

MINISTERIAL ORDER NO 52

EDUCATION AND TRAINING REFORM ACT 2006

SCHOOL COUNCIL COMPOSITION AND ELECTIONS ORDER

The **Minister for Education** makes the following Order:

PRELIMINARY

1. *Objective*

The objective of this Order is to establish provisions which will comprise part of the constituting Orders of the school councils of all Government schools.

2. *Authorising provision*

This order is made under section 2.3.2(6) of the **Education and Training Reform Act 2006**.

3. *General definition*

In this Order, the “Composition and Election provisions” are the clauses which appear below the heading “COMPOSITION AND ELECTION PROVISIONS”, being clauses 5A to 5V, including all Schedules to this Order.

4. *Commencement*

This Order takes effect upon the date the Minister for Education signs the Order.

5. *Deeming provision*

The Composition and Election provisions are deemed to be a part of the constituting Orders of the school councils of all Government schools and have effect accordingly.

COMPOSITION AND ELECTION PROVISIONS

5A. Definitions

5A.1 In this Order:

"Date of the declaration of the poll" means, in any given year, the date on which the principal formally declares (whether under clause 5N of this Order or otherwise) candidates to be elected as members of the school council (or, where there is more than one such date in any given year, the latest of those dates) excluding an election held pursuant to clauses 5B.6 or 5B.7 of this Order.

"DEECD" means the Department of Education and Early Childhood Development.

"DEECD employee":

- (a) means a person employed for eight hours or more per week in either an on-going capacity or a fixed term of at least 90 days:
 - (i) by the DEECD under the **Public Administration Act 2004**;
 - (ii) by a school council of a Government school;
 - (iii) under section 5.3.1 of the **Education and Training Reform Act 2006**; or
 - (iv) under more than one of the paragraphs (i) to (iii) above; and
- (b) does not mean a person employed under a contract for service or the employees or the contracted personnel of such a person.

"DEECD employee electorate of the school" means:

- (a) the principal of the school; and
- (b) DEECD employees engaged in work at and for the school.

"Electorate of the school" means the DEECD employee electorate of the school and the Parent electorate of the school.

"First school council election" means, in respect of a school council that has not had an election at the time the School Council Composition and Elections Order is made, the first school council election held after the making of the constituting Order constituting that school council.

"Maximum DEECD Parents" means for each election, the number in the column entitled "Max DEECD employee parents" in the school council membership table in *Schedule 2* (having regard to the school council's size and composition in *Schedule 1*), less the number of Parent category members who are DEECD employees and whose term of office does not expire in the year in which the election is held.

"Membership category" means one of the membership categories referred to in clause 5B.2.

"Notice of Election and Call for Nominations" has the meaning given in clause 5E.

"On-going capacity" means employment that has no cessation date, subject to any requirement to retire at a particular age.

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

"Parent electorate of the school" means all persons (except the principal) who are Parents of students of the school, other than those who are DEECD employees engaged in work at and for the school.

"Principal" means the person who is in charge of the school.

"School year commencement date" means, for each year, the date determined pursuant to regulation 10 of the Education and Training Reform Regulations

2007 as the first day on which a Government school is to be open for attendance by students.

5A.2 The word "principal" shall read as "principals" where one school council has been constituted for two or more schools.

5A.3 The principal may appoint a person to act on behalf of the principal for one or more of the purposes of this Order.

5A.4 A person on any form of leave (including secondment), whether with or without pay, from employment with the DEECD shall, for the purposes of this Order:

- (a) be considered to have the DEECD employee status the person had immediately prior to going on leave; and
- (b) be considered, if the leave is for a period of 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.

5A.5 A reference to "a" or "the" school means a school in respect of which the school council is constituted.

5A.6 A DEECD employee is not eligible to serve (including in a temporary capacity) as president of the school council.

5B. Composition of the school council

5B.1 Size of the school council

The school council shall consist of not more than the total number of members listed immediately before the letter "T" appearing opposite the name of the school in *Schedule 1*.

5B.2 Membership categories and the number of members in each category

The membership categories for the school council and the number of members in each category are as follows:

(a) *"Parent member" category*

The total number of members in this category is listed immediately before the letter "P" appearing opposite the name of the school in *Schedule 1*.

(b) *"DEECD employee member" category*

The total number of members in this category is listed immediately before the letters "DEECD" appearing opposite the name of the school in *Schedule 1*.

(c) *"Community member" category*

The total number of members in this category is listed immediately before the letters "CO" appearing opposite the name of the school in *Schedule 1*.

5B.3 General rules applying to membership categories

(a) "*Parent member*" category

More than one third of the school council's total membership must comprise members elected to this category. Members of the Parent electorate of the school are eligible for election, according to this Order, to this category. No other persons are eligible for election to this category.

(b) "*DEECD employee member*" category

Members elected to the DEECD employee member category must not comprise more than one third of the school council's total membership. The principal shall be a member of the school council and counted in that one third. The principal is an ex-officio member of the school council.

Persons (other than the principal) must be elected to this category according to this Order. To be eligible for election to this category, a person must be a member of the DEECD employee electorate of the school.

(c) "*Community member*" category

These members shall be co-opted by the school council for the period up to the declaration of the poll in the second calendar year following the year of the co-option. DEECD employees are not eligible for co-option to this category.

A reference to the "school council's total membership" in this clause 5B.3 and in clause 5B.4(b) means the number listed immediately before the letter "T" appearing opposite the name of the school in *Schedule 1*.

5B.3A Notwithstanding anything contained in clauses 5B.2 or 5B.3 of this Order:

- (a) the majority of a school council's total membership must be persons who are not DEECD employees. The column entitled "Max DEECD employees" in the school council membership table in *Schedule 2* shows the maximum number of DEECD employees that may be members of the school council (having regard to the school council's size and composition in *Schedule 1*); and
- (b) for each election, the maximum number of persons who may be elected to the Parent member category who are DEECD employees equals the Maximum DEECD Parents.

5B.4 The school council may approve a change to the total number of school council members and/or the composition of the school council once in any twelve month period provided that:

- (a) one of the options contained in the school council membership table in *Schedule 2* is selected; and
- (b) the proposed change to the total number of school council members and/or the composition of the school council is approved by a minimum 75% majority vote of the school council's total membership.

5B.5. The school council must notify the Secretary to the DEECD of any change approved under clause 5B.4 and request the necessary amendment to the constituting Order for that school council, in the form of *Schedule 9*.

5B.6 If the change approved under clause 5B.4 involves a decrease in the number of Parent members or a decrease in the number of DEECD employee members:

- (a) the school council must decide:
 - (i) the membership category to which the decrease applies; and
 - (ii) whether the decrease is to apply to the whole membership category or only those whose terms of office expire on the same date;
- (b) elections shall be held for all relevant positions in the decreased membership category, or having regard to the decision of the school council under clause 5B.6(a)(ii), only those whose terms of office expire on the same date; and
- (c) the election shall be held on a date fixed in accordance with clause 5D.1, and shall be conducted in accordance with clauses 5D to 5V of this Order, as far as applicable, provided that clause 5D.3 shall not apply to the election,

provided that elections shall not be held if a sufficient number of relevant members resign from the school council. A sufficient number is that equal to the approved decrease. The relevant members are members within the decreased membership category and whose terms of office expire on the same date (if any) identified by the school council under clause 5B.6(a)(ii).

5B.7 If the change approved under clause 5B.4:

- (a) involves a decrease in the number of Community members, the school council must decide which Community member is to be removed from office; or
- (b) involves an increase in the number of Parent members or an increase in the number of DEECD employee members, elections shall be held for the position,

provided that elections shall not be held if the school council decides that the position should be filled as a casual vacancy.

5B.8 The term of office of any person elected pursuant to clause 5B.6 or 5B.7 shall commence on the day after the date of the declaration of the poll for the election at which they were elected, and shall end on the date stated in the Notice of Election and Call for Nominations issued for that position.

5C. Terms of office

5C.1 The term of office for all members elected at the first school council election, and the term of office for all members co-opted by the school council then elected, is as follows:

- (a) half the number in each membership category shall serve a term of office from the date of their election or co-option to the date of the declaration of the poll for the election to be held in the first calendar year following the year of the election or co-option; and
- (b) half the number in each membership category shall serve a term of office from the date of their election or co-option to the date of the declaration of the poll

for the election to be held in the second calendar year following the year of the election or co-option.

5C.2 Subject to:

- (a) clause 5C.1;
- (b) the filling of casual vacancies;
- (c) an appointment consequent upon an increase in the total membership of the school council; and
- (d) an appointment consequent upon an election called pursuant to clause 5T.4(b),

the term of office of all members elected or co-opted after the first school council election shall commence on the day after the date of the declaration of the poll for the election at which they were elected (for elected members) or the day of their co-option (for co-opted members) and end on the date of the declaration of the poll for the election to be held in the second calendar year following the year of the election or co-option (or, if no election is held that year, on 31 March of that year).

5C.3 In the event of an odd number of persons in any membership category, the lesser number shall serve the shorter term of office and the greater number shall serve the longer term of office.

5D. Notice of election

5D.1 The principal must fix a date for the closure of the ballot for the election of school council members, which is consistent with any date decided by the Secretary to the DEECD.

5D.2 At least 21 days before the date fixed under clause 5D.1 the principal must:

- (a) post or arrange delivery of the Notice of Election and Call for Nominations (in the form referred to in clause 5E.1) to the electorate of the school; and
- (b) cause the Notice of Election and Call for Nominations to be posted in a prominent position at the school.

5D.3 The election processes required under clauses 5D.1 and 5D.2 must be commenced no earlier than the school year commencement date and completed on or before 31 March in any year.

5E. Notice of election and nominations

5E.1 (a) For the first school council election, the Notice of Election and Call for Nominations shall be in the form of *Schedule 3*.

(b) For subsequent elections, the Notice of Election and Call for Nominations shall be in the form of *Schedule 4*.

(c) For all elections, nominations in the form of *Schedules 5A, 5B, 5C or 5D* (as

appropriate) must be completed and delivered to the principal by 4 pm on the fourteenth day before the date fixed for the closure of the ballot.

5E.2 The principal shall prepare and make available at the school sufficient copies of the nomination form.

5E.3 (a) 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 DEECD employee member category must be a member of the DEECD employee electorate of the school.

(b) A candidate may nominate themselves.

5E.4 A candidate must be a person who is eligible for election to the membership category to which the candidate is seeking election.

5E.5 A person who is an undischarged bankrupt or who is serving a sentence for an indictable offence is not eligible for election or co-option to the council.

5E.6 A candidate may be nominated for only one position in any one election.

5E.7 A person may be nominated, and is eligible for election or co-option to the council, even if he or she is an existing member of the school council whose term of office will end on the date of the declaration of the poll for the election under clause 5C.

5E.8 The principal must cause notices showing the name of each candidate and nominator to be posted in a prominent position at the school as soon as practicable after the closing of nominations.

5E.9 Each completed nomination form must be:

(a) available for inspection up to the commencement of voting; and

(b) 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.

5E.10 The principal must post a nomination form receipt in the form of *Schedule 8* to the nominee and (if a different person) the nominator as soon as practicable after the receipt of a validly completed nomination form.

5F. Electoral rolls

The principal must prepare electoral rolls for use in school council elections.

5G. Eligibility

5G.1 At the request of, and within the time (if any) specified by, the principal:

(a) a candidate must produce evidence of his/her eligibility to stand for election;

- (b) a nominator must produce evidence of his/her entitlement to nominate the candidate; and
- (c) a voter must produce evidence of his/her eligibility to vote.

5G.2 The principal is empowered to decide on a person's eligibility or entitlement (as the case may be).

5H. Prohibited activities

5H.1 No campaign literature supporting particular candidates or groups of candidates for school council elections may be distributed or posted in the school.

5H.2 School resources, whether human or material, may not be used to support particular candidates or groups of candidates.

5I. Disputes

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

5J. Terms of office

Following the procedures in clauses 5K to 5N, the principal shall (for the purposes of clause 5C.1) implement the following to decide which members serve a term of office pursuant to clause 5C.1(a) and which members serve a term of office pursuant to clause 5C.1(b):

- (a) Where all the members in a particular membership category have been elected by ballot to their positions, the members in that particular membership category with the greater number of votes shall serve the longer term of office, and those with the lesser number of votes shall serve the shorter term of office.
- (b) Where all the members in a particular membership category have not been elected by ballot to their positions, the members in that membership category may decide (by agreement amongst themselves) the term of office for each member in that membership category.
- (c) Failing the agreement of the members in a particular membership category under clause 5J(b), the term of office of the members shall be determined by the drawing of lots.

5K. Number of vacancies equals nominations

5K.1 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the Parent member category is greater than zero and equals the number of candidates seeking election to those vacancies, and the number of Parents who are DEECD employees and who are nominated to the Parent member category (if any) does not exceed the Maximum DEECD Parents, the principal shall:

- (a) declare each of those candidates to be elected; and

- (b) inform the school community.

5K.2 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the Parent member category is greater than zero and equals the number of candidates seeking election to those vacancies, but the number of Parents who are DEECD employees and who are nominated to the Parent member category exceeds the Maximum DEECD Parents the principal shall:

- (a) declare each of the candidates nominated for election to the Parent member category and who are not DEECD employees (if any) to be elected;
- (b) immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further nominations to be lodged in respect of candidates for the Parent member category who are not DEECD employees, within three school days from the date of the closing of the first Call for Nominations; and
- (c) if, at the expiration of the further three school days, the number of nominations received under clause 5K.2(b):
 - (i) does not exceed the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5K.2(a) less the Maximum DEECD Parents - declare the candidates nominated under clause 5K.2(b) to be elected and, if the Maximum DEECD Parents is a number greater than zero, hold an election under clause 5M.3 for the Parents who are DEECD employees; or
 - (ii) exceeds the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5K.2(a) less the Maximum DEECD Parents - hold an election under clause 5M.8 for the Parents who are not DEECD employees and, if the Maximum DEECD Parents is a number greater than zero, an election under clause 5M.9 for the Parents who are DEECD employees.

5K.3 If at the time fixed for the closing of nominations for elected positions:

- (a) the number of vacancies in the Parent member category equals the number of candidates seeking election to those vacancies;
- (b) the number of Parents who are DEECD employees and who are nominated to the Parent member category exceeds the Maximum DEECD Parents; and
- (c) elected positions in the Parent member category remain unfilled after the completion of any election that may be required by clause 5K.2(c) and the procedures set out in clause 5N,

the school council shall fill the remaining vacancies by co-opting eligible persons to the Parent member category. A person is eligible for co-option to the Parent member category provided he/she is eligible to be elected to that membership category and, in the case of Parents who are DEECD employees, provided that the person's co-option to the school council would not result in a contravention of

clause 5B.3A by reason that half or more than half of the school council's total membership would be DEECD employees.

5K.4 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the DEECD employee member category is greater than zero and equals the number of candidates seeking election to those vacancies, the principal shall:

- (a) declare those candidates to be elected; and
- (b) inform the school community.

5K.5 Where both clauses 5K.1 and 5K.4 apply, namely where:

- (a) the number of vacancies in the Parent member category equals the number of candidates seeking election to those vacancies, and the number of Parents who are DEECD employees and who are nominated to the Parent member category (if any) does not exceed the Maximum DEECD Parents; and
- (b) the number of vacancies in the DEECD employee member category equals the number of candidates seeking election to those vacancies,

the principal shall take no steps under clauses 5L or 5M and shall also cancel any arrangements made under clause 5N for the counting of votes and the declaration of the poll, and shall inform the school community.

5L. Number of vacancies greater than nominations

5L.1 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the Parent member category is greater than the number of candidates nominated to those vacancies, and:

- (a) the number of Parents who are DEECD employees and who are nominated to the Parent member category is less than the Maximum DEECD Parents, then clause 5L.2 shall apply;
- (b) the number of Parents who are DEECD employees and who are nominated to the Parent member category equals the Maximum DEECD Parents, then clause 5L.3 shall apply; or
- (c) the number of Parents who are DEECD employees and who are nominated to the Parent member category exceeds the Maximum DEECD Parents, then clause 5L.4 shall apply.

5L.2 If clause 5L.1(a) applies, the principal shall:

- (a) declare all of the candidates who are seeking election to the Parent member category to be elected; and
- (b) immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further

nominations to be lodged within three school days from the date of the closing of the first Call for Nominations; and

- (i) if, at the expiration of the further three school days, the number of nominations received under clause 5L.2(b) does not exceed the number of remaining vacancies and the number of candidates seeking election to the Parent member category and who are DEECD employees, when added to any candidates who are DEECD employees and who were declared to be elected under clause 5L.2(a), does not exceed the Maximum DEECD Parents - declare any further candidates to be elected; or
- (ii) if, at the expiration of the further three school days, the number of candidates does not exceed the number of remaining vacancies and the number of candidates seeking election to the Parent member category and who are DEECD employees, when added to any candidates who are DEECD employees and who were declared to be elected under clause 5L.2(a), exceeds the Maximum DEECD Parents - declare the candidates seeking election to the Parent member category who are not DEECD employees to be elected, and hold an election under clause 5M.3 (if any vacancy for a Parent who is a DEECD employee exists); or
- (iii) if, at the expiration of the further three school days, the number of candidates exceeds the number of remaining vacancies but solely by reason that the number of candidates seeking election to the Parent member category who are DEECD employees, when added to any candidates who are DEECD employees and who were declared to be elected under clause 5L.2(a), exceeds the Maximum DEECD Parents - declare the candidates seeking election to the Parent member category who are not DEECD employees to be elected, and hold an election under clause 5M.3 (if any vacancy for a Parent who is a DEECD employee exists); or
- (iv) if, at the expiration of the further three school days, the number of candidates exceeds the number of remaining vacancies but not solely by reason that the number of candidates seeking election to the Parent member category who are DEECD employees, when added to any candidates who are DEECD employees and who were declared to be elected under clause 5L.2(a), exceeds the Maximum DEECD Parents - hold an election under clause 5M.3.

5L.3 If clause 5L.1(b) applies, the principal shall:

- (a) declare all of the candidates who are seeking election to the Parent member category to be elected; and
- (b) immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further nominations to be lodged in respect of candidates for the Parent member category who are not DEECD employees, within three school days from the date of the closing of the first Call for Nominations; and
 - (i) if, at the expiration of the further three school days, the number of candidates does not exceed the number of remaining vacancies - declare any further candidates to be elected; or

- (ii) if, at the expiration of the further three school days, the number of candidates exceeds the number of remaining vacancies - hold an election under clause 5M.3.

5L.4 If clause 5L.1(c) applies, the principal shall:

- (a) declare the candidates seeking election to the Parent member category who are not DEECD employees to be elected;
- (b) immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further nominations to be lodged in respect of candidates for the Parent member category who are not DEECD employees, within three school days from the date of the closing of the first Call for Nominations; and
- (c) if, at the expiration of the further three school days, the number of nominations received under clause 5L.4(b):
 - (i) does not exceed the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5L.4(a) less the Maximum DEECD Parents - declare the candidates nominated under clause 5L.4(b) to be elected and, if the Maximum DEECD Parents is a number greater than zero, hold an election under clause 5M.3 for the Parents who are DEECD employees; or
 - (ii) exceeds the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5L.4(a) less the Maximum DEECD Parents - hold an election under clause 5M.8 for the Parents who are not DEECD employees and, if the Maximum DEECD Parents is a number greater than zero, an election under clause 5M.9 for the Parents who are DEECD employees.

5L.5 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the DEECD employee member category is greater than the number of candidates seeking election to those vacancies, the principal shall:

- (a) declare those candidates to be elected; and
- (b) immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further nominations to be lodged in respect of candidates standing for election to the DEECD employee member category, within three school days from the date of the closing of the first Call for Nominations; and
 - (i) if, at the expiration of the further three school days, the number of candidates does not exceed the number of remaining vacancies - declare any further candidates to be elected; or
 - (ii) if, at the expiration of the further three school days, the number of candidates exceeds the number of remaining vacancies - hold an election under clause 5M.4.

5L.6 If any elected positions remain unfilled after completion of the elections that may be required by this clause 5L and the procedures in clause 5N, the school council

shall fill the remaining vacancies referable to this clause 5L by co-opting eligible persons to the relevant membership category. A person is eligible for co-option to a relevant membership category provided he/she is eligible to be elected to that membership category and, in the case of Parents who are DEECD employees, provided that the person's co-option to the school council would not result in a contravention of clause 5B.3A by reason that half or more than half of the school council's total membership would be DEECD employees.

5M. Number of vacancies less than nominations

5M.1 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the Parent member category is greater than zero and is less than the number of candidates seeking election to those vacancies, but solely by reason that the number of Parents who are DEECD employees and who are seeking election to the Parent member category exceeds the Maximum DEECD Parents, then the principal shall:

- (a) declare each of the candidates who are seeking election to the Parent member category and who are not DEECD employees (if any) to be elected; and
- (b) if there are any remaining vacancies in the Parent member category that must be filled by Parent members who are not DEECD employees, immediately post in a prominent position in the school a notice stating that insufficient nominations have been received and calling for further nominations to be lodged in respect of candidates standing for election to the Parent member category who are not DEECD employees, within three school days from the date of the closing of the first Call for Nominations and, if at the expiration of the further three school days, the number of nominations received under clause 5M.1(b):
 - (i) does not exceed the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5M.1(a) less the Maximum DEECD Parents - declare the candidates nominated under clause 5M.1(b) to be elected and, if the Maximum DEECD Parents is a number greater than zero, hold an election under clause 5M.3 for the Parents who are DEECD employees; or
 - (ii) exceeds the number of vacancies in the Parent member category at the time of the first Call for Nominations less the number of candidates declared to be elected under clause 5M.1(a) less the Maximum DEECD Parents - hold an election under clause 5M.8 for the Parents who are not DEECD employees and, if the Maximum DEECD Parents is a number greater than zero, an election under clause 5M.9 for the Parents who are DEECD employees; or
- (c) if there are no remaining vacancies in the Parent member category that must be filled by Parent members who are not DEECD employees, and if the Maximum DEECD Parents is a number greater than zero, hold an election under clause 5M.3.

5M.2 If at the time fixed for the closing of nominations for elected positions, the number of vacancies in the Parent member category is greater than zero and is less than the number of candidates seeking election to those vacancies, but not solely by reason

that the number of Parents who are DEECD employees and who are seeking election to the Parent member category exceeds the Maximum DEECD Parents, then the principal shall hold an election under clause 5M.3.

5M.3 If a clause of this Order requires the principal to hold an election under clause 5M.3, then:

- (a) the vacancies to be filled at that election are the vacancies that were required to be filled at the time of the first Call for Nominations other than those vacancies to which Parent members were declared to be elected;
- (b) the candidates standing for election to those vacancies are those persons that were nominated by the time fixed for the closing of nominations, save that if the Maximum DEECD Parents equals zero, persons that were nominated who are DEECD employees shall not be candidates;
- (c) the maximum number of vacancies that may be filled by Parents who are DEECD employees equals the Maximum DEECD Parents;
- (d) the principal shall hold the election in accordance with clause 5M.4 of this Order; and
- (e) the election shall be held at the same time as any other election required to be held in accordance with clause 5M.4.

5M.4 If the principal is required to hold an election in accordance with clause 5M.4, the principal shall:

- (a) cause ballot papers in the form of *Schedule 6A* (if the election is in relation to the Parent member category) or *Schedule 6B* (if the election is in relation to the DEECD employee member category) to be prepared with the names, in an order determined by the drawing of lots, of the candidates listed in the relevant membership category;
- (b) cause each ballot paper to be marked, using the school stamp or a signature, so as to identify it as an official ballot paper;
- (c) at least seven days before the day fixed for the closure of the ballot, post or arrange delivery of the ballot papers, together with two envelopes, to the relevant electorate of the school;
- (d) provide a securely sealed ballot box for the casting of votes at the school between the hours of 8 am and 4 pm on every school day up to and including the day of the closure of the ballot;
- (e) arrange for recording in a register the name and address appearing at the rear of each outer envelope received containing:
 - (i) a postal vote cast pursuant to clause 5P.3(a); and
 - (ii) a vote cast pursuant to clause 5P.3(b) between the hours of 8 am and 4 pm on any school day up to and including the day fixed for the closure of the ballot,

and place the unopened plain envelope containing the completed ballot paper in the ballot box; and

- (f) ensure that the ballot box is kept in a secure place at all times.

5M.5 If:

- (a) at the time fixed for the closing of nominations for elected positions the number of vacancies in the DEECD employee member category is greater than zero and is less than the number of candidates seeking election to those vacancies; and
- (b) either:
 - (i) there were no vacancies in the Parent member category at the time of the Call for Nominations; or
 - (ii) a clause of this Order requires the principal to hold an election under clause 5M.3,
the principal shall hold an election in accordance with clause 5M.4 in respect of the vacancies in the DEECD employee member category, and that election shall be held at the same time as any other election required to be held in accordance with clause 5M.4.

5M.6 If:

- (a) at the time fixed for the closing of nominations for elected positions the number of vacancies in the DEECD employee member category is greater than zero and is less than the number of candidates seeking election to those vacancies; and
- (b) a clause of this Order requires the principal to hold an election under clause 5M.8 or clause 5M.9 (or both),

the principal shall hold an election in accordance with clause 5M.10 in respect of those vacancies, and that election shall be held at the same time as any other election required to be held under clauses 5M.8 or 5M.9.

5M.7 If any elected positions remain unfilled after completion of the elections that may be required by this clause 5M and the procedures in clause 5N, the school council shall fill the remaining vacancies referable to this clause 5M by co-opting eligible persons to the relevant membership category. A person is eligible for co-option to a relevant membership category provided he/she is eligible to be elected to that membership category and, in the case of Parents who are DEECD employees, provided that the person's co-option to the school council would not result in a contravention of clause 5B.3A by reason that half or more than half of the school council's total membership would be DEECD employees.

5M.8 If a clause of this Order requires the principal to hold an election under clause 5M.8, then:

- (a) the vacancies to be filled at that election are the vacancies that were required to be filled at the time of the first Call for Nominations other than:

- (i) those vacancies to which Parent members were declared to be elected;
and
 - (ii) the number of vacancies equal to the Maximum DEECD Parents;
- (b) the candidates standing for election to those vacancies are those persons who are not DEECD employees and who were nominated by the time fixed for the closing of nominations;
 - (c) the principal shall hold the election in accordance with clause 5M.10 of this Order; and
 - (d) the election shall be held at the same time as any other election required to be held under clause 5M.5, 5M.6, or 5M.9.

5M.9 If a clause of this Order requires the principal to hold an election under clause 5M.9, then:

- (a) the vacancies to be filled at that election are that number of the vacancies that were required to be filled at the time of the first Call for Nominations that is equal to the Maximum DEECD Parents;
- (b) the candidates standing for election to those vacancies are the candidates who are both Parents and DEECD employees;
- (c) the principal shall hold the election in accordance with clause 5M.10 of this Order; and
- (d) the election shall be held at the same time as any other election required to be held under clause 5M.5, 5M.6 or 5M.8.

5M.10 If the principal is required to hold an election in accordance with clause 5M.10, the principal shall

- (a) cause ballot papers in the form of *Schedule 6C* (if the election is in relation to the Parent member category) or *Schedule 6B* (if the election is in relation to the DEECD employee member category) to be prepared with the names, in an order determined by the drawing of lots, of the candidates listed in the relevant membership category;
- (b) cause each ballot paper to be marked, using the school stamp or a signature, so as to identify it as an official ballot paper;
- (c) at least seven days before the day fixed for the closure of the ballot, post or arrange delivery of the ballot papers, together with two envelopes, to the Parent electorate of the school, or the DEECD employee electorate of the school, or both those electorates, as appropriate;
- (d) provide a securely sealed ballot box for the casting of votes at the school between the hours of 8 am and 4 pm on every school day up to and including the day of the closure of the ballot;

- (e) arrange for recording in a register the name and address appearing at the rear of each outer envelope received containing:
 - (i) a postal vote cast pursuant to clause 5P.3(a); and
 - (ii) a vote cast pursuant to clause 5P.3(b) between the hours of 8 am and 4 pm on the day of the closure of the ballot, and place the unopened plain envelope containing the completed ballot paper in the ballot box; and
- (f) ensure that the ballot box is kept in a secure place at all times.

5N. Declaration of the poll

- 5N.1 On the date fixed pursuant to clause 5D.1, or as soon as practicable after that date, the principal must preside at the counting of the votes and the declaration of the poll.
- 5N.2 The declaration of the poll may coincide with any other school meeting.
- 5N.3 The principal must inform each candidate for the election of the date, time and place for the counting of the votes and of the right to appoint one scrutineer to observe the counting of the votes.
- 5N.4 The principal must appoint not less than two tellers, being persons who are not candidates for election, to:
 - (a) count, in the presence of any scrutineers, the number of votes cast for each candidate;
 - (b) report the result to the principal; and
 - (c) carry out any other duties in respect of the election as required by the principal.
- 5N.5 A scrutineer shall be removed from the counting of the votes at the direction of the principal if the scrutineer interferes with the counting procedures.
- 5N.6 (a) At the conclusion of the counting of the votes, the principal must:
 - (i) rank the candidates standing for election to the Parent member category (if any), and the candidates standing for election to the DEECD employee member category (if any), in accordance with the total number of votes received by each candidate; and
 - (ii) if so requested, disclose the voting figures.
 - (b) For the purposes of the principal ranking the candidates under clause 5N.6(a)(i), if there is a tie between some or all of the candidates standing for election in any membership category, the principal shall determine the ranking of the candidates by the drawing of lots.
- 5N.7 (a) Subject to clauses 5N.7(b), (c) and (d), the principal shall formally declare to be elected as members of the Parent member category of the school council the highest ranking candidates up to the number of vacancies to be filled in the Parent member category.

- (b) The principal shall not formally declare to be elected under clause 5N.7(a) any candidate seeking election to the Parent member category who is a DEECD employee if such a declaration would result in a contravention of clause 5B.3A by reason that half or more than half of the school council's total membership would be DEECD employees.
- (c) Subject to clause 5N.7(d), in respect of each candidate to whom clause 5N.7(b) applies, the principal shall formally declare to be elected as a member of the school council the next highest ranking candidate standing for election to the Parent member category who is not a DEECD employee (if any).
- (d) In the case of:
 - (i) an election held under clause 5M.8, the principal shall formally declare to be elected as members of the Parent member category of the school council the highest ranking candidates who are not DEECD employees up to the number of vacancies to be filled less the number equal to the Maximum DEECD Parents; and
 - (ii) an election held under clause 5M.9, the principal shall formally declare to be elected as members of the Parent member category of the school council the highest ranking candidates who are DEECD employees up to the number equal to the Maximum DEECD Parents.
- (e) The principal shall 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 membership category.

5N.8 After the declaration of the poll by the principal:

- (a) the ballot papers shall be retained in the school for one year, after which time the ballot papers must be destroyed unless the principal has been instructed otherwise by the Secretary to the DEECD; and
- (b) all results and related information other than the ballot papers shall be retained 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 to the DEECD.

5O. Next steps after declaration of the poll

5O.1 As soon as possible after the declaration of the poll, the principal must call and then preside at a special meeting of the elected members of the school council. The purpose of this special meeting is for those elected members to co-opt as many members to the Community member category as are required in order to bring the number of members in the Community member category to that specified in clause 5B.2(c).

5O.2 Following the special meeting called under clause 5O.1, the principal must call and then preside at a meeting of the school council. During that meeting:

- (a) if the co-option of members to the Community member category was not resolved at the special meeting called under clause 5O.1, the school council

must attempt to resolve that co-option at the outset of the meeting called under clause 5O.2;

- (b) whether or not the co-option of members to the Community member category has been resolved after the outset of the meeting called under clause 5O.2, the school council may elect office-bearers at that meeting; and
- (c) the principal must report to the school council on the number of votes cast by the DEECD employee electorate of the school and by the Parent electorate of the school.

5P. Voting

- 5P.1 (a) Each voter in the Parent electorate of the school must complete a ballot paper by placing a mark next to the name of each candidate standing for election to the Parent member category for whom the voter wishes to vote, up to the number of vacancies to be filled, and:
- (i) in the case of an election under clause 5M.8, each voter in the Parent electorate of the school must complete a ballot paper by placing a mark next to the name of each candidate standing for election to the Parent member category and who is identified on the ballot paper as a person who is not a DEECD employee, up to the number of vacancies to be filled; and
 - (ii) in the case of an election under clause 5M.9, each voter in the Parent electorate of the school must complete a ballot paper by placing a mark next to the name of each candidate standing for election to the Parent member category and who is identified on the ballot paper as a person who is a DEECD employee, up to the number of vacancies to be filled.
- (b) Each voter in the DEECD employee electorate of the school must complete a ballot paper by placing a mark next to the name of each candidate standing for election to the DEECD employee member category for whom the voter wishes to vote, up to the number of vacancies to be filled.
- 5P.2 (a) Subject to clause 5P.2(b), a vote for more than the number of vacancies in a membership category is invalid.
- (b) If elections are held concurrently under clauses 5M.8 and 5M.9 and a voter places a mark:
- (i) against the list of names under the heading “Candidates nominated for election to the Parent member category who are not DEECD employees” in *Schedule 6C*; or
 - (ii) against the list of names under the heading “Candidates nominated for election to the Parent member category who are DEECD employees” in *Schedule 6C*,

for more than the number of vacancies specified under the heading, the voter’s vote is invalid for the purpose of voting for candidates under that heading, but does not affect the validity of any vote for any candidate listed under the other heading.

5P.3 To cast a vote, the voter must either:

- (a) post the vote by:
 - (i) placing the completed ballot paper in a blank envelope; and
 - (ii) placing the blank envelope in an envelope with the voter's name and address on the back of the outer envelope; and
 - (iii) posting the envelope to the principal so as to reach the principal by 4 pm on the day of the closure of the ballot; or

- (b) deliver, or arrange delivery, of the completed ballot paper to the school between the hours of 8 am and 4 pm on any school day up to and including the day fixed for the closure of the ballot, 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 blank envelope in the ballot box provided and print the voter's name and address in the register of voters.

5P.4 A voter must not vote more than once in a ballot.

5P.5 (a) Only members of the Parent electorate of the school may vote for candidates standing for election to the Parent member category of the school council.

- (b) Only members of the DEECD employee electorate of the school may vote for candidates standing for election to the DEECD employee member category of the school council.

5P.6 The school may pay for return postage for any ballot papers that are posted to the principal under clause 5P.3(a). The principal has the power to decide whether the school will pay for such postage.

5Q. Invalid votes

Any ballot paper which:

- (a) is not received by the principal or placed in the ballot box at the time of the closure of the ballot;
- (b) is not properly and clearly marked; or
- (c) does not comply with the provisions of this Order,

shall be rejected as invalid.

5R. Creation of casual vacancies

5R.1 When a person who is a member of the school council (other than a member ex officio):

- (a) dies;
- (b) is or becomes bankrupt;

- (c) is or becomes of unsound mind;
- (d) delivers a letter of his or her resignation to the office of the school or to the president of the school council;
- (e) is or becomes convicted of an indictable offence;
- (f) who being elected or co-opted to the Parent member category ceases to be eligible for election to this membership category under clause 5B.3(a), or who being elected or co-opted to the DEECD employee member category ceases to be eligible for election to this membership category under clause 5B.3(b), or who being co-opted to the Community member category ceases to be eligible for co-option to this membership category under clause 5B.3(c);
- (g) is absent from three consecutive meetings of the school council without special leave previously granted by the school council and subject to a decision of the school council;
- (h) in the DEECD employee member category goes on any form of leave (including secondment), whether with or without pay, from employment with the DEECD for a period of more than six months; or
- (i) in the Parent member category becomes a DEECD employee during their term of office in circumstances where that causes the school council to be in breach of clause 5B.3A(a),

a casual vacancy is created.

5R.2 Notwithstanding clause 5R.1(f), where a student ceases to be enrolled at the school by reason of that student having completed the normal school year that is applicable to that student's year level, and the student's parent had been elected to the Parent member category, the parent may continue to be a member of the school council until the next school council election.

5R.3 Where a member of the school council is appointed as a principal of the school, other than if the appointment is temporary, a casual vacancy is created. An appointment for more than twelve continuous weeks shall not be considered temporary.

5S. Filling casual vacancies

5S.1 Casual vacancies shall be filled by co-opting persons to the relevant membership category. A person is eligible for co-option to the Parent member category or the DEECD employee member category provided he/she is eligible to be elected to the relevant membership category.

5S.2 Any person who fills a vacant position created by a casual vacancy shall only serve the unexpired portion of the vacating member's term of office.

5T. Complaints

5T.1 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.

5T.2 If the principal receives a complaint under clause 5T.1, 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 member of the appropriate regional office who is 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.

5T.3 If the committee established under clause 5T.2 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.

- 5T.4 (a) 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.
- (b) If the determination of the committee or Regional Director includes a determination that a fresh election is required, any decision made by the school council from the date of the determination to the date of the fresh election is valid.

5U. Effect of irregularities

5U.1 An act or decision of the school council is not invalid only because of:

- (a) a vacancy in the office of a member; or
- (b) a defect or irregularity in or in connection with the election or co-option of a member.

5U.2 The principal shall not be bound to locate or identify any member of the electorate of the school for the purpose of posting or arranging delivery of any 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.

5U.3 A failure or omission to forward a Notice of Election and Call for Nominations or ballot paper to any member of the electorate of the school shall not invalidate the election of any member to the school council.

5U.4 Subject to clause 5U.5, the school council is properly constituted notwithstanding that:

- (a) an elected position remains unfilled following an unsuccessful attempt by the school council to fill that position under clause 5L.2;
- (b) a Community member position is not filled;
- (c) a casual vacancy is created or not filled; or
- (d) for any other reason the total number of school council members (being the number referred to in clause 5B.1) has not been appointed.

5U.5 (a) The school council may not conduct any school council meeting unless the quorum provisions of Part 3 of the Education and Training Reform Regulations 2007 are satisfied.

- (b) Subject to clause 5U.5(c), the school council must not decide any matter unless a majority of the school council members present are not DEECD employees.
- (c) If at any time the membership of the school council is such that it is impossible for the school council to decide a matter in accordance with clause 5U.5(b), the school council may nonetheless decide to co-opt Community members under clause 5B.3(c) to fill vacancies in the Community member category, or fill a casual vacancy under clause 5S.1.

5V. Notification

5V.1 The principal must notify all persons standing for election of the results of the election within 48 hours of the declaration of the poll.

5V.2 Upon the members and office bearers being elected or co-opted to the school council, the principal must:

- (a) inform the school community of the names of the members and office bearers; and
- (b) inform the Secretary to the DEECD of the names and addresses of the members and office bearers, by providing a notification in the form of *Schedule 7* to the appropriate regional office by the end of April in the year that the election takes place.

Dated:

BRONWYN PIKE, MP
Minister for Education

Schedule 3.
Notice of election and call for nominations
(for 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 pm on(insert date and year).

The ballot will close at 4 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 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 pm on(insert date and year).

The ballot will close at 4 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/guardian representative on the
..... school council.

Name:

Residential address:
.....

Home phone: Business phone:

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: Yes / No (please circle)

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 and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate: Date:

You will be notified when your nomination has been received.

School Council Elections - Schedule 5B

NOMINATION FORM FOR PARENT MEMBER CATEGORY

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

Name:

Residential address:

.....

Home phone: Business phone:

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:

Yes / No (please circle)

Signature of Nominator: Date:

Candidate to complete

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 and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate: Date:

You will be notified when your nomination has been received.

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 representative on the

..... school council.

Name:

Residential address:

.....

Home phone: Business phone:

Email:

I am an employee of the Department of Education and Early Childhood Development: Yes / No (please circle)

I am prepared to serve as a DEECD employee member of the abovenamed school council. I hereby declare that I am not an undischarged bankrupt and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate: Date:

You will be notified when your nomination has been received.

School Council Elections - Schedule 5D

NOMINATION FORM FOR DEECD EMPLOYEE MEMBER CATEGORY

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

Name:

Residential address:
.....

Home phone: Business phone:

Email:

I am an employee of the Department of Education and Early Childhood Development: Yes / No (please circle)

The person I have nominated is an employee of the Department of Education and Early Childhood Development:

Yes / No (please circle)

Signature of Nominator: Date:

Candidate to complete

I am prepared to serve as a DEECD employee member of the abovenamed school council. I hereby declare that I am not an undischarged bankrupt and that I am not currently serving a sentence for an indictable offence.

Signature of Candidate: Date:

You will be notified when your nomination has been received.

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 tick up to boxes.	Candidates nominated for election to the Parent member category	
	
	
	
	
	
	
	
	
	

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

To register your vote, you must place the completed ballot paper in a blank envelope; then -

- (a) place the blank envelope in a second envelope that has your name, address and signature on the back of it and post it to the principal in sufficient time for it to reach the principal by 4pm on, the closing date of the ballot, or deliver the envelope by hand to the school on any school day between 8am and 4pm up to the closing date; or
- (b) attend the school, on any school day between 8 am and 4 pm up to the closing date, and place the blank envelope containing your ballot into the ballot box and print your name and address on the register of voters.

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 tick up to boxes.	Candidates nominated for election to the DEECD employee member category	

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

To register your vote, you must place the completed ballot paper in a blank envelope; then -

- (a) place the blank envelope in a second envelope that has your name, address and signature on the back of it and post it to the principal in sufficient time for it to reach the principal by 4pm on, the closing date of the ballot, or deliver the envelope by hand to the school on any school day between 8am and 4pm up to the closing date; or
- (b) attend the school, on any school day between 8 am and 4 pm up to the closing date, and place the blank envelope containing your ballot into the ballot box and print your name and address on the register of voters.

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.</p> <p>Therefore, you may tick up to boxes in 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 tick up to boxes in the second part of the ballot.</p>	Candidates nominated for election to the Parent member category who are not DEECD employees	
	
	
	
	
	
	Candidates nominated for election to the Parent member category who are DEECD employees	
	
	
	

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

To register your vote, you must place the completed ballot paper in a blank envelope; then -

- (a) place the blank envelope in a second envelope that has your name, address and signature on the back of it and post it to the principal in sufficient time for it to reach the principal by 4pm on, the closing date of the ballot, or deliver the envelope by hand to the school on any school day between 8am and 4pm up to the closing date; or
- (b) attend the school, on any school day between 8 am and 4 pm up to the closing date, and place the blank envelope containing your ballot into the ballot box and print your name and address on the register of voters.

School Council Elections - Schedule 7

SCHOOL COUNCIL MEMBERSHIP SCHEDULE

School name :
School address :
School number :	Telephone : (.....).....
.....	Facsimile : (.....).....

MEMBERSHIP FOR [*.....]

(*insert relevant years: e.g., 2008/2009)

Date of Election:

--

Size and Configuration in Constituting Order:

Total [] **Parents** [] **Nominee (if any)** [] **DEECD** [] **Community** []

Membership	Title	Name	Residential address and telephone number (Parent, Nominee (if any) and Community members only)	Office held	Tick if a DEECD employee
------------	-------	------	--	-------------	--------------------------

Parent members

Ends at next election	1				
	2				
	3				
	4				
	5				
	6				

Ends at election in two years	1				
	2				
	3				
	4				
	5				
	6				

Nominee members (if any)

Ends* at next election	1				
	2				
	3				
	4				
	5				
	6				

Ends at* election in two years	1				
	2				
	3				
	4				
	5				
	6				

DEECD employee members

Principal			C/- School address	Executive Officer
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Other DEECD employee members

Ends at next election	1		C/- School address	
	2		C/- School address	
	3		C/- School address	
	4		C/- School address	

Ends at election in two years	1		C/- School address	
	2		C/- School address	
	3		C/- School address	
	4		C/- School address	

* Delete and insert appropriate dates if Nominee members have longer, or indefinite, terms of office.

School Council Elections - Schedule 8

NOMINATION FORM RECEIPT

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

been received by:

Name of principal:

Signature:

Date nomination form was received:

School Council Elections - Schedule 9

Change of Size or Configuration

Department of Education and Early Childhood Development

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

School name:			
School number:			
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)

<input type="text"/>	Total	<input type="text"/>	Parent category
		<input type="text"/>	DEECD employee category
		<input type="text"/>	Community member category

PROPOSED SCHOOL COUNCIL SIZE

<input type="text"/>	Total	<input type="text"/>	Parent category
		<input type="text"/>	DEECD employee category
		<input type="text"/>	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

<input type="text"/>
<input type="text"/>

Number of school council members who voted in favour of the proposed amendment:

Signed:

Date:

(principal)

NOTE: Please attach a short note stating the reason for the requested change. e.g. declining enrolment, wish to add a community member to configuration or other reason.

Email address community.stakeholders@edumail.vic.gov.au

Fax number 9637 2180