

Form 8: nomination form for student member category

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

Candidate's details

Name (<i>name below</i>)

Residential Address:

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

Email:

Nominee Statement	Yes (Mark with an x)	No (Mark with an x)
I am currently enrolled in Year 7 or above at this school		
The person I have nominated is currently enrolled in Year 7 or above at this school		

Nominator's name

Nominator's signature

Candidate to complete

	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		

I accept the nomination and I am prepared to serve as a school employee of the above-named school council. I hereby declare that:

- I am not, and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

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Signature of Candidate

Date:	<input type="text"/>
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You will be notified when your nomination has been received.

The 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.

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: 9890 9662

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.

Form 9: candidate nomination form receipt

A form has been received nominating (*name below*)

as a candidate for the (parent/student/school employee) member category of the school council

Category	Mark with an X
Parent	
School employee	
Student	

Principal name

Principal signature

Date:

Form 10: parent ballot paper – ordinary

Ballot paper for the school council of (school name below)

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

There are (number below)

vacancies to be filled. Therefore, you may vote for up to (number below)

candidates.

Candidates nominated for election to the parent member category	Mark with an 'X'

Your vote will be invalid if you vote for more candidates than the number of vacancies to be filled.

Instructions

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

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and either
 - a. place the envelope in an envelope with your name and address on the back and post or arrange to deliver it to the principal,

before closure of the ballot at 4.00pm on:

or

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

Form 11: school employee ballot paper

Ballot paper for the school council of (school name below)

Vote using this ballot paper if you are a department employee (including a school council employee) engaged in work at and for the school (whether or not you are a parent of a student at the school).

There are (number below)

vacancies to be filled. Therefore, you may vote for up to (number below)

candidates.

Candidates nominated for election to the school employee member category	Mark with an 'X'

Your vote will be invalid if you vote for more candidates than the number of vacancies to be filled.

Instructions

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

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and either
 - a. place the envelope in an envelope with your name and address on the back and post or arrange to deliver it to the principal,

before closure of the ballot at 4.00pm on:

or

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

Form 12: parent ballot paper (separate voting for department and non-department parents)

Ballot paper for the school council of (school name below)

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

In the first part of the ballot, there are (number below)

vacancies to be filled. Therefore, you may vote for up to (number below)

candidates in this first part of the ballot.

Candidates nominated for election to the parent member category who are not department employees	Mark with an 'X'

In the second part of the ballot, there are (number below)

vacancies to be filled. Therefore, you may vote for up to (number below)

candidates in this second part of the ballot.

Candidates nominated for election to the parent member category who are department employees	Mark with an 'X'

Your vote will be invalid if you vote for more candidates than the number of vacancies to be filled.

Instructions

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

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and either
 - a. place the envelope in an envelope with your name and address on the back and post or arrange to deliver it to the principal,

before closure of the ballot at 4.00pm on:	
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or

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

Form 13: student ballot paper

Ballot paper for the school council of *(school name below)*

Vote using this ballot paper if you are a **student** at the school enrolled in Year 7 or above.

In the ballot there are *(number below)*

vacancies to be filled. Therefore, you may vote for up to *(number below)*

candidates in the ballot.

Candidates nominated for election to the student member category	Mark with an 'X'

Your vote will be invalid if you vote for more candidates than the number of vacancies to be filled.

Instructions

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

- Make a clear mark beside the name of the candidate/s
- Place the completed ballot paper in a blank envelope and either
 - a. place the blank envelope in an envelope with your name and address on the back and post, deliver or arrange for it to be delivered to the principal, on any school day

or

- b. between 8.00am and 4.00pm on any school day, on or before the dates of closure of the ballot. Place the blank envelope containing your ballot paper into the ballot box and print your name and address on the register of voters.

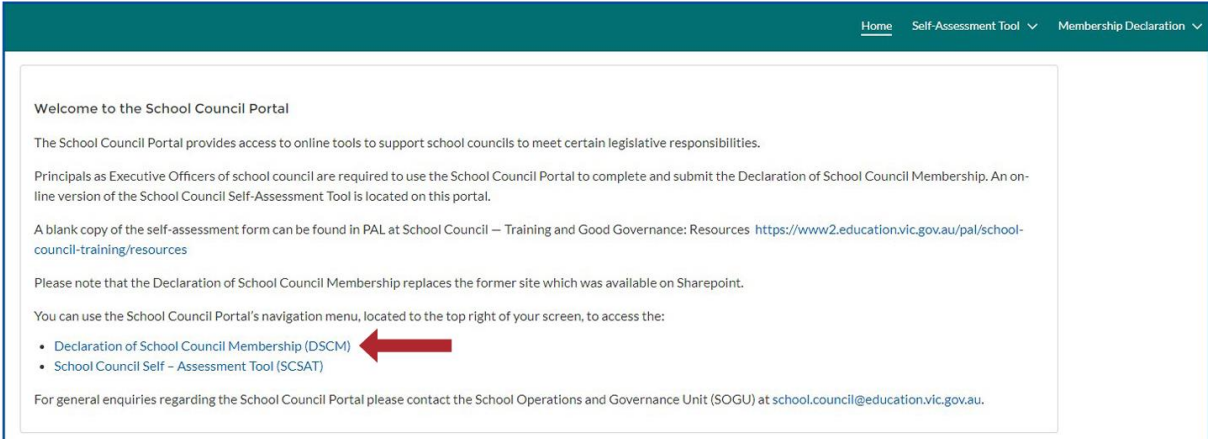
Declaration of School Council membership

A new School Council portal has been designed to provide access to the Declaration of School Council Membership and the School Council Self-Assessment Tool. The Declaration of School Council Membership must be completed and declared by 30 April.

INSTRUCTIONS:

The principal's or business manager's login details are used to access the portal.

1. Please select the link to the Declaration of School Council Membership (DSCM) from the bullet point or from the navigation menu in the top right of the screen. Instructions and frequently asked questions can also be accessed through the drop-down list.



The screenshot shows the top navigation bar of the School Council Portal. The navigation menu includes 'Home', 'Self-Assessment Tool', and 'Membership Declaration'. A red arrow points to the 'Membership Declaration' dropdown menu. Below the navigation bar, the main content area contains a welcome message and instructions. A red arrow points to the 'Declaration of School Council Membership (DSCM)' bullet point in the navigation menu.

Welcome to the School Council Portal

The School Council Portal provides access to online tools to support school councils to meet certain legislative responsibilities.

Principals as Executive Officers of school council are required to use the School Council Portal to complete and submit the Declaration of School Council Membership. An online version of the School Council Self-Assessment Tool is located on this portal.

A blank copy of the self-assessment form can be found in PAL at School Council – Training and Good Governance: Resources <https://www2.education.vic.gov.au/pal/school-council-training/resources>

Please note that the Declaration of School Council Membership replaces the former site which was available on Sharepoint.

You can use the School Council Portal's navigation menu, located to the top right of your screen, to access the:

- Declaration of School Council Membership (DSCM)
- School Council Self – Assessment Tool (SCSAT)

For general enquiries regarding the School Council Portal please contact the School Operations and Governance Unit (SOGU) at school.council@education.vic.gov.au.

2. Please check the number of members (including vacancies) entered on your declaration matches the Ministerial Order 1280. The constituting Order numbers are listed across the lower portion of page one, and across the top of other declaration screens. Click the 'Next' button to move through the membership details screens.

[Declaration of School Council Membership \(formerly Schedule 7\)](#)

Help:
If you have a technical issue or the content listed in your school council membership is not accurate, please use the live chat or raise a request via the [DET Services Portal](#).

Instructions:
Use these pages to update your school council membership details each year by 30 April. You can complete the declaration over more than one sitting by using the 'Save' button at the bottom of the page.
After you enter the membership details, enter your name and date to complete the Declaration, and press 'Submit Declaration'. Print a copy for your school's records. It is important to file a printed or soft copy at your school.
Please ensure that you declare the School Council Membership form each time you make a change.
Update the form as membership changes occur during the year. If a member has resigned, delete their details and re-fill the fields with the new member details, or make the position vacant if it has not been filled. Click 'Save' and close after the updates have been made.
Also see [Help](#) or [FAQ](#).

Your school: Test School

Council Constituting Order

Total	Parent	School Employee	Student	Community	Nominees (if any)
8	2	2	2	2	0

If the numbers above are incorrect please contact the School Operations and Governance Unit, Schools and Regional Services at school.council@education.vic.gov.au

Please enter details for all member positions including vacancies in the following sections.

[Next](#) [Summary](#)

- You must complete membership details in one category then click **'save'**, before clicking 'Next' to move to the next screen. If you wish to close and come back, simply add 'vacant' to the membership details not filled in and you will be able to save, close and come back at a later time to complete the members names and terms of office. If you are a new school and do not have an existing Declaration of School Council Membership a new, blank Declaration form will be activated.

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Council Constituting Order

Total	Parent	School Employee	Student	Community	Nominees (if any)
8	2	2	2	2	0

Parent Details

Member Category * Is this position filled?

Parent member includes a guardian or person responsible to maintain or having the custody of a student of the school.

* Member Name

* Current Term Start Date * Current Term End Date

If elected or vacant: the day after the date of the declaration of the poll. If co-opted: the date of the council meeting *Select the end period for this position's term. (Typically 2 years from the council election)*

* Is the Parent a Department employee? * Office Held

A Department Employee Parent is a Department employee who has a child at the school but who is employed at another place of work. They are counted as a Department employee for school council meeting quorum requirements.

* Address Gender (optional)

4. Complete the declaration by entering the principals name and date. Then click the **'Submit Declaration'** button. This must be done by 30 April. Any membership changes that occur during the year, can be entered in this form during the year. Always **'Save'** and **'Submit Declaration'** each time there is updated membership information added during the year. Please use the **'Summary'** button to view the summary list of the council members. Please print/save and sign a copy of this list in your council records.

Council Constituting Order

Total	Parent	School Employee	Student	Community	Nominees (if any)
8	2	2	2	2	0

Declaration
Before clicking on the Submit Declaration button check that all fields have been completed including listing of all members and vacancies. All members no longer on council should be removed and there should be no blank 'Member Details' unless Vacant.
By adding my name and the date below, I certify that the persons listed have been elected or appointed in accordance with the constituting Order of the school council.

Principal's Name

Declaration Date

Click on the Submit Declaration button after having completed all membership details and entering the principal's name and declaration date.

Help:
For further support in completing this form, see the [FAQ](#) or contact the School Operations and Governance Unit, Schools Regional Services at atschool.council@education.vic.gov.au. For any technical issues please raise a request via the [DET Services Portal](#).

Appendix E: fact sheet for principals and school council presidents

Commonly asked questions and topics from principals and school councils.

Does the principal count as a school employee member on school council? Is the principal a voting member?

The principal is the executive officer of school council and is:

- a full voting member, and is
- counted within the school employee member category.

The principal is able to:

- propose a motion, or
- second a motion and
- vote on a motion, along with other council members at a school council meeting.

For information on school council membership and the role of the principal, please refer to the Improving School Governance training modules in the [School Council – Training and Good Governance, policy](https://www2.education.vic.gov.au/pal/school-council-training/policy) (<https://www2.education.vic.gov.au/pal/school-council-training/policy>).

The Principals Guide to School Council Elections, also provides information on the school council membership.

Quorum at the special meeting after the declaration of the poll – co-option of community members

At the first special meeting of the new council to co-opt community members, the quorum is achieved if not less than one-half of the members of school council currently holding office, are present.

Quorum at the first meeting after the declaration of the poll – to elect office bearers

There are two requirements for a quorum to be achieved at the first council meeting after the results of the poll have been declared.

For the majority of school councils:

- i. not less than one half of school council members currently holding office must be present, and
- ii. a majority of the members present must not be department employees. Any parent members on the council who also work for the department are counted as department employees at the beginning of the meeting for the purpose of establishing if the meeting has a quorum.

What constitutes a quorum at general and extraordinary meetings?

There are two requirements for a quorum to be achieved at a general or extraordinary council meeting.

For most school councils:

- i. not less than one half of school council members currently holding office must be present, and
- ii. a majority of the members present must not be department employees. Any parent members on the council who also work for the department are counted as department employees at the beginning of the meeting for the purpose of establishing if the meeting has a quorum.

For additional information regarding quorum requirements, please refer to the ISG Governance module under 'Quorum at a school council meeting'. The module is located in the [School Council –](#)

[Training and Good Governance, policy](https://www2.education.vic.gov.au/pal/school-council-training/policy) (https://www2.education.vic.gov.au/pal/school-council-training/policy).

In the event of a tied vote at a general meeting or extraordinary meeting of council, who has the deciding vote?

In the event of a tied vote, the chairperson at a school council meeting has a second and casting vote. This will normally be the school council president. However, in the absence of the president, the chairperson will be the vice president, or a member elected by the council to preside over that meeting. The chairperson cannot be a department employee. Please refer to the ISG Governance module, **'Who presides at a meeting'**.

In the event of a tied vote at the first meeting of the new school council after the poll, to elect office bearers, what is the process?

The principal must, as soon as practicable after the declaration of the poll, preside at a special meeting for the purpose of appointing community members, if the school council is required to have community members.

The principal also presides at the first meeting of the new school council to elect a president and any other office bearers the council may choose to have. In the election of an office bearer for a school council, if the votes are tied, the school council may decide to hold a new election for the office bearer position; or decide the outcome by drawing lots.

If the council decides to hold a new election for the office bearer position and the results are tied again, the council may decide to conduct further elections until the election of office bearers is decided or the council will decide the election by the drawing of lots.

How is school council membership declared each year?

Following the school council election process, the online declaration of school council membership must be updated and declared by 30 April. Refer to the [eduPass Declaration of School Council Membership](https://scp.educationapps.vic.gov.au/scsat/s/membership-declaration-welcome) (https://scp.educationapps.vic.gov.au/scsat/s/membership-declaration-welcome) (formerly Schedule 7).

Principals or business managers are required to:

- log into the School Council Membership Reporting page, using the principal or business manager's username and password
- update the membership: parent and school employee members, community, student or nominee members, if applicable
- include any vacancies with start and end dates
- check all entered data for accuracy
- ensure the total of the currently entered membership (including vacancies) matches the constituting Order
- save, print, sign, and date the form. This printed copy is the school record, to be kept on premises. This form is not sent to the regional or central office
- click **Submit declaration** to declare and submit the form.

If membership details change during the year, the declaration of school council membership should be updated and the declaration re-submitted.

When does school council need to present the Annual Report to the school community?

The Annual Report is endorsed by both principal and school council by 30 April, each year. It is a legislative and regulatory requirement that the Annual Report is shared with the school community via a **public reporting meeting** following endorsement.

This meeting can take place **at a time that suits school council meetings and commitments**, usually during the first half of the year.

The Annual Report to the school community provides an opportunity for the school community to celebrate achievements, reflect on the school's performance, and understand where and how improvement efforts have enhanced student achievement, engagement and wellbeing.

The Annual Report is uploaded in the Strategic Planning Online Tool (SPOT). A draft Annual Report can then be downloaded for tabling at a school council meeting. In March/April the council can consider and endorse the report.

By 30 April the school council president attests to the Annual Report in SPOT on behalf of the school council. In May/June, following notification from the department, the principal can download and present the final Annual Report to a public meeting of the school council. The Annual Report is also uploaded to the school's website.

Schools should additionally share the report in other ways that best meets the needs of the community.

For further information about Annual Reporting, refer to the [Annual Report to the School Community, policy](https://www2.education.vic.gov.au/pal/annual-report-schools-community/policy) (<https://www2.education.vic.gov.au/pal/annual-report-schools-community/policy>).

Annual planning for school council business

Just as schools benefit from strategic and annual planning, so, too, do school councils. The school council president can take a leadership role, with the principal, in planning the school council business for the year ahead. This begins with discussing school priorities with the principal and new council, following annual elections, co-option of community members, and appointment of office bearers.

From this discussion, an annual work plan can be developed, a month-by-month schedule of the business of council for that year. This schedule could include:

- known tasks that are required to be completed each year, such as the declaration of school council membership by April 30, the endorsement of the Annual Implementation Plan and the Annual Report, and the annual public reporting meeting
- a schedule of policies that are due for review, and a timeline that spreads this work appropriately across the year and allows time for community consultation and additional research that may be required
- any significant events, including reviews and development of the School Strategic Plan
- other opportunities for community engagement, including fundraising, special school activities or similar events
- **discussion and completion of the School Council Self-Assessment Tool**, refer to the [School Council – Training and Good Governance, resources](https://www2.education.vic.gov.au/pal/school-council-training/resources) (<https://www2.education.vic.gov.au/pal/school-council-training/resources>). The outcomes of the self-assessment results can guide council in its identification of strengths and opportunities for support, development, recruitment of councillors.

President's email account

Principals are required to set up or update the department email account for the president. **To set up or update the account**, refer to [Education Mail](#) on the eduGate portal.

(<https://eduGate.eduweb.vic.gov.au/Services/IT/ITServices/edumail/Pages/default.aspx>) (login required).

To ensure school council presidents have access to relevant information, they are required to have and regularly use a department assigned email account. This enables them to receive important updates and endorse key documents in the SPOT.

Inducting and supporting new members, including student members on councils

New members of council benefit from support and encouragement to fulfil the duties of a school councillor. The information below outlines some suggestions on how school councils may support new council members including student members.

Some new members will be inexperienced with meetings and meeting procedures, including department language, meeting protocols and conventions, motions, agendas, asking questions and confidently arguing a case.

School council support may include:

- providing an experienced mentor, who can brief new members before and after meetings
- developing a supportive meeting structure that encourages participation
- the principal and president meeting with new members to discuss the role of school councillor
- provide new members with responsibilities that will ensure they are included and accountable.

These responsibilities may include membership of subcommittees and working groups.

School council support may also include participation in school council training and access to, and explanations of school documentation such as strategic plans, the Annual Implementation Plan, and budgets.

Other possible issues student members may face as they take their place on school council, include the management of their time with study, council and other commitments and the capacity to get to and from school council meetings in the evening.

The principal and/or school council president can liaise with student members' parents to ensure they are aware of requirements, meeting dates and times.

How to access school council training

The department continues to offer training either virtual live or face-to-face for all school council members, free of cost at the school's request. Training is based on the Improving School Governance materials, and covers the Governance, Finance, Strategic Planning, School Council President modules.

For all training options, videos, mini modules and activities, refer to the [School Council – Training and Good Governance, policy](#) (<https://www2.education.vic.gov.au/pal/school-council-training/policy>).

Managing conflicts of interest

Following school council elections, it is timely for principals, as executive officers on councils, to support the effective management of conflicts of interest.

A conflict of interest exists when there is an actual, perceived or potential conflict between a school council member's public duty and their private interests. In the case of a conflict of interest, the member must declare the conflict to the council and remove themselves from discussion or voting on the topic.

It might be that a close friend of a councillor is applying for a job, or a councillor's family business wants to tender for a contract. This personal connection or private interest can influence, or be perceived to influence, council's decision-making.

Failure to transparently identify, declare and manage conflicts of interest, including perceived conflicts of interest, can obviously impact community confidence in the council as an impartial and ethical decision-making body.

Actions required for school councils:

- In each council meeting, declaration of any conflicts of interest that arise from any items on the agenda should be a standing item on the agenda
- A declaration of interest can be declared at any time during the meeting and must be recorded in the meeting's minutes, alongside steps taken to manage the conflict
- **In addition to recording declarations in the minutes, school council members who are also department employees are required to complete a declaration** on the [EduPay page under 'My Declarations'](https://www.education.vic.gov.au/school/teachers/hr/Pages/edupay.aspx) (<https://www.education.vic.gov.au/school/teachers/hr/Pages/edupay.aspx>).
- Any councillor with a conflict of interest must not be present during the matter under discussion and not be present when a vote is taken on the matter
- Consider communicating to the community how the council addresses conflicts of interest. For example, letting the community know about the general steps in place to manage conflicts if and when they come up.

Actions for principals:

- Discuss the management of conflicts of interest at your next school council meeting, reminding councillors of this important obligation
- Table and distribute to the school councillors a one-page overview of their obligations. For further information refer to the ISG Governance module.

Code of Conduct for Directors of Victorian Public Entities is relevant to school council members and is referenced under the [School Council – Training and Good Governance, policy](https://www2.education.vic.gov.au/pal/school-council-training/policy) (<https://www2.education.vic.gov.au/pal/school-council-training/policy>).

Principals and school council presidents can seek advice and support on any integrity-related matters from the department's **Integrity Branch** on 03 7022 5400 or email the Integrity Branch at: integrity.enquiries@education.vic.gov.au.

Processes and procedures for fundraising

School council approves all fundraising planned for the school and school community, unless delegated to the principal. It is important that the purpose for the fundraising is agreed, before any activities begin, as funds must only be spent for the purposes for which they were raised.

If the fundraising involves a raffle or bingo, permission and instructions must be sought from [the Victorian Gambling and Casino Control Commission website](https://www.vgccc.vic.gov.au) (<https://www.vgccc.vic.gov.au>).

If the fundraising involves the sale of alcohol, permission and instructions must be sought from [Liquor Control Victoria](http://www.vic.gov.au/liquor) (www.vic.gov.au/liquor).

Any questions regarding school council's role in the fundraising process should be directed to the School Operations and Governance Unit, Operations and Governance via email, at: school.council@education.vic.gov.au.

Further fundraising information can also be located in the [School Council – Powers and Functions, guidance](https://www2.education.vic.gov.au/pal/school-council-powers-and-functions/guidance) (www2.education.vic.gov.au/pal/school-council-powers-and-functions/guidance).

Questions regarding the internal controls, recording funds raised in CASES21 or other related financial matters, please contact the Financial Services Division via email at: support@education.vic.gov.au.

Appendix F: nomination notification form

After the nomination period has closed, a notice showing the name of each candidate and nominator must be displayed in a prominent position at the school.

Principals may wish to use this form to inform the community of the names of the nominees and nominators received for the school council election:

Nominations received for the parent, school employee and/or student member positions for <i>(school name below)</i>
school council election <i>(year below)</i>

An election is to be conducted for members of the <i>(school name below)</i>
school council

The following nominations were received by 4.00pm on _____	(day, month, year).
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The name of the nominees, self-nomination or their nominator and the membership categories are as follows:

Parent member

Number of vacancies	_____
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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	_____

Name of nominees

Name of nominators

School employee member

Number of vacancies	_____
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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	_____

Name of nominees

Name of nominators

Student member

Number of vacancies	_____
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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	

Name of nominees

Name of nominators

Principal's signature

Date:	
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Co-option to a community member position on school council

The principal may wish to use this form when a new member is co-opted into a community vacancy on school council.

<i>(Name of school below)</i>			
school council, wish to co-opt <i>(name below)</i>			
into a community member position			
for the term of office from <i>(day, month, year)</i> .			to <i>(day, month, year)</i> .

Co-opted member's details

Name
Residential Address:
Contact phone <i>(mobile or landline)</i>:
Email:

Statement	Is <i>(Mark with an x)</i>	is not <i>(Mark with an x)</i>	Statement
The person co-opted			an employee of the Department of Education.

Name of nominator/principal/president <i>(below)</i>	of	school council. <i>(below)</i>
	of	

Co-opted member to complete:

I accept the co-option onto school council and I am prepared to serve as a community member of the above-named school council, for the term of office

Date <i>(below)</i>	to	Date <i>(below)</i>
	to	

I hereby declare that:

- I am not, and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of co-opted member:

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Date:

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The personal information provided in this form is collected as part of the school council co-option process. The information may be used to determine your eligibility as a member of council.

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.

If you choose not to give some or all of the information requested your co-option to join council may be withdrawn. If you have any queries about the school council membership please contact the principal.

Co-option to a casual vacancy on school council

The principal may wish to use this form when a new member is co-opted into a **casual vacancy** on school council.

(Name of school below)			
school council, wish to co-opt (name below)			
into a casual vacancy in the			
member category			
for the term of office from <i>(day, month, year)</i> .			to <i>(day, month, year)</i> .

Co-opted member's details

Name
Residential Address:
Contact phone (mobile or landline):
Email:

Statement	Is <i>(Mark with an x)</i>	is not <i>(Mark with an x)</i>	Statement
The person co-opted			an employee of the Department of Education.

Name of nominator/principal/president (below)	of	school council. (below)
	of	

Co-opted member to complete:

I accept the co-option onto school council and I am prepared to serve as a community member of the above-named school council, for the term of office

Date (below)	to	Date (below)
	to	

I hereby declare that:

- I am not, and have not been insolvent under administration within the last three years
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of co-opted member:

Date:

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