



Non-Teaching Staff Member Election Procedures	Location/Venue	Date & Time
Returning Officer – Kellie Pedemont (Administration Officer)		
The Returning Officer must give public notice of holding of an election not less than 28 days before the date of the election.	Staff Notices	27 February 2023
Final Date/time for receipt of nominations for School Council Membership. Nominations must be received 14 days prior to election date.		27 March 2023 4:00pm
Date of Non-Teaching Staff Election Time of Non-Teaching Staff Election	Bar/Dining TTC	17 April 2023 7:30am to 9:00am
Self-nomination forms available on PBC website or on SharePoint (Staff Notices). Email to Kellie Pedemont klped0@eq.edu.au		

To be eligible for election as a non-teaching staff member, a person must:

- Not be an official member
- Have not been convicted of an indictable offence, unless the Minister gives approval under the Act
- Be a non-teaching member of staff at the school

Term of Office: nominate for a two year term of office.

- Submit a completed nomination on time.
- After the final date for receipt of nominations, the returning officer must without unreasonable delay, prepare voting papers by setting out the names of the candidates in an order determined by lot
- At the meeting at which the election is to be conducted, the returning officer must give a voting paper to every person entitled to vote at the election
- The returning officer must record the name of each person to whom a voting paper is given at the meeting at which the election is conducted
- Each voter must deposit their completed voting paper into a sealed ballot box before leaving the meeting
- The returning officer must take such steps as considered necessary to ensure that only persons entitled to vote at an election have voted and that the secrecy of the ballot is preserved
- If fewer nominations received than required for elected members, the nominees are elected
- Each vote is counted and the successful nominees are to be notified via phone/email
- Successful nominees are published on the school website/parent newsletter and staff notices