Schedule 4: Notice of Election and Call for Nominations

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

[Name of School]

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:

<table>
<thead>
<tr>
<th>MEMBERSHIP CATEGORY</th>
<th>TERM OF OFFICE</th>
<th>NUMBER OF POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent member</td>
<td>From the day after the date of the declaration of the poll in 20</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>to and inclusive of the date of the declaration of the poll in 20</td>
<td></td>
</tr>
<tr>
<td>DEECD employee member</td>
<td>From the day after the date of the declaration of the poll in 20</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>to and inclusive of the date of the declaration of the poll in 20</td>
<td></td>
</tr>
</tbody>
</table>

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.

[Signature]

30/1/14

Principal
2013 SCHOOL COUNCIL ELECTION PROCESS AND TIMELINE

A) Notice of election and call for nominations  
Monday 3rd February, 2014

B) Closing date for nominations  
Tuesday 18th February, 2014

C) Date by which the list of candidates and nominators will be posted  
Thursday 20th February, 2014

D) Date by which ballot papers will be prepared and distributed  
Monday 24th February, 2014

E) Close of ballot  
Tuesday 4th March, 2014

F) Vote count  
Wednesday 5th March, 2014

G) Declaration of ballot  
Thursday 7th March, 2014

H) Special council meeting to co-opt Community members  
Tuesday 11th March, 2014

I) First council meeting to elect office bearers  
Tuesday 11th March, 2014
School Council Elections
Schedule 5A: Self-nomination Form for Parent Member Category

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

........................................................................................................................................ school council.

Name :

........................................................................................................................................ Residential address:

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

........................................................................................................................................ Email:

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

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

Yes / No (please circle)

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

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

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

You will be notified when your nomination has been received.

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

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

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

You can access your personal information by contacting the principal on ...watson.scott.a@edumail.vic.gov.au ...

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.
School Council Elections
Schedule 5B: Nomination Form for Parent Member Category

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

CANDIDATE'S DETAILS
Name
Residential address

Contact phone (mobile or landline)

Email

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

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

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

Yes / No (please circle)

Name of Nominator

Signature of Nominator ________________________________ Date ___________ / ___________ / ___________

CANDIDATE TO COMPLETE:

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

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

Signature of Candidate ________________________________ Date ___________ / ___________ / ___________

You will be notified when your nomination has been received.

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

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

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

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

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.
School Council Elections
Schedule 5C: Self-nomination Form for DEECD Employee Member Category

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

.............................................................................................................................................. school council.

Name ..................................................................................................................................

Residential address ...........................................................................................................

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

Email .................................................................................................................................

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

Yes / No (please circle)

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

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

Signature of Candidate ........................................................................................................

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

You will be notified when your nomination has been received.

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

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

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

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

If you choose not to give some or all of the information requested your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the principal.
School Council Elections
Schedule 5D: Nomination Form for DEECD Employee Member Category

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

CANDIDATE'S DETAILS

Name .................................................................................................................................
Residential address .........................................................................................................

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

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

Yes / No (please circle)

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

Yes / No (please circle)

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

CANDIDATE TO COMPLETE

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

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

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

You will be notified when your nomination has been received.

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

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

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

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

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