

2 Berend Street, Hampton East, Victoria 3188.
P.O. Box 2073, Moorabbin, Victoria 3189.
Ph: (03) 9555 6141, Fax: (03) 9532 2649
www.berendale.vic.edu.au

7 February 2017

Dear Parents

The School Council Election process is taking place this term. Parents provide important viewpoints and have valuable skills that assist in shaping the direction of the school. We require 2 parent representatives and 3 DET representatives.

School Council meet up to 8 times per year, generally on the 3rd Wednesday of each month.

We are now calling for parent nominations and must be lodged by 13 February 2017.

Attached are the following:

1. Notice of Election and Call for Nominations
2. Outline of the School Council Election Process and Timetable
3. Self- nomination form.

If you are considering being part of the school council you are able to self-nominate. Self nomination forms have been sent home to you. If two members of the one family wish to nominate they will be required to complete two separate self-nomination forms.

If you would like to discuss this further please feel free to call the school during school hours.

Kind Regards

Jennifer Hamilton
PRINCIPAL

Notice of Election and Call for Nominations

An election is to be conducted for members of the school council of Berendale School.

Nomination forms may be obtained from the school and must be lodged by 4.00 pm on 13/02/2017

The ballot will close at 4.00 pm on 23/02/2017

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 2017 and inclusive of the date of the declaration of the poll in 2019	2
DEECD employee member	From the day after the date of the declaration of the poll in 2017 to and inclusive of the date of the declaration of the poll in 2019	3

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.

Jennifer Hamilton

PRINCIPAL

School Council Election Process and Timetable

Berendale School	SCHOOL COUNCIL ELECTION PROCESS AND TIMTABLE
a) EVENT Note of election and call for nominations	DATE Tuesday 7 th February 2017
b) Closing date for nominations	Monday 13 February 2017
c) Date by which the list of candidates and nominators will be posted	Wednesday 15 February 2017
d) Date which ballot papers will be prepared and distributed	Thursday 16 February 2017
e) Close of ballot	Thursday 23 February 2017
f) Vote count	Friday 24 February 2017
g) Declaration of poll	Friday 24 February 2017
i) First council meeting to elect office bearers (the principal will preside)	Wednesday 1 March 2017

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

Berendale

..... school council.

Name :

Residential address:

Contact phone (mobile or landline):

Email:

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

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

Yes / No (please circle)

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

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

Signature of Candidate Date / /

You will be notified when your nomination has been received.

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

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

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

You can access your personal information by contacting the principal on

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