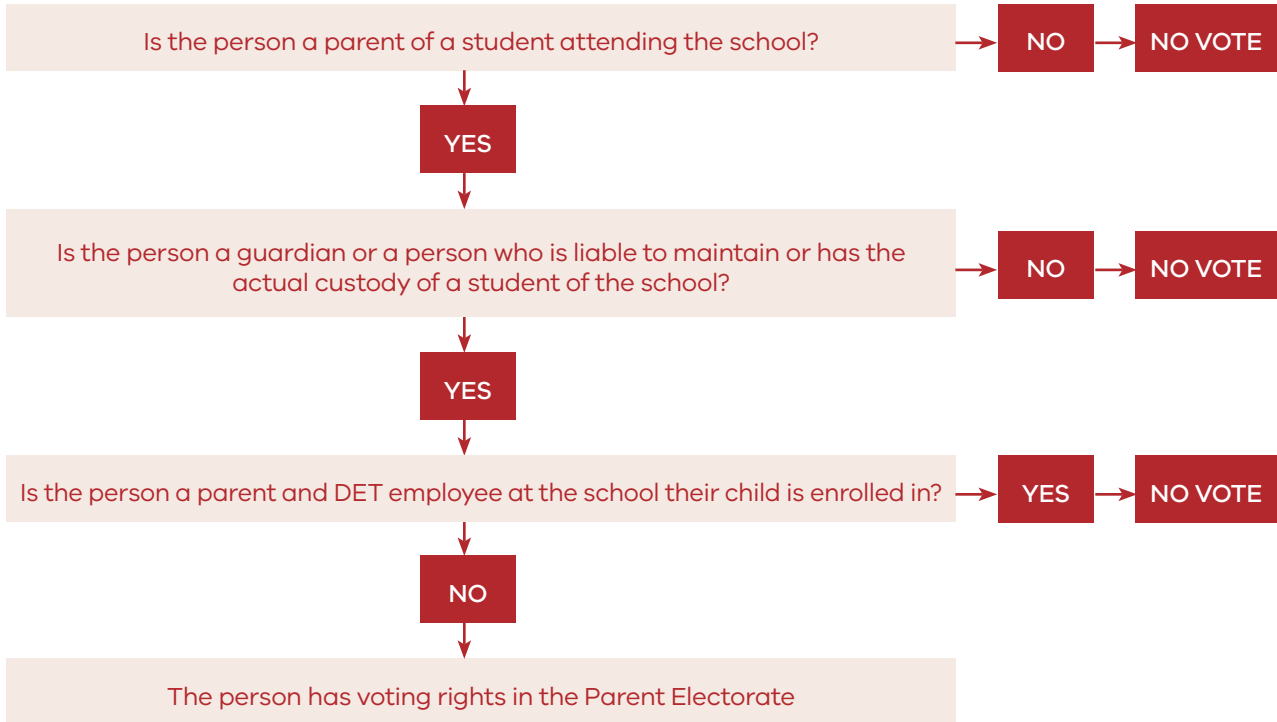
## INTENDED OUTCOMES AT THIS STAGE

- 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.

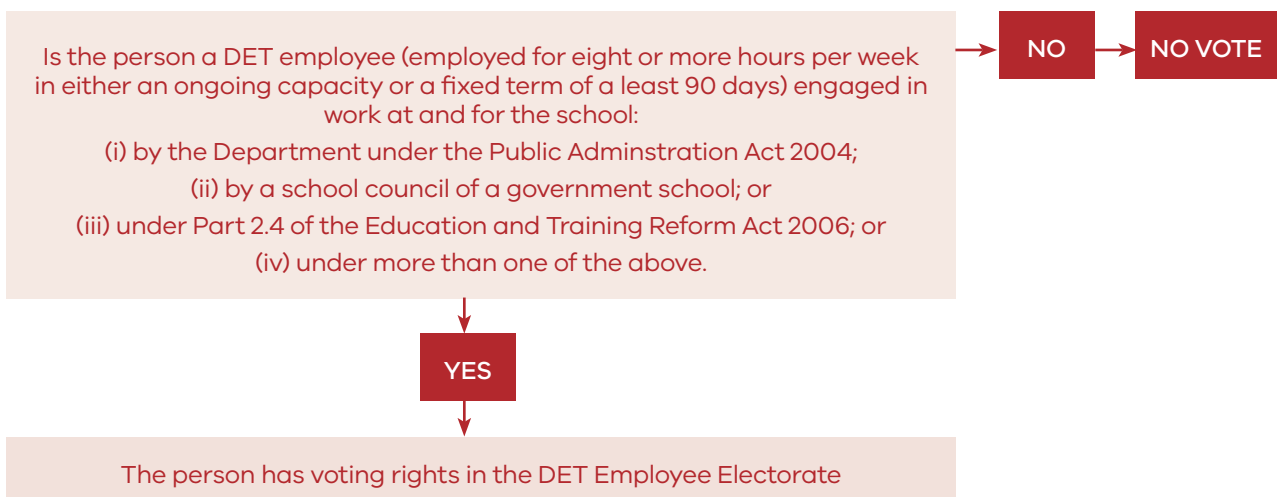
## REQUIREMENTS

- Identify the number of vacancies in the Parent and DET 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: [School Council Membership Schedule \(https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx\)](https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx) (Information on how to access school council membership information is on page 19 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 of 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 DET electorate of the school and display the Notice of Election and Call for Nominations 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 – DET EMPLOYEE ELECTORATE



## NOTE 1: SCHOOL COUNCIL ELECTION PROCESS AND TIMETABLE

This document is an example of a School Council Election process for 2017. The dates included are only suggestions; however, the process must be completed on or before 31 March 2017.

SCHOOL COUNCIL ELECTION PROCESS AND TIMETABLE		
Name of the School:		
EVENT	DATE	
a) Notice of election and call for nominations	Monday, 13 February 2017	
b) Closing date for nominations	Monday, 20 February 2017	
c) Date by which the list of candidates and nominators will be posted	Wednesday, 22 February 2017	
d) Date by which ballot papers will be prepared and distributed	On or before Monday, 27 February 2017	
e) Close of ballot	Monday, 6 March 2017	
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 co-opt 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 co-opt 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.

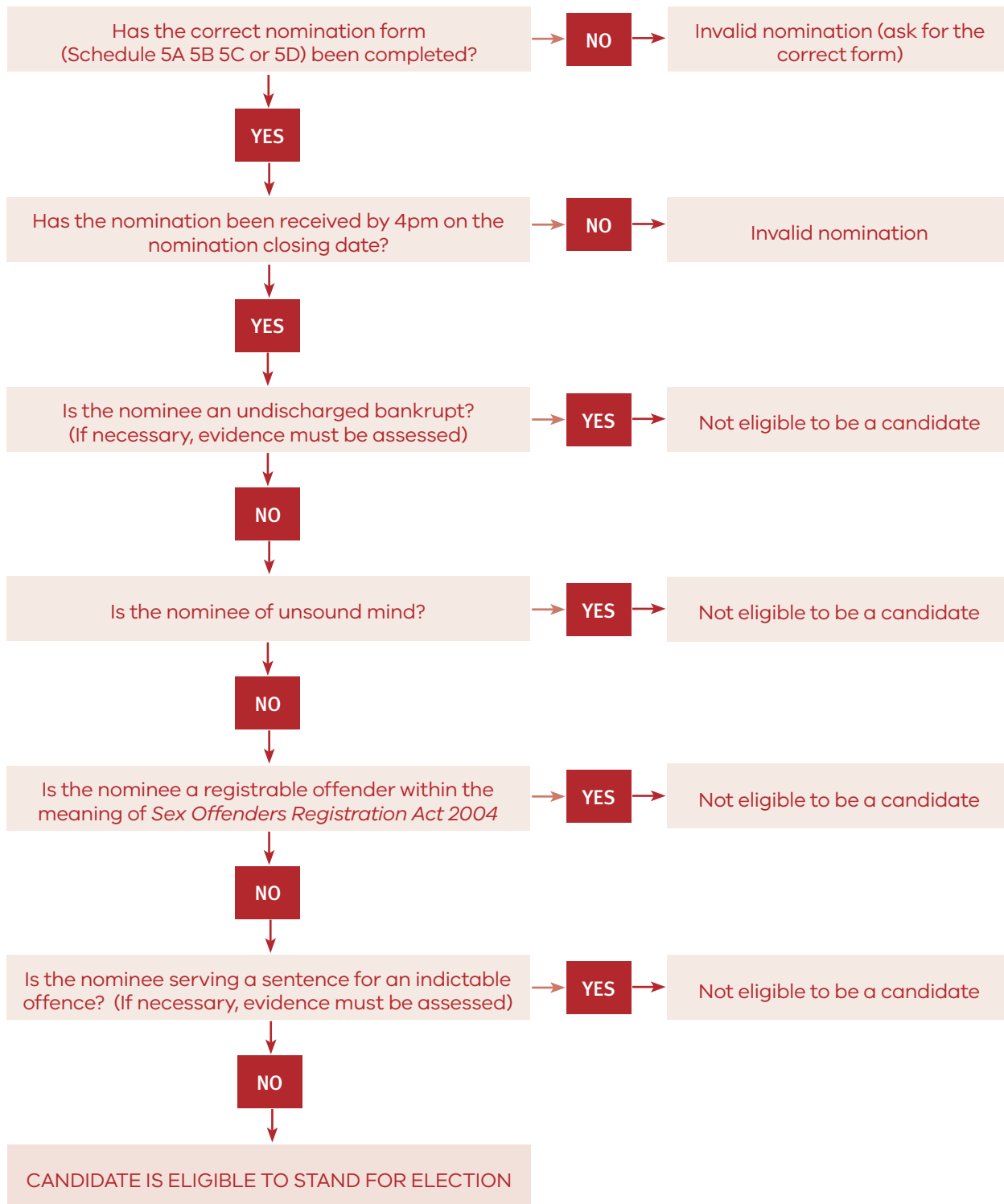
## GOOD PRACTICE

- 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 and call for further nominations.
- 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.

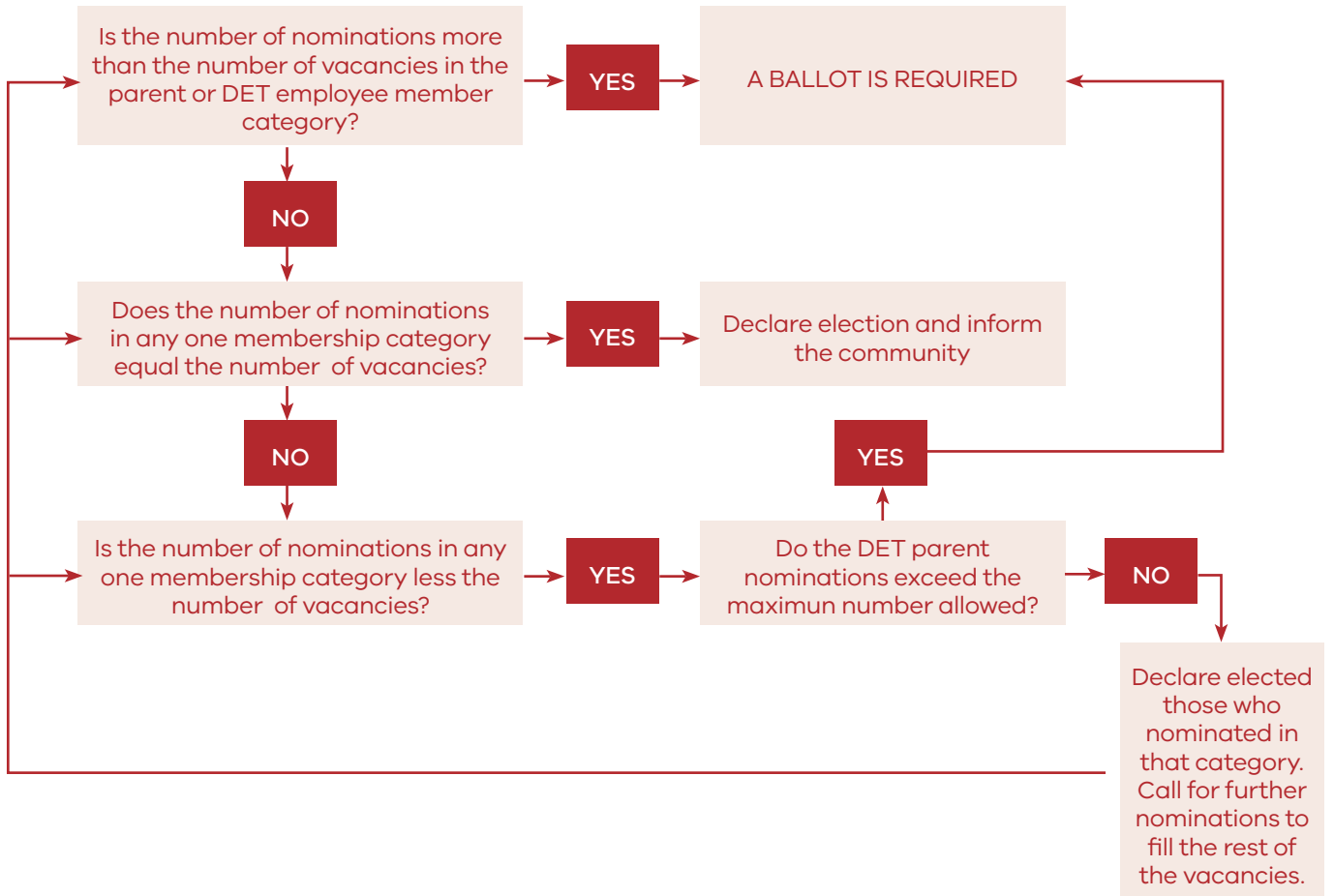
## REQUIREMENTS

- 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.
- Display 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 and number 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 recall for nominations.
- In the Parent electorate determine which parents are DET employees and whether this meets the requirements of Schedule 2 in this Guide. (Non-DET 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 DET 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.

### 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 DET Employee Category.
  - Schedule 6C is used for the Parent Category in circumstances where parents who are DET employees and who are nominated to the parent category exceed the maximum DET parents, but where there are insufficient candidates for the Parent member category who are not DET 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 each 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 DET 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. However, the principal shall not formally declare to be elected, any candidate seeking election to the Parent category who is a DET employee if such a declaration would result in half, or more than half, of the school council's total membership being DET employees.
- Formally declare to be elected as members of the DET employee member category of the school council the highest ranking candidates up to the number of vacancies to be filled in the DET 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 about the conduct of an election he/she must refer that complaint to the appropriate Regional Director as soon as possible. (Refer to the Complaints process/ conduct of an election on p.6.)

## 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 authenticated 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 co-option of Community members and election of office-bearers is completed to finalise the election process.

## 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. School governance support materials to assist this process are available at: [School Councils \(www.education.vic.gov.au/school/principals/management/Pages/schoolcouncil.aspx\)](http://www.education.vic.gov.au/school/principals/management/Pages/schoolcouncil.aspx)
- Conduct informal consultations with newly elected and existing council members to discover potential Community members for co-option.
- Seek prior consent from potential Community members for their co-option to the Council.

## REQUIREMENTS

- If a school council is required to have Community members co-opted 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 co-opting the Community members. The principal will then call, and preside at, the first meeting of the school council to elect office-bearers.
  - At the special meeting the quorum is constituted if not less than one-half of the members of school council currently holding office are present.
  - If the purpose of co-option of Community members cannot be achieved at this meeting, the meeting may be adjourned to a date decided by the meeting.
  - If the co-option 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 co-opted 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 DET employee is ineligible to serve as President.
- Once members and office-bearers are elected or co-opted 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 DET employee electorate and by the Parent electorate of the school.

# STAGE SIX: POST-ELECTION COMPLIANCE

## INDICATIVE TIMEFRAME

The post-election compliance stage starts following the co-option of community members and election of office-bearers and operates throughout the year.

## INTENDED OUTCOMES AT THIS STAGE

Compliance requirements post-election, including the filling of casual vacancies, are completed, within specified timeframes and according to the Order and other relevant regulations.

## REQUIREMENTS

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

#### Following the school council elections in Term 1:

By 30 April 2017 the principal must inform the Secretary, Department of Education and Training of the names of the members, membership category, gender, term of office, as well as identification of office bearers and vacancies, and provide notification of whether the member is a DET employee by completing the online Schedule 7, through eduGate.

The Department will provide the name of the principal and the school council president to the Victorian Public Sector Commission for inclusion on the Government Appointments and Public Entity database. The Department will also provide the Victorian Public Sector Commission with the total number of school councillors and their gender.

The school login details must be used to complete the online Schedule 7. The steps are as follows:

- Open the Schedule 7 online system at: [School Council Membership Schedule \(https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx\)](https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx)
- Your name should appear in the top, right-hand side of the screen.
- Click on your name and select 'sign in as different user' from the drop down menu.
- Enter the school's username and password and click 'ok'.
- You will see the membership of your school council according to its constituting Order across the top of the screen.
- Update all membership details. Add new members and their details. Where members are continuing, revise their term dates. Include all vacancies by entering 'vacant' as the member name. Delete members who are no longer on school council and any unnecessary rows.

- Check all entered data for accuracy. Ensure the total of the currently entered membership (including vacancies) at the top of the form matches with the council constituting Order. 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.**
- Click on the calendar below the principal's name to confirm the date of completion of the form. Click the 'Submit Declaration' button to complete the process.
- The Schedule 7 must be completed and declared by 30 April 2017.
- If membership details change during the year you can update the form by following the above process.

#### Throughout the year, if required:

- Assist in the co-option 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.

## UPDATE SCHOOL COUNCIL PRESIDENT DETAILS

Enter details of the current school council president on CASES21.

- Ensure that the school council president's details are recorded against the school's school council president Edumail account.
- Ensure that previous school council president details are deactivated.
- 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.

## 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 Schedule 9 form is used by school council to request a change in size or configuration of the school council. (See page 40 of this Guide)
- A Schedule 9 request can only be made once in any 12-month period.
- The decision to submit a Schedule 9 request is made after the school council election process and within the school year of the members who approve the amendments.
- 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.
- If a school council is unable to achieve the minimum 75 per cent majority vote of the total council membership, a request for an exemption from that requirement can be made. The exemption request and reasons for the request e.g. difficulty in filling vacant positions should be included on the Schedule 9 form.
- The on-line Schedule 7 listing of members' details must be an accurate reflection of the current school council membership including vacancies prior to submitting a Schedule 9 request.
- The completed Schedule 9 must be forwarded to School Operations and Governance Unit, Performance Division, Regional Services Group at: [school.council@edumail.vic.gov.au](mailto:school.council@edumail.vic.gov.au)
- A briefing and Ministerial Order will be prepared by the Legal Division for the Minister or delegate's consideration. The principal will be advised of the outcome of the request.



# APPENDIX A: SCHOOL COUNCIL ELECTIONS – INFORMATION FOR PARENTS

## SCHOOL COUNCIL ELECTIONS

### 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 state-wide 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 Training (DET) 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 DET 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 co-opted by a decision of the council because of their special skills, interests or experiences. DET 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 inform and shape the direction of the school.

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

### DO I NEED SPECIAL EXPERIENCE TO BE ON SCHOOL COUNCIL?

Each member brings their own valuable life skills and knowledge to the role, councillors may need to develop skills and acquire knowledge in areas that are unfamiliar to them. 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.

### HOW CAN YOU BECOME INVOLVED?

The most obvious way is to vote in the school council 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.

### 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.

DET 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 school 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 DET parents may fill parent member positions. Nominations are received from five people, A, B and C, all of whom are DET parents, and D and E, who are not DET 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 DET Parents category, does not get elected because of the limit on the number of parents who are DET employees on council.

### Example 2

There are three parent vacancies. Given the size and configuration of the council, only two DET parents may fill parent member positions. Nominations are received from three people all of whom are DET 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 DET 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 DET 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 notice 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 placing 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 Schedule 1 of the school council's constituting Order which can be accessed online at Schedule 7: **School Council Membership Schedule** (<https://edugate.eduweb.vic.gov.au/Services/Schools/schoolcouncils/Default.aspx>)

Further Information on accessing school council membership is located on page 19 of this Guide.

## TERM OF OFFICE

Half the number of members in each of the Parent and DET 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, elected by ballot, serve a two or one year term of office, 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 co-opted
- is absent from three consecutive council meetings without special leave previously granted by council and subject to a decision of council
- in the DET employee member category goes on any form of leave (including secondment), with or without pay, from employment with DET for a period of more than six months
- in the Parent member category becomes a DET 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 DET employees
- is found to have been ineligible for election or co-option 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 co-opting persons to the relevant membership category. Persons are eligible for co-option to the elected member categories provided they are eligible to be elected to the relevant membership category.

DET employees whose children are enrolled in a school other than where they work can be co-opted 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 DET 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	DET members	Community members	Max DET employees	Max DET 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

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

# SCHEDULE 2: SCHOOL COUNCIL MEMBERSHIP TABLE (cont.)

(TABLE OF OPTIONS FOR COUNCIL MEMBERSHIP SIZE AND CONFIGURATION)

Total	Parent members	DET members	Community members	Max DET employees	Max DET Parents*
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
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

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

# SCHEDULE 2: SCHOOL COUNCIL MEMBERSHIP TABLE (cont.)

(TABLE OF OPTIONS FOR COUNCIL MEMBERSHIP SIZE AND CONFIGURATION)

Total	Parent members	DET members	Community members	Max DET employees	Max DET Parents*
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
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

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



# SCHEDULE 2: SCHOOL COUNCIL MEMBERSHIP TABLE (cont.)

(TABLE OF OPTIONS FOR COUNCIL MEMBERSHIP SIZE AND CONFIGURATION)

Total	Parent members	DET members	Community members	Max DET employees	Max DET Parents*
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 DET Parent is a DET 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.....	
DET 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.....	
DET 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.....	
DET 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 Training 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 Training 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 Training 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 Training 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 DET EMPLOYEE MEMBER CATEGORY

I wish to declare my candidacy for an elected position as a DET employee 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 Training engaged in work at and for the school

Yes / No (please circle)

I am prepared to serve as a DET 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; 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 Training 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 DET EMPLOYEE MEMBER CATEGORY

I wish to nominate..... for an elected position as a DET employee 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 Training 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 DET 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 Training 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 DET 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: DET EMPLOYEE BALLOT PAPER

## BALLOT PAPER for the SCHOOL COUNCIL of

.....

### DET EMPLOYEES

Vote using this ballot paper if you are a DET **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 DET 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 DET 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 DET employee who is working at, and for, the school.

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

See page 19 of this Guide for the completion of Schedule 7

## Council Constituting Order

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

Members (including vacancies) currently entered on this Schedule 7 form

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

## Current School Council Members Details

Full Name	Member Type	Gender	DET Employee	Start Date	End Date	Office Held	Member's Address
<b>Member Type: Parent (7)</b>							
Parent Name	Parent	F	No	01/03/2016	Feb – Mar 2018	Treasurer	c/o Principal
Parent Name	Parent	F	No	01/03/2016	Feb – Mar 2018	Vice-President	c/o Principal
Parent Name	Parent	M	Yes	01/03/2016	Feb – Mar 2018	–	c/o Principal
Parent Name	Parent	F	No	01/03/2017	Feb – Mar 2019	–	c/o Principal
Parent Name	Parent	M	No	01/03/2017	Feb – Mar 2019	President	c/o Principal
Parent Name	Parent	M	No	01/03/2017	Feb – Mar 2019	–	c/o Principal
Vacant	Parent	–	No	01/03/2016	Feb – Mar 2018	–	c/o Principal
<b>Member Type: DET (4)</b>							
DET Member	DET	M	Yes			Principal	c/o Principal
DET Member	DET	F	Yes	01/03/2017	Feb – Mar 2019	–	c/o Principal
DET Member	DET	M	Yes	01/03/2016	Feb – Mar 2018	–	c/o Principal
DET Member	DET	M	Yes	01/03/2016	Feb – Mar 2018	–	c/o Principal
<b>Member Type: Community (1)</b>							
Community Member Name	Community	F	No	01/04/2017	Feb – Mar 2019	–	c/o Principal

Complete schedule 7 on-line, print, sign and date the form. **This printed form is to be retained at the school.**

Please declare the on-line form when it is complete by entering the date below the principal's name and clicking the Submit Declaration button.

# SCHEDULE 8: NOMINATION FORM RECEIPT

The nomination form in relation to .....

(insert name of person nominated) for parent/guardian  or DET  (tick one)

representative on the school council of

..... School Council

Principal's Name .....

Signature .....

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

# DEPARTMENT OF EDUCATION AND TRAINING

## 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	
		DET employee category	
		Community member category	

### PROPOSED SCHOOL COUNCIL SIZE

Total		Parent category	
		DET 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).
- less than 75 per cent of the total school council and an exemption from the minimum 75% majority vote requirement is requested. (Please ensure that the reason/s for the exemption request are included with the reasons for the change in the section below\*).

**(Please mark the relevant box).**

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: [school.council@edumail.vic.gov.au](mailto:school.council@edumail.vic.gov.au)





Education  
and Training