

## School council election process and timetable

Name of the School:

Event	Date
a) Notice of election and call for nominations	Monday 24 February 2020
b) Closing date for nominations	Monday 2 March 2020
c) Date by which the list of candidates and nominators will be posted	Wednesday 4 March 2020
d) Date by which ballot papers will be prepared and distributed	On or before 6 March 2020
e) Close of ballot	Monday 16 March 2020
f) Vote count <i>(Insert a date after the close of ballot)</i>	17/3/2020
g) Declaration of poll <i>(Insert the vote count date or a date after the count)</i>	18/3/2020
h) Special council meeting to co-opt Community members (the principal will preside) <i>(Insert a date 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 co-option meeting or another date soon after)</i>	23/3/2020

## Schedule 4: Notice of election and call for nominations

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

Nomination forms may be obtained from the school and must be lodged by 4.00pm on <i>(insert day, month and year)</i> .
MONDAY, MARCH 2 <sup>ND</sup> 2020

The ballot will close at 4.00pm on <i>(insert day, month and year)</i> .
MONDAY, MARCH 16 <sup>TH</sup> 2020

The terms of office, membership categories and number of positions in each membership category open for election are as follows:

<b>Membership category</b>
Parent member

Term of office	Year
From the day after the date of the declaration of the poll in	2022
to and inclusive of the date of the declaration of the poll in	2022

<b>Number of positions:</b>	4
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<b>Membership category</b>
DET employee member

Term of office	Year
From the day after the date of the declaration of the poll in	2022
to and inclusive of the date of the declaration of the poll in	2022

<b>Number of positions:</b>	3
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<b>Membership category</b>
Student member

Term of office	Year
From the day after the date of the declaration of the poll in	2022
to and inclusive of the date of the declaration of the poll in	2022

<b>Number of positions:</b>	1
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Following the closing of nominations, a list of the nominations received will be posted at the school.

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.

<b>Principal signature</b>

## 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.

Statement	Yes (Mark with an x)	No (Mark with an x)
I am an employee of the Department of Education and Training and not engaged in work at and for the school:		

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 (optional), 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.

<b>You can access your personal information by contacting the principal on:</b>

*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 5B: Nomination form for Parent member category

I wish to nominate <i>(state name below)</i>
for an elected position as a Parent member on the <i>(school council)</i>

### Candidate's details

Name

Residential Address:

Contact phone <i>(mobile or landline)</i> :

Email:

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

Statement	Yes <i>(Mark with an x)</i>	No <i>(Mark with an x)</i>
The person I have nominated is an employee of the Department of Education and Training and not engaged in work at and for the school:		

Name of Nominator:

Signature of Nominator

Date:	
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**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; or
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

<b>Signature of Candidate</b>

<b>Date:</b>	
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**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 (optional), 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.

<b>You can access your personal information by contacting the principal on:</b>

*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 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 ( <i>mobile or landline</i> ):

Email:

Statement	Yes (Mark with an x)	No (Mark with an x)
I am an employee of the Department of Education and Training engaged in work at and for the school:		

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:	
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**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 (optional), 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 5D: Nomination form for DET employee member category

I wish to nominate (state name below)
for an elected position as a DET employee (school council below)

### Candidate's details

Name

Residential Address:

Contact phone (mobile or landline):

Email:

Statement	Yes (Mark with an x)	No (Mark with an x)
The person I have nominated is an employee of the Department of Education and Training and is engaged in work at and for the school:		
I am an employee of the Department of Education and Training		

Name of Nominator:

Signature of Nominator

Date:	
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### 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; or
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate

Date:	
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**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 (optional), 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 5E: Self-nomination form for Student member category

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

### Candidate's details

Name

Residential Address:

Contact phone (mobile or landline):

Email:

Statement	Yes (Mark with an x)	No (Mark with an x)
I am enrolled in Year 7 or above at this school		
I have discussed standing for election to school council with my parents or guardians		
I have a sound understanding of the obligations and level of commitment required to participate on school council		

I am prepared to serve as a Student 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:	
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### 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 (optional), 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 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 5F: Nomination form for Student member category

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

### Candidate's details

Name

Residential Address:

Contact phone ( <i>mobile or landline</i> ):

Email:

Nominee Statement	Yes (Mark with an x)	No (Mark with an x)
I am a student who is currently enrolled in Year 7 or above at this school		

Name of Nominator:

Signature of Nominator:

Date:	
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### Candidate to complete:

Candidate Statement	Yes (Mark with an x)	No (Mark with an x)
I am currently enrolled in Year 7 or above at this school		
I have discussed standing for election to school council with my parents or guardians		
I have a sound understanding of the obligations and level of commitment required to participate on school council		