



West Coast Steiner School Councillor Policy

Provenance	To be Reviewed	August 2020
	This Version	August 2017
	Related Documents	Constitution
	Version Number	Two
	Links With	
	Appendices	Appendix 1 Elected Councillor Nomination (New) 2017 Appendix 2 Elected Councillor Nomination (Existing) 2017 Appendix 3 Councillor Personal Details 2017 Appendix 4 Fit and Proper Person 2017 Appendix 5 Councillor Code of Conduct and Confidentiality

Policy Statement

This policy is to outline the roles and responsibilities of councillors for the West Coast Steiner School Association and provide the context in which councillors will operate. The following areas are covered:

- The Association's history
- The Council's and Councillor's role in the Association
- The specific roles for Councillors
- Council operational overview

Abbreviations & Definitions

ACNC.....	Australian Charities and Not-for-profits Commission
AGM.....	Annual General Meeting
ASIC.....	Australian Securities & Investments Commission
AISWA.....	Association of Independent Schools of Western Australia
Appointed Councillor.....	A Councillor appointed by the Council
Association.....	West Coast Steiner School Incorporated
BM.....	Business Manager (now SA, amalgamated with EC)
College of Teachers.....	A committee comprised of select group of teachers and the SA to oversee all pedagogical matters
DOC.....	Department of Commerce (formerly the DOCCP, Department of Commerce and Consumer Protection)
EC.....	Education Coordinator (now SA, amalgamated with BC)
EGM.....	Extraordinary General Meeting
Elected Councillor.....	A Councillor elected at the AGM
Executive Committee.....	Standing group of 'officers' (Chairperson, Vice Chair, Secretary, Treasurer, and School Administrator)
Faculty.....	The teaching staff as a group
SA.....	School Administrator (amalgamation of BM & EC)
School.....	The school run by the Association
SEA.....	Steiner Education Australia
WCSS.....	West Coast Steiner School Incorporated
WCSSCA.....	West Coast Steiner School Community Association

The West Coast Steiner School Incorporated

Organisational Overview

About Our School

The West Coast Steiner School (WCSS) is an independent urban Steiner school located in Nollamara, a dynamic multi-cultural suburb 10km from the Perth CBD. Some two decades ago, West Coast Steiner School was established by a group of parents with a shared belief in the Steiner philosophy and a desire to see children succeed in the world. In August this year, we celebrate 21 years of independent schooling, and a school that now provides a Steiner education for children from playgroup through to Class 6, with around 150 children in classes from six-year-old Kindergarten upwards.

“A life of learning” is a philosophy that represents our purpose as a school, the promise to our students, and the desire of their parents. We teach a curriculum that is designed to start a lifetime of learning. The curriculum is holistic, formative and relevant, whilst also being practical and ‘life’ based, its impact isn’t isolated to the short segment of life that students spend at our school. In fact, we believe that its value is much greater than that and in all aspects of life; it gives students the skills, knowledge and awareness to thrive as the truest possible version of themselves.

At West Coast Steiner School, we work as a collaborative team dedicated to delivering high standards in teaching and professional learning. We are committed to educating children within a community guided by goodness, beauty and truth, building strong connections between children, teachers, community and the world around us.

Our Organisation and Structure

The West Coast Steiner School Incorporated is a not-for-profit incorporated association and registered charity that operates the West Coast Steiner School. All parents and staff are automatically members of the Association.

Like most Steiner Schools, our school is self-administered. The West Coast Steiner School Incorporated’s Governing Body or School Council is constitutionally responsible for the governance of the School and delegates the authority for education, policy implementation and the management of the school to the School Administrator (Principal) in collaboration with The College of Teachers, Early Childhood and Primary Faculties and Administration Team. Within this constitutional framework, the school operates as follows:

The School Administrator (Principal) is employed by The WCSS Incorporated Council and is responsible for driving the WCSS Strategic Plan and for the daily management of the school, a collaborative process with the College of Teachers, Faculties and Administration Team.

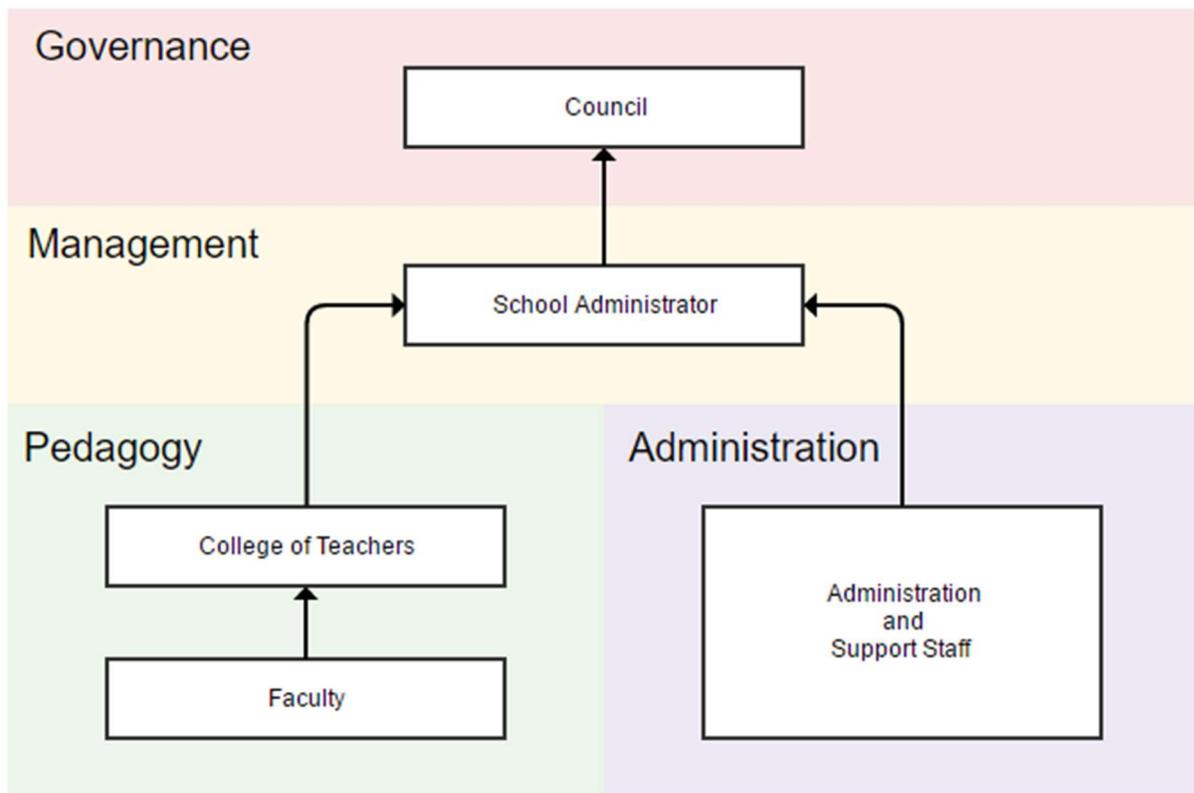
The College of Teachers is responsible for holding the pedagogical and cultural life of the school. Through its responsibility for the core pedagogical leadership of the School, the College of Teachers undertake to study and research educational questions informed by Anthroposophy and to actively engage in their own inner development - a collective commitment to carrying the spiritual impulse of the school and Steiner Education. The College of Teachers also carries an outer responsibility, the task of practical decision-making and guidance in pedagogical issues to include staffing and teacher assessment, as well as curriculum and student learning.

The Early Childhood and Primary Faculty Chairs provide leadership to the relevant faculties, determining faculty priorities, working with faculty to prepare the faculty programs, and supporting the discussion of pastoral issues and pedagogical questions as appropriate.

The Administration Team includes a Finance Officer, Enrolments Officer and Receptionist who support both the School Administrator and the teaching staff in the day to day practical and administrative running of the school.

In addition, the West Coast Steiner School Community Association (P&F), comprising parents with children enrolled at the school, work with the School Administrator and College of Teachers to enhance the education and social life of the school community as a whole, whilst also supporting the school in running fundraising activities, as appropriate.

Organisation Structure Diagram



Council

Role

The management of the business affairs and governance of the Association is vested in Council. The duties and responsibilities of the School Council are set out clearly in the Constitution but, in essence, they are to:

- Set the strategic vision, policies and procedures of the School.
- Oversee the Association's finances.
- Employ / dismiss and performance manage the School Administrator and ensure they are running the school in a legal and compliant manner.

With that consideration, the Council is effectively accountable legally, and to the Association, for:

- The smooth and legitimate operation of the school (within the confines of the law and the rules as laid out by the constitution)
- Achieving the objectives of the Association as defined in the constitution.

Governance vs Management

West Coast Steiner School's Council is one of governance, not management. The Council role is one of oversight and planning and is not involved in the day to day operations of the School.

Powers and Responsibilities

The execution of the Council's role is detailed in following sections.

General

- Take full responsibility for the administration and control of the Association
- Act as the committee of management of the Association
- Exercise all the powers of the association save those which must, under these rules or at law, be exercised by the Members in an AGM or EGM
- Set the broad direction and vision of the School
- The setting of the vision, and strategic direction of the School through the planning, compiling, reviewing and ongoing monitoring of a Strategic Plan
- Prepare, with the College of Teachers, a clear statement of the school's objectives
- Evaluating and reviewing Council performance (annually)
- Keeping full and accurate minutes of its meetings and those of its committees.
- Maintain an appropriate level of communication with other bodies and members of the school community.
- Identifying, evaluating, and reviewing the high-level risk management areas of the School

- Creating, contributing to and/or leading specific sub or ad-hoc committees as deemed necessary in consultation with the School Administrator (e.g., fundraising, recruitment, marketing, and the like)

Planning & Policies

- Setting and/or approving policies
- Provide strategic planning for the School including:
 - Developing, monitoring, and reviewing the objectives and targets of the strategic plan; and
 - Considering, approving, and monitoring human resource and asset management plans.
- Determine policies for the school which are in-line with the objects of the Associations including policies for the education, safety, welfare of students
- The Council is responsible for establishing and ratifying the policies under which the West Coast Steiner School will be managed
- Council is responsible for the creation / co-creation and ongoing review of several specific policies, documents and registers relating to governance as follows:
 - Councillor Policy
 - School Administrator HR Policies
 - Strategic Plan
 - Annual Budget
 - High Level Risk Management Policy
 - Financial Plan
 - Correspondence In Register (containing Govt letters received)
- The Council, in conjunction with the School Administrator, should maintain a policy file so that governing decisions made over a period of years may be readily available to subsequent Council Members and School Management

Financial

- Determine the application of the total financial resources available to the School including the regular review of the budget
- Determine and implement all expenditure on capital projects
- At the AGM, report to the school Association on the strategic plan, the finances of the School and the Operational plans and the Council's operations
- Raise money for school related purposes
- Financial oversight of all financial aspects of the school including the co-development of the annual budget and financial plan
- The Council has complete and final responsibility for the fiscal affairs of the school including assets represented by buildings and grounds

School Administrator

- Take responsibility for the employment, performance management, disciplining and dismissal of the School Administrator
- The hiring, performance management and dismissal of the School Administrator

- Ensuring the School Administrator manage the School using ethical and legally compliant methods to sustainably deliver an outstanding level of education and child development within an environment that assures the highest level of care

Grounds & Facilities

- Take responsibility for overseeing the proper care and maintenance of any property owned by the Association
- Perform such functions as necessary to establish and conduct, or arrange for the conduct of facilities and services to enhance the education, development, care, safety, health or welfare of Association employees and student

Community

- Educating the School community about the role of Council and Councillor requirements should there be interest in joining Council

Composition

The Council is comprised of elected councillors and appointed councillors as required to provide specific expertise to Council.

Councillors are not required to be members of the Association, and thus can be member of the community at large.

Elected Councillors

Elected Councillors have voting rights and are elected at the annual AGM, as required, if vacancies are available. The specifics of election and nomination is covered in the section Nomination and Election.

The composition of the elected Councillors is (with a required minimum of 6 Elected Councillors):

- A Chairperson
- A Vice-Chairperson
- A Secretary
- A Treasurer
- 2 to 6 Ordinary Councillors

Appointed Councillors

Appointed Councillors are appointed to represent specific aspects of the School or to provide expertise or knowledge to the Council. In general, appointed Councillors, do not have voting rights and there is no specific requirement for or limitation placed on the number of appointed Councillors.

In practice the following roles are present on the Council:

- School Administrator – ex-officio, without voting rights
- A delegate from the College of Teachers – ex-officio, without voting rights
- A delegate from WSCCA – **with** voting rights

Any additionally appointed Councillors do not have voting rights.

Executive Committee

The Executive Committee is a standing group of “officers”, including Chairperson, Vice Chair, Secretary, and Treasurer plus the School Administrator.

This group meets before each Council meeting to set the agenda, as appropriate.

Legislation, Government and Guidance

Legislation & Standards

The following legislation governs the operation of the School, a broad explanation of our obligation is included in the section Government Bodies. Councillors are required to familiarise themselves with the follow legislation and standards.

- The Associations Incorporation Act 2015 (DOC)
- School Education Act 1999 (DES)
- School Education Regulations 2000 (DES)
- Registration Standards and Other Requirements for Non-Government Schools 2017 (DES)
- Australian Charities and Not-for-profits Commission Act 2012 (ACNC)

Government Bodies

Department of Education Services (DES)

The Department of Education Services offers important services to education in Western Australia, supporting universities, schools, international education providers and training systems.

The DES is responsible for administering the legislation that is applied to educational services, which includes determining a school's eligibility for registration.

For the School to be eligible it must comply with:

- Guide to the Registration Standards and Other Requirements for Non-Government Schools 2017
- School Education Act 1999
- School Education Regulations 2000

The Association's responsibilities to the DES are:

- To observe the standards throughout the period of their registration.
- Notify the Director General of DES of any changes to the membership of the governing body or the constitution (Notification form) (Statutory Declaration).
- Comply with any conditions and directions on the school registration certificate.
- Provide information on request within the given timeline.
- Surrender expired, replaced or cancelled registration certificates.
- Report Critical incidents within 48 hours, and maintain a Critical Incidents Policy and procedure.
- Be accountable for the school's performance and manage the performance of the principal.
- Comply with the requirements of the Act and be prosecuted in the event of breaches.

Department of Commerce (DOC)

The Department of Commerce is responsible for administering the Associations Incorporation Act 2015, under which the Association is registered.

The Associations Incorporation Act 2015 outlines the many obligations that we are required to maintain. To provide a very high-level overview, our responsibilities include:

- Holding the AGM
- Presenting annual accounts at the AGM
- Keeping sufficient records
- Maintaining a register of members
- Reporting, annually, back to the DOC

Australian Charities and Not-for-profits Commission (ACNC)

The Australian Charities and Not-for-profits Commission is the independent national regulator of charities.

The ACNC is responsible for administering the Australian Charities and Not-for-profits Commission Act 2012.

The Association's responsibilities are to provide the following up-to-date information:

- Legal name and address
- Board member details
- The Constitution

And:

- Keeping sufficient records
- Report annually
- Provide a copy of the "Governance For Good" booklet to all Councillors

Guiding Organisations

The Association has membership in the following organisation. The role of these organisation, in part, is to provide information and support to the Council, this is available to each Council member.

Each Councillor is encouraged to access the member's area (a login will be required) and review the supplied documents.

Association of Independent Schools of Western Australia (AISWA)

The Association of Independent Schools was established in 1962 as a non-profit organisation to support, represent and promote the interests of Independent Schools.

AISWA provides the extensive resources in the following areas:

- Governance
- Policy Guidelines

- Compliance
- Grants
- Workplace Relations

In addition to governance topics, AISWA, provide guidance in Teaching & Learning and Inclusivity & Wellbeing.

Steiner Education Australia (SEA)

Steiner Education Australia is the not for profit national association/peak body representing over 40 Steiner/Waldorf schools and 10 Associate members throughout the states and territories of Australia.

Steiner Education Australia supports, advocates, promotes and represents the free and healthy development of Steiner education in contemporary, diverse contexts.

SEA provide the following resources:

- Australian Steiner Curriculum Framework
- Governance and Management resources

Councillor Role & Responsibilities

General Role

A Councillor's general role is outlined below.

- A Councillor's first obligation is to become informed about the school's history, goals, current operations, and concerns
- A Councillors should come to meetings prepared, having read the minutes of previous meetings and other pertinent material
- Councillors have an obligation to participate in the consideration / debates of all issues before the Council. Only through the sharing of diverse opinions can constructive decisions be reached
- The Council as a whole sets policy. An individual Councillors should never seek to impose a personal agenda on the Council
- Councillors must take particular care to separate the interests of the school from any of their own interests
- No Councillors may discuss with an outside party differing views that may have been expressed at Council meetings nor who expressed them
- A Councillors must work collaboratively with fellow Councillors in a spirit of harmony and co-operation despite differences of opinion that may arise
- Councillors sit on the Council as individuals charged with furthering the interests of the Association as a whole and not those of any particular section of the Association
- Councillors must accept that their membership places special constraints on them as a member of the Association. Councillors must, in particular, exercise caution in conversations with others regarding school affairs, being ready to listen to opinions and to support the Council consensus.
- Councillors have a responsibility to support the Council actively and to demonstrate that support within the school community.
- Councillors must at all times ensure that their decisions are consistent with the ethos of the school.

Volunteering / Working in the School

Councillors (as with all Association members) may also act as volunteers for management, offering services where they think appropriate, or responding to a direct request from management. These, however, are not in the role of Councillor, but as willing volunteer/community members.

The exception to this is when the school is either short-handed (e.g. when School Administrator is not active, or a position is vacant), or when the school is in crisis and requires more direct hands on involvement from Council.

In these extreme exceptions, Council must discuss and agree how the Council role will temporarily change (who, how, and for how long they will assume "management duties" in lieu of Councillor duties).

Unity

We are one body, not a collection of individuals.

Each member provides differing perspectives and keeps us fresh, but, once we have come to a decision, we must communicate that decision and the thinking behind it to the community as one perspective, even if you, as an individual, had a different preferred direction.

Actively Helping Hands

Councillors are not simply observers or providers of opinion.

On average Councillors contribute between 80 to 120 hours of active participation beyond meetings to further Council key focus areas and projects throughout the year.

Project leaders are appointed by Council and it is expected that they take ownership of and run with a project until the desired outcome is achieved. If a Councillor has specialised skills, and experience for a task it is expected that they become the project lead for that task.

Project leaders remain accountable for the project from end to end irrespective of whether they have delegated work to others and the work has not been done.

Project Leaders are expected to report on the status of their project at each Council Meeting.

It is critical that each councillor actively participate and contribute to the various projects available through their tenure.

Shared Load

Not everyone can be involved in everything. This is not a hierarchical thing, but a need to share out the load, which is expressly recommended by SEA.

To do this we form ad hoc sub-committees, have empowered an exec team, and assign projects to individual Councillors as well.

We all need to be informed of what each other is doing, but we all don't need to be directly involved in the decision-making processes of those groups.

To do so would undermine our ability to achieve our goals, while not necessarily increasing the quality of the fewer things we do achieve.

Focus

As a Council, we are not responsible for those things that have been empowered to Management. If such agenda items come up, it is the responsibility of the Chairperson (or others, if not noted by the Chairperson) to stop discussion on such matters.

We have a full complement of staff and by involving Council directly in Management matters, we risk disempower them, to our undoing.

Momentum

It is tempting as a new Councillor to want to revisit milestones achieved earlier in our strategic plan. This is natural and expected. We cannot allow ourselves to go back to square one each time a new Council is formed.

To catch up on what has been done and help continue our momentum, see the strategy document as well as the minutes since its inception to understand where we are and what lies ahead.

Consensus

Steiner Education Australia (SEA) states that Steiner Councils have healthy debate, but seek consensus. This is our aim, and we are successful in this 90%+ of the time. This takes a mindset of cooperation.

When we are unable to reach consensus, we sometimes are forced to go to a vote in the interest of moving forward and tacking our other priorities.

Mutual Respect

We must treat each other with respect during meetings, which includes not interrupting, holding private conversations when someone is speaking, or indicating your disagreement non-verbally while someone has the floor.

We must see each other as human at all times, even when we don't agree.

Promptness

Council meetings are heavy matters. We've learned that after two hours, we lose the engagement of the group, and can't make good decisions. To avoid meetings running long, and to respect our colleagues, it is essential to start as planned.

Council meetings will start exactly on time, even if we are missing a few people, as this ensures a culture of respect and helps us achieve our goals.

Please don't feel as if you aren't welcome once a meeting has started, but at the same time, don't feel disrespected when you find the meeting has already begun.

Team Over Ego

For the sake of reaching consensus, if you find your perspective has already been voiced, avoid the temptation to repeat it in your own words. This doesn't further our output as a team.

If the group, in the end, ends up with a direction different than your own, that's our outcome - please don't take it personally.

Conduct & Confidentiality

Councillor Code of Conduct and Confidentiality

All councillors are required to agree and adhere to the Councillor Code of Conduct and Confidentiality.

The Code of Conduct & Confidentiality is issued to each new council and must be returned signed before their first meeting.

The code, as reproduced from the Constitution, is as follows:

- I. Act in the best interests of the School

- II. Uphold the values, aims and objects, and good reputation, of the School
- III. Embrace and be willing to further their understanding of Steiner Education
- IV. Behave with honesty and integrity, respect and accountability
- V. Demonstrate high standards of ethical behaviour and responsiveness to the needs and aspirations of the School
- VI. Create policies in order to achieve the delivery of fair, effective, impartial and courteous service to stakeholders of the School
- VII. Expect, support and develop high standards of leadership
- VIII. Act with due care and diligence
- IX. Treat other Council Members, staff, students, parents, Members of the Association and others with respect and courtesy and without harassment, discrimination or intolerance
- X. Act within the requirements of all applicable Commonwealth and State laws and satisfy all common law obligations and responsibilities
- XI. Maintain appropriate confidentiality of, and accountability for, the acts of the Council
- XII. Disclose and take all reasonable steps to avoid any conflict of interest in connection with the operations or activities of the Association
- XIII. Use the assets and resources of the association in a proper and accountable manner
- XIV. Make decisions about the allocation of assets and resources of the School applying the principle that merit is the primary matter considered
- XV. Not make any improper use of information obtained as Council Members or gain or seek to gain a direct or indirect pecuniary benefit or material advantage for any Member, Council Member or employee or any related person, to the detriment of the Association
- XVI. Not cause or permit any act with intent to deceive or defraud the association, any Member of the Association or any other person
- XVII. Not provide false or misleading information in response to any request for information relating to the official activities of the Council.
- XVIII. Keep confidential all confidential information and endeavour to prevent disclosure to any person. I acknowledge that harm may be caused to the Association by unauthorized disclosure of confidential information.
- XIX. Not make a copy or other record of confidential information except in the proper performance of Councillor duties.
- XX. All confidential information being solely and exclusively the intellectual property of the Association.
- XXI. Maintain these obligations in respect to confidential information notwithstanding the withdrawal or termination of membership of the Association.

As with many aspects of Council we approach the Code of Conduct from a point of view of mutual trust and respect and thus it is up to each Councillor to adhere to the above code.

It the case where a breach of the code is observed or reported, the breach must be brought to the Chairperson or Council, to be brought before Council, discussed, and voted upon. Possibly consequences include eviction from Council, reprimand/warning, and probation.

Conflict of Interest

It is the responsibility of each Councillor to disclose and take all reasonable steps to avoid any conflict of interest in connection with the operations or activities of the Association.

Councillors are given the opportunity to disclose any conflict of interest at the beginning of each Council Meeting and at any time in writing to the Chairperson.

In the event a conflict of interest is disclosed at a meeting (or in advance) the Councillor must remove themselves from any discussion held regarding the subject and therefore forfeit their ability to vote on any subject which references the conflict of interest.

In any such cases, the following action must be taken:

- noted in the meeting minutes where a conflict of interest has been raised
- the Councillor in question must disclose the nature and extent of their interest in the matter at the next general meeting of the association (Associations Incorporation Act 2015)

Specific Roles Definitions

The following responsibilities held by the specific roles are in addition to the general Councillor role.

General Councillor Role

Councillors are required to take on specific projects or leadership for key governance areas as determined by need and as appropriate to their skills and experience.

Chair

The chairperson is usually the formal 'voice' of the association and is responsible for the overall coordination of the activities of the association.

The chair is responsible for:

- chairing meetings;
- signing documents on behalf of the association;
- ensuring all relevant information is made available to committee members;
- ensuring the association is run according to its rules and any other strategic plan that has been agreed to;
- voice of council to the Association;
- provide guidance to the SA;
- assess council nominees as to their fit and proper standing (as outlined by DES)
- resolving disputes and grievances;
- initiating projects;
- overseeing activities and projects; and
- representing the association at external meetings and events.

In fulfilling these responsibilities, it is customary for the chair person to hold regular meeting with the School Administrator.

Vice-Chair

In the chairperson's absence, the vice-chairperson is to assume the responsibilities of the Chair.

Secretary

The secretary is responsible for day-to-day administrative tasks which include:

- maintaining the register of members;
- arranging meetings;
- assisting the chairperson to prepare the agenda;
- sending out notices for meetings;
- keeping minutes and records;
- attending to correspondence;
- making sure all letters and other documents are appropriately filed;
- maintaining custody of all books, documents, records, and registers of the association.

Treasurer

The treasurer is responsible for overseeing the finances of the association. This involves:

- Direct involvement of:
 - monitoring the financial position and financial performance of the association;
 - keeping committee members informed of the financial position and financial performance of the association;
 - preparing and presenting statutory financial statements to the Annual General Meeting;
 - preparing the annual budget;
- Overseeing management's in respect to:
 - maintaining all financial records;
 - allocating funds;
 - developing budgets for new projects;
 - making payments and bank deposits;
 - maintaining custody of all securities, books and documents of a financial nature.

WCSSCA delegate

The WCSSCA delegate is additionally responsible for representing and reporting on the activities of WCSSCA.

School Administrator

The School Administrator is responsible for reporting on school activities. The report should cover:

- School activities in general (both pedagogically and administratively)
- Critical incidences
- Disclosures relating to mandatory reporting
- Receipt of any incoming correspondence from Government Departments received by the School
- Any other additional incidence of note

College of Teachers delegate

The College of Teachers delegate is responsible for representing and reporting on the activities of the College of Teachers, as well as providing insight from the point of view of a Steiner trained educator.

Ordinary Councillor

Ordinary Councillors have no additional responsibilities.

Training Opportunities

Councillors are each given a copy of the Councillor Policy on becoming a new Councillor. This Policy is the first stage of training as it contains all information a Councillor initially requires. From here, there is the opportunity for Councillors to attend workshops and additional training courses as deemed relevant and where budget allows for those looking for additional growth, e.g.

- Briefing for the Board (AISWA)
- Sea Glam Conference (SEA)

It is an expectation that when a whole of Council workshops is organised that all Councillors attend and where individual Councillors attend individual workshops that they share any relevant feedback at the following Council meeting attended.

Council Development, Term and Succession Planning

As described in the constitution, terms for Councillors are two years, with the Chair person to stay on as a non-officer role for at least a year after relinquishing their officer role.

Councillors interested in becoming an officer are encouraged to take on significant projects during the year to develop their leadership skills, create links to the community, and work at the hands dirty level with the School Administrator and the management team.

Process for leaving Council

Councillors generally vacate their positions at an AGM, however, there may be circumstances where this happens prior.

If this is the case, then the Council should be notified as far in advance as is possible.

Nomination and Election

A call for nominations will take place up to 2 months before or no less than 2 weeks prior to the AGM, or at the discretion of the Chairperson.

Candidates can only be drawn from the Association Members.

Nomination Process

To nominate for election the following process must be followed.

Step 1 Meet with Council Chairperson

All candidates must meet with the Chairperson for an informal interview.

The purpose of this is:

- To inform the candidate of the general roles and responsibilities of a Councillor
- To reveal skills or benefits that the candidate can offer to the Council
- For the Chairperson to informally assess the fitness of the candidate

Step 2 Complete and submit Nomination Forms

The following forms must be submitted:

- WCSS Incorporated Nomination Form for New Members 2017 (Appendix 1)
Or
WCSS Incorporated Nomination Form for Existing Members 2017 (Appendix 2)
- WCSS Incorporated Nominee Personal Details 2017 (Appendix 3)
- WCSS Incorporated Fit and Proper Member Declaration 2017 (Appendix 4)
- A curriculum vitae outlining your qualifications, experience and career history to date.
- A Volunteer National Police Check Consent Form.

Step 3 Fit and Proper Check

A representative of Council will perform the following checks:

- Volunteer national police check
- ASIC banned and disqualified check

If the above checks are satisfactory, the candidate can stand for election.

Election

During the AGM Elected Councillors are elected or appointed, from the pool of from the nominees.

If there is only one candidate for a position, the candidate will be appointed by motion of the Association members.

If there are multiple candidates for a position a secret ballot is held, as outlined in the Constitution.

Appointment Requirements

All Councillor appointments are conditional on the signing and agreement to the Councillor Code of Conduct and Confidentiality (Appendix 5).

Failure to sign and agree will void the appointment and the position will be considered vacant for re-election.

Induction

Newly elected Councillors are provided with the following document:

- Constitution
- Councillor Policy
- School Strategic Plan
- Current Annual Financial Report
- Inc: A Guide for Incorporated Associations in Western Australia (DOC)
- Governance for good - the ACNC's guide for charity board members Council Operation (ACNC)
- Guide to the Registration Standards and Other Requirements for Non-government Schools (DES)

Meetings

Council meetings are chaired by the Chairperson as described in the Constitution, though significant portions may be led by varying members of the Council.

For example, the School Administrator plays a major role in updating Council in how their obligations are met through the highlighting of key items within their detailed reports to Councillors.

In general meetings, will follow a predetermined agenda and not run longer than 2 hours.

Agenda items procedure

Agenda items are addressed in the following manner:

- Agenda item is declared, the issue to discuss clarified by the Chair (or their delegate), and an ideal time for completing that agenda item set
- Presentation, if appropriate, is then conducted by the appropriate party (e.g. the Treasurer's report presented)
- Open discussion is conducted, seeking representation of all cogent feelings, but not requiring everyone with an opinion already stated to be restated
- If a decision is to be made, a show of hands may be requested to see how close the group is to consensus. If consensus hasn't yet been achieved, the parties outside the majority are asked to clarify their issues and resolutions and compromises are brainstormed. If, after exceeding the time set aside (depending on the urgency), the Chair may either call for a vote (not ideal and should only be reserved when all else is exhausted), a deferment until next Council meeting, or the creation of a sub-committee (ad hoc) to explore the problem in more detail between meetings to be reported back to Council where the process continues as above.

Pre-Reading

Pre-reading is issued to Councillors at least five business days before the meeting such that Councillors can review the material in detail, reserving actual meeting time for the discussion of those items, rather than the explanation thereof.

Pre-reading may include information updates that aren't planned for discussion in the meeting, pre-reading to inform decision making and discussion for items that will be on the agenda, and the agenda itself.

Agenda Formation

The Executive Committee meet before each Council meeting to set the agenda, based on a standard template, with the goal of issuing the agenda and any pre-reading material to Councillor at least 5 business days before the meeting.

Agenda Item Requests

Agenda item requests are required to be more than “one liners” and clearly stipulate the purpose of why they are suggested and their objective. Where applicable agenda item requests may be accompanied by background and pre-reading information.

Agenda item requests may come from

- the Councillors
- the Community
- Needs of management to be discussed
- Possible issues related to the school's operation and tracking versus the strategic plan

From this information, the Executive Committee sets the agenda and sends out the pre-reading to the Councillors, targeting at least 5 business days before the meeting.

Request Evaluation

The evaluation of requests is prioritised as follows:

- Items that are instrumental to the effective achievement of the WCSS mission, and are NOT management level responsibilities already under the effective control of the School Administrator
- Items that are instrumental, normally under the purview of management, but aren't being handled in a satisfactory manner
- Items that involve changes to major policy owing to legislative changes or to meet or align with legislative requirements
- Items that involve changes to the Constitution, Mission, or Values
- Items that involve changes to the Strategic Plan
- Items that involve Governance of the school, such as the hiring or firing of the School Administrator
- Items related to risk management
- Items related to financial performance outside of the normal budgeting operation

- Items related to fundraising
- Items that do not meet the above criteria, but have been requested as agenda items by management for input and/or decision
- Items not above raised by the community or Councillors.

Appendix 1



The West Coast Steiner School Incorporated Elected Councillor Nomination (New) 2017

Full Name:

Position Nominating for:

In a brief statement (maximum 200 words), please outline the relevant skills, qualifications, experience and qualities you would bring to the West Coast Steiner School Incorporated Council.

In accordance with the West Coast Steiner School Incorporated's Constitution

two Association Members (i.e. WCSS staff and/or parents of the school) are required to nominate candidates for elected positions on Council.

Nominated by:

Name (print clearly):

Signature:

Date:

Seconded by:

Name (print clearly):

Signature:

Date:

- I understand that the details from this nomination form, together with my statement, will be provide to all those eligible to vote in the West Coast Steiner School Incorporated Council election process as outlined in the school constitution.

- I understand that the term for Elected Councillors is two years.
- I have read the list of requirements for nominees and put myself forward as a 'fit and proper' person to join the West Coast Steiner School Incorporated Council.
- I agree to act in accordance with the constitution of the school and legislation of the Commonwealth and State.

Nominee Signature:

Nominee Name:

Date:

Appendix 2



The West Coast Steiner School Incorporated Elected Councillor Nomination (Existing) 2017

Full Name:

Position Nominating for:

In a brief statement (maximum 200 words), please outline/consider

- The relevant skills, qualifications, experience and qualities you bring to the West Coast Steiner School Incorporated Council.
- How long you have been on Council?
- Your key contribution(s) whilst on Council.
- Why you want to remain on Council?

In accordance with the West Coast Steiner School Incorporated's Constitution two Association Members (i.e. WCSS staff and/or parents of the school) are required to nominate candidates for elected positions on Council.

Nominated by:

Name (print clearly):

Signature:

Date:

Seconded by:

Name (print clearly):

Signature:

Date:

- I understand that the details from this nomination form, together with my statement, will be provide to all those eligible to vote in the West Coast Steiner School Incorporated Council election process as outlined in the

school constitution.

- I understand that the term for Elected Councillors is two years.*
- I have read the list of requirements for nominees and put myself forward as a 'fit and proper' person to join the West Coast Steiner School Incorporated Council.
- I agree to act in accordance with the constitution of the school and legislation of the Commonwealth and State.

Nominee Signature:

Nominee Name:

Date:

* Please indicate if you are unable to remain on Council for the full two year term.

Appendix 3



West Coast Steiner School Incorporated Councillor Personal Details 2017

Please provide the following personal details for our records and to enable a Volunteer National Police Check to be requested, as appropriate;

Title:

Surname:

First Name(s):

Gender: M / F

Other Names Known By:

Date of Birth:

Country of Birth:

Suburb/Town of Birth:

State of Birth:

Do you currently hold a WA Motor Drivers Licence: Y / N

Licence Number:

Do you currently have a WA Working With Children Card (WWCC): Y / N

Please provide full details,

Contact Telephone Number:

Email Address:

Residential Address:

Is this address also your postal address? : Y / N

If No, please detail your postal address also:

If you have lived at a different residential address from that above within the past 5 years please also provide up to three previous addresses and approximate dates you resided there.



The West Coast Steiner School Incorporated 'Fit and Proper Person' 2017

It is a requirement that all Councillors (also referred to as Board, Managing Committee or Governing Body Members) are assessed to ensure that they are 'fit and proper persons' to carry out their duties. This is outlined in three key pieces of legislation that govern the operation of our school;

- i) the Associations Incorporation Act 2015,
- ii) the Australian Charities & Not-for-Profits Act 2012 (Cth) (ACNC Act), and,
- iii) the School Education Act 1999,

Associations Incorporation Act 2015

Under the Act a person is excluded from being on the managing committee, without special approval from the Commissioner for Consumer Protection, if they:

1. are bankrupt or their affairs are under insolvency laws;
2. have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last five years;
3. have been convicted of an offence involving fraud or dishonesty punishable by at least three months imprisonment in the last five years; or
4. have been convicted of an offence under section 127 of the Act, where a person has allowed an association to operate while insolvent in the last five years.

Australian Charities & Not-for-profits Commission Act 2012 (Cth) (ACNC Act)

Under Governance Standard 4, charities must be satisfied that their responsible persons (such as board or committee members, or trustees – what the *Australian Charities and Not-for-profits Commission Act 2012 (Cth) (ACNC Act)* calls 'responsible entities') are not disqualified from managing a corporation, nor disqualified by the ACNC from being a responsible person.

You may be disqualified from being a responsible person if you:

- have been disqualified by the ACNC in the past year, or

- are disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth). This may occur if you:
- have been convicted of certain offences, such as serious offences, dishonesty offences or other offences that can affect a corporation,
- are an undischarged bankrupt or are subject to a ‘personal insolvency agreement’ you have not followed, or
- have been disqualified by the Australian Securities and Investments Commission (ASIC), the Office of the Registrar of Aboriginal and Torres Strait Islander Corporations (ORIC), or an Australian or New Zealand court.

School Education Act 1999

Section 160 of the School Education Act 1999 requires that governing body members be ‘fit and proper persons’. Under the Act The Director General of the Department of Education Services is entitled to be satisfied that each member of the school’s governing body is a fit and proper person to operate a school. Your own prior conduct is one aspect of this. Another aspect is the prior conduct of any person “related” to you: Section 160(1)(c) of the Act

Note that “related” means that you and another person or company are in one or more of the following relationships;

- employer and employee
- business partners
- director of a body corporate and the body corporate
- involved in the control or management of a body corporate and the body corporate
- holds an interest in at least 5% of the share capital of the body corporate and the body corporate
- trustee or beneficiary: as listed in section 160(5) of the Act.

‘Related’ does not refer to a family member unless the family member is also related in one or more of the ways listed above.

Assessment of ‘Fit and Proper Persons’.

In order to satisfy the requirements of this legislation, and to ensure an appropriately skilled and functioning committee is appointed, a number of

different means of assessment are employed to determine that each potential Councillor is a ‘fit and proper person’.

With regard to prior conduct;

- Searching the Australian Securities and Investment Commission (ASIC) Disqualified Persons Register.
- Searching the Australian Charities and Not-for-profits Commission (ACNC) Register of Disqualified Persons.
- Obtaining an appropriate Police Clearance Check.
- Citing a valid Western Australia Working With Children Card (WWCC) for those currently employed working with children.
- Completion of a personal declaration (below) by the nominee.

With regard to the assessment of relevant skills, qualifications, experience and qualities to become a Councillor;

- An initial meeting with the current Council Chairperson.
- Provision of a brief Curriculum Vitae by the nominee.
- Provision of a Nominating Statement by the nominee.
- Review of the information gained from the above against the approved “list of requirements” for the role of a Councillor, as outlined in the WCCS Incorporated Constitution (Rule 10 c)) and further communicated by the Chairperson to the community in March 2017.
- Review of the information gained from the above against the Councillor Code of Conduct and Confidentiality for Councillors, as outlined in the WCSS Incorporated Constitution (Rule 11).
- Review of the information gained from the above against the Duty of Councillors, as outlined in the WCSS Incorporated Constitution (Rule 13).

The West Coast Steiner School Incorporated ‘Fit and Proper Person’ Declaration 2017

I, [name]

of [address]

.....

.....,

declare that:

- I am eligible to serve and am not disqualified from serving on a management committee, council or board of directors in accordance with the Associations Incorporation Act 2015 (WA) sections 39 and 40,
- I am eligible to serve and am not disqualified from serving on a management committee, council or board of directors in accordance with the Corporations Act 2001 (Cth) Part 2D.6,
- I am eligible to serve am not disqualified from serving on a management committee, council or board of directors in accordance with the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) Division 279,
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a ‘responsible entity’) of a registered charity.
- I am not aware of having a relevant relationship with a person or company who has been convicted within the last five years or, if convicted and imprisoned, released within the last five years, in respect of an offence involving fraud, theft or breach of a fiduciary relationship, however described, whether committed in Australia or elsewhere.
- I have never been refused a Working With Children Card (WWCC) or its equivalent in Australia or any other country, except on the basis that I was not engaged in child-related work (Note: in WA this refusal includes being issued with an interim negative notice or a negative notice under the *Working with Children (Criminal Record Checking) Act 2004*);
- As an adult, I have never been convicted of a criminal offence, not including traffic or driving offences, in Australia or any other country.
- I am not currently facing outstanding criminal charges in Australia or any other country, where ‘outstanding’ means having been charged but not yet tried, convicted, acquitted or sentenced.

While I am a Council member of the West Coast Steiner School Incorporated I agree to notify the Chairperson with immediate effect if any of the statements in this declaration are no longer true.

Declared at: [location]

.....

.....

On: [date]

.....

Nominee Signature:

.....

Nominee Name:

.....



The West Coast Steiner School Incorporated Councillor Code of Conduct and Confidentiality

I hereby declare that in exercising my power and discharging my duty as a West Coast Steiner School Council member that I agree to:

1. Act in the best interests of the school.
2. Uphold the values, aims, and objects, and good reputation of the school.
3. Embrace and be willing to further my understanding of Steiner education.
4. Behave with honesty and integrity, respect and accountability.
5. Demonstrate high standards of ethical behaviour and responsiveness to the needs and aspirations of the school.
6. Create policies in order to achieve the delivery of fair, effective, impartial and courteous service to stakeholders of the school.
7. Expect, support and develop high standards of leadership.
8. Act with due care and diligence.
9. Treat other Council members, staff, students, parents, members of the Association and others with respect and courtesy and without harassment, discrimination or intolerance.
10. Act within the requirements of all applicable Commonwealth and State laws and satisfy all common law obligations and responsibilities
11. Maintain appropriate confidentiality of, and accountability for, the acts of the council
12. Disclose and take all reasonable steps to avoid any conflict of interest in connection with the operations or activities of the Association.
13. Use the assets and resources of the association in a proper and accountable manner.
14. Make decisions about the allocation of assets and resources of the school applying the principle that merit is the primary matter considered.
15. Not make any improper use of or disclose information obtained as a council member or gain or seek to gain a direct or indirect pecuniary benefit or material advantage for any member, Council member or employee or any related person, to the detriment of the Association.
16. Not cause or permit any act with intent to deceive or defraud the Association, any member of the Association or any other person.
17. Not provide false or misleading information in response to any request for information relating to the official activities of the council.

18. Keep confidential all confidential information and endeavour to prevent disclosure to any person. I acknowledge that harm may be caused to the association by unauthorized disclosure of confidential information.
19. Not make a copy or other record of confidential information except in the proper performance of Councillor duties.
20. All confidential information being solely and exclusively the intellectual property of the Association.
21. Maintain these obligations in respect to confidential information notwithstanding the withdrawal or termination of membership of the Association.

Nominee Signature:

Nominee Name:

Date: