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CANDIDATE HANDBOOK  
2019 TRIENNIAL SECTOR ELECTIONS

Teaching Council of Aotearoa New Zealand

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Returning officer:



Dale Ofsoske, Election Services

Level 2, 198 Federal Street, Auckland Central 1010

PO Box 5135, Wellesley Street, Auckland 1141

Phone - 09 973 5212 or 0800 922 822

Email - [dale.ofsoske@electionservices.co.nz](mailto:dale.ofsoske@electionservices.co.nz)

Website - [www.electionservices.co.nz](http://www.electionservices.co.nz)

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# Introduction

## Introduction

This booklet outlines information which will be of interest to you as a prospective candidate in the 2019 Teaching Council of Aotearoa New Zealand Elections.

Prospective candidates or other persons requiring more detailed information should contact the Returning Officer, or refer to the Teaching Council of Aotearoa New Zealand Election Rules 2018 (the Rules), which are available from the Returning Officer, or the Teaching Council of Aotearoa New Zealand (Teaching Council) website [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz).

The Council's website also contains additional information about its functions, which may be of interest to prospective candidates.

## Returning Officer

The Teaching Council has appointed Dale Ofoske from Election Services as Returning Officer for the 2019 Election. This means that Election Services will be handling all matters relating to the election. Election Services is based in Auckland and the election administration will be undertaken from there.

The role of the Returning Officer is to carry out any functions under the Election Rules that are agreed upon between the Teaching Council and the Returning Officer, and to follow accepted electoral principles designed to provide:

- fair and effective representation
- for all qualified persons to -
  - i) cast an informed vote
  - ii) nominate a candidate
  - iii) accept nomination as a candidate
- confidence in, and understanding of, the electoral process through -
  - i) regular election cycle

- ii) independently managed elections
- iii) choice of voters and secrecy of the vote
- iv) transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes

## Voting method

The Election is being conducted using electronic voting. Voting documents and any notices will be issued electronically. Provision is also made for postal voting in certain circumstances.

## Electoral system

The electoral system will be single transferable vote. This is a preferential voting system where voters get one vote, but can rank as many or as few candidates as they wish.

## Voting period

The voting period will be Monday 4 March 2019 to 12 noon Tuesday 26 March 2019.

## Election Details

Elections will be held for seven (7) sector representatives on the Teaching Council. One representative will be elected from the following sectors:

- Early childhood education teachers
- Primary teachers
- Secondary teachers
- Teacher educators
- Primary principals
- Secondary principals
- Early childhood education service leaders

## Election timetable

Friday 23 November 2018	Issue Notice of Election (email and post)
Friday 23 November 2018	Nominations Open
Friday 25 January 2019	Nominations Close
Friday 8 February 2019	Issue Candidate List (email and post)
Friday 22 February 2019	Cut-off date for final Electoral Roll
Tuesday 26 February 2019	Issue final Electoral Roll to Teaching Council - publish on website
Monday 4 March 2019	Issue voting information (email and post)
Monday 4 March 2019	Voting Opens
Tuesday 26 March 2019	Voting closes (12 noon)
Tuesday 26 March 2019	Issue results to Teaching Council - publish on website
Monday 1 July 2019	Elected members take office

# Nominations

## Candidate qualifications

To be nominated as a candidate, a person **must** be a:

- teacher representing the early childhood education sector; or
- teacher representing the primary education sector; or
- teacher representing the secondary education sector; or
- teacher educator working in the fields of initial and ongoing teacher education; or
- principal representing the primary education sector; or
- principal representing the secondary education sector; or
- early childhood education service leader, representing leadership in the early childhood education sector

Each of the elected members must be a registered teacher holding a current practising certificate, except the teacher educator, who need not hold a current practising certificate but must:

- be a registered teacher; and
- have 5 or more years of experience in the field of initial teacher education or ongoing teacher education, or both; and
- be currently working in one of those fields.

A nomination of a person as a candidate for election as an elected member is not valid unless:

1. the person who made the nomination is:
  - i) entitled to vote; and
  - ii) currently (or was most recently) employed in the same sector as the candidate they are nominating; and
2. the nomination is seconded by a person who:
  - i) is entitled to vote; and
  - ii) is currently (or was most recently) employed in the same sector as the candidate whose nomination they are seconding; and

iii) is not the person who nominated the candidate

**A candidate may be nominated for only 1 sector.**

## Nomination papers

Each nomination must be made on the appropriate nomination paper available from Friday 23 November 2018 by:

- downloading from [www.electionservices.co.nz](http://www.electionservices.co.nz)
- phoning 0800 922 822
- emailing [info@electionservices.co.nz](mailto:info@electionservices.co.nz)

Candidates must also submit a resumé, and may submit a profile statement and photo with their nomination paper.

Section 3 gives further information and guidelines about the candidate profile statement and photo.

The resumé, profile statement and photo are collated by the Returning Officer into a profile booklet which will be forwarded to eligible voters with their voting documents.

## Lodgement of nomination papers

**Nominations close at 12 noon Friday 25 January 2019.**

Nomination papers must be received by the Returning Officer no later than the above time and date.

All fields on the nomination paper must be completed.

Completed nomination papers should be scanned and emailed to the Returning Officer at [nominations@electionservices.co.nz](mailto:nominations@electionservices.co.nz).

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Alternatively, completed nomination papers may be posted to the Returning Officer, Teaching Council of Aotearoa New Zealand, PO Box 5135, Wellesley Street, Auckland 1141, but should they be received by the Returning Officer after the close of nominations, the nomination will be invalid.

Nomination papers that are downloaded from the website must be printed out. All nomination papers must be completed, signed by the candidate, the nominator and seconder and emailed or posted to the Returning Officer.

The candidate resumé, profile statement and candidate photo must be submitted at the same time as the nomination paper.

**Please lodge your nomination paper early.**

The lodgement of nomination papers should not be left to the last minute. Should a nomination paper be lodged late on the morning nominations close, and be incorrectly completed or refer to an ineligible nominator or seconder, there may be insufficient time to correct the situation and the nomination paper could be invalidated.

Once lodged, nomination papers are checked to ensure the nominator and seconder are on the appropriate Sector Electoral Roll.

Confirmation by email of an accepted nomination will be given to each candidate as soon as the nomination paper is verified.

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### **After close of nominations**

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Once nominations have closed, a full list of all candidates will be published on the Teaching Council website, [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz), and sent via email to all eligible voters.

If an election is required (i.e. there is more than one candidate in any sector), candidate names will appear in alphabetical order on the voting document.

Candidate names will appear on the voting document with Surname first, followed by first name(s), i.e.

**SURNAME**, Firstname

Voting documents will be distributed by email to eligible voters on Monday 4 March 2019, with voting closing at 12 noon on Tuesday 26 March 2019.

Provision is also made for postal voting in certain circumstances.

## Candidate profile statements

The Teaching Council of Aotearoa New Zealand Election Rules 2018 state that each candidate must provide a candidate resumé and may provide a candidate profile statement and photo with their nomination paper. These are collated by the Returning Officer and forwarded to eligible voters in a candidate profile booklet with the voting papers, and included on the online voting site.

### Candidate profile statement & resumé

All fields on the nomination paper, including the resumé must be completed:

Full name *
Location *
Academic qualifications *
Current position (including title, brief description of role and length of time role held) *
Active teaching experience (including roles, institutions and dates) *
Governance experience (including organisations, roles and dates) *
Personal interests *

\* does not count toward word limit

The candidate profile statement:

- Must not exceed 150 words. The 150 word limit will be strictly enforced. Please check the word limit before submitting your nomination.
- Must be plain black text, without formatting. Candidates may include an email address or website address, but these will each be counted as one word as part of the 150 word limit.
- Must be in either English (150 words) or te reo Māori (150 words), and may also be translated into Māori or English.

- May include a translation into another language of the candidate's choice, but no additional words are permitted for this translation - i.e. if in English or Māori and another language, can only be a total of 150 words.
- Must be confined to information about the candidate, and the candidate's policies and intentions if elected.
- May include a recent (less than one year old) passport size photograph of the candidate only, i.e. a head and shoulders shot.

The candidate profile statement and/or candidate photo, if submitted, must be submitted at the same time as the nomination paper.

A photo, if submitted with the nomination by email, should be an image file (e.g. jpg), 600 dpi.

A photo, if submitted with the nomination by post/hand delivered, should be good quality.

If there is no profile statement or photo from a candidate, then the following text will be printed in the profile booklet:

"No Profile Statement provided" or "No Photo provided."

### Review of candidate profile statements

If the Returning Officer is not satisfied that a candidate profile statement complies with the Election Rules, the Returning Officer will, as soon as practicable, return the statement to the candidate and specify his concerns and the reasons.



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The candidate will then need to submit an amended candidate profile statement to the Returning Officer by Tuesday 29 January 2019.

A candidate is to be treated as having failed to provide a candidate profile statement, if the candidate:

- Fails to submit an amended candidate profile statement within the time agreed with the Returning Officer, or
- Submits an amended candidate profile statement that, in the opinion of the Returning Officer, does not comply with the requirements.

Candidates must sign a statutory declaration that states that their candidate profile statement is true and correct to the best of their knowledge.

The Returning Officer is not required to verify or investigate any information included in a candidate profile statement. The Returning Officer will take no responsibility for the accuracy of the content, and a disclaimer concerning the accuracy of the information contained in the statements will be published in the profile statement booklet.

# Candidate code of conduct

Applicable during the 2019 Teaching Council of Aotearoa New Zealand Election.

## Purpose of the code

1. One of the fundamental principles governing the Teaching Council of Aotearoa New Zealand is that governance of the Council is exercised in part by teachers who have the right to participate in the Council election.
2. To give effect to this principle, the Council must do its best to ensure that the election is conducted in a fair and impartial way and that teachers have the opportunity to exercise their voting right free from improper influences.
3. The purpose of the code is to set out some commonsense principles and standards to assist with maintaining the highest level of integrity in relation to the Council election.
4. The objective of this Code of Conduct is to allow candidates to vigorously put their views to teachers with a minimum of restriction while still:
  - (a) Ensuring that campaigning by candidates for the Council is carried out in an honest and fair way
  - (b) Protecting the interests of the Council and its ability to achieve its purpose; and
  - (c) Protecting the standing and reputation of its Council members, staff, and teachers.
5. This Code of Conduct is not intended to discourage fair and truthful comment and debate.

## Terms of the code

1. In meeting the above objectives, the following represent minimum standards which must be adhered to by candidates during the period beginning from the time a candidate's nomination is sent to the Returning Officer and ending on completion of the relevant election.
2. Generally candidates must provide teachers with truthful and fair campaigns and conduct themselves in a manner conducive to a civil, issue-orientated exchange with their fellow candidates.
3. Candidates must act in good faith and in what they honestly believe to be in the best interests of the Council.
4. Generally candidates are expected to focus on:
  - (a) Issues affecting the ability of the Council to carry out its stated purpose and objectives;
  - (b) The expertise and attributes that they will bring to the position of Council member rather than on the personalities of other candidates or existing Council members.
5. Each candidate must do all of the following:
  - (a) Be respectful of other candidates and not make any statements relating to other candidates that are defamatory;
  - (b) Keep all of the Council's confidential information confidential;
  - (c) Promote compliance, and comply in all respects, with the Election Rules;

- (d) Report to the Returning Officer any breaches known to them of the Election Rules or this document;
  - (e) Refer all media enquiries about the election to the Returning Officer.
6. Candidates must not do any of the following:
- (a) Make any statements that undermine the integrity of the election process;
  - (b) Make any media statement about the Returning Officer or the conduct of the election;
  - (c) Carry out or participate in any action, or make any statement that might cause harm or loss to the Council;
  - (d) Carry out or participate in any action, or make any statement that might bring the Council, or any Council member, employee or teacher into disrepute;
  - (e) Except as expressly permitted by the Council, use any property or resources of the Council for campaign purposes. This includes using images of premises, logos, brands and other intellectual property;
  - (f) Misrepresent, or mislead teachers as to their qualifications, position or experience;
  - (g) Misrepresent, or mislead teachers as to the qualifications, position or experience of other candidates;
  - (h) Offer or imply any inducement to any teacher in exchange for that teacher's vote.

Any queries on this Code of Conduct for candidates must be directed to the Returning Officer.

## FAQs about the election

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### What are the key election dates?

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- Initial notice emailed to registered members on Friday 23 November 2018.
- Nominations open on Friday 23 November 2018.
- Nominations close at 12 noon on Friday 25 January 2019.
- Cut-off date for electoral roll is Friday 22 February 2019.
- Voting information emailed and posted on Monday 4 March 2019.
- Voting closes at 12 noon on Tuesday 26 March 2019.
- Results will be declared on the afternoon of Tuesday 26 March 2019.

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### When I receive my initial email what do I do?

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- The initial notice or email is to alert you that there is going to be an election for Teaching Council board members representing seven sectors between 4 March 2019 and 12 noon 26 March 2019 and that nominations are open.
- If you do not receive the initial notice, check that the Teaching Council has an up-to-date email address for you.
- If you would like to stand for election or nominate someone to stand for election you will need to complete the relevant nomination form for your sector.
- You can contact the Returning Officer on the Election Helpline **0800 922 822** or by email at [info@electionservices.co.nz](mailto:info@electionservices.co.nz).

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### How do I change my details?

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- Use the change of details form on the website ([www.educationcouncil.org.nz](http://www.educationcouncil.org.nz)) or call the

Teaching Council on (04) 471 0852.

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### Who is the Returning Officer and what is his role?

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- The appointed Returning Officer is Dale Ofoske from Election Services. The Returning Officer is responsible for:
  - Issuing election notices
  - Preparing the electoral roll
  - Designing nomination and voting material
  - Notifying the list of candidates
  - Issuing the voting documents
  - Processing votes
  - Destroying the voting documents after the prescribed period of time has elapsed.

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### Why would I need to contact the Returning Officer?

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- The Returning Officer is available to assist with any questions about standing for election or the election process. You can contact the Returning Officer on the Election Helpline **0800 922 822** or by email at [info@electionservices.co.nz](mailto:info@electionservices.co.nz).
- If you would like to request a nomination paper or voting documents.
- If your details were out-of-date and you did not receive the information issued.
- If you have an issue or a concern with an aspect of the election.

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### How can I get a nomination paper?

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- Nomination papers will be available to download from [www.electionservices.co.nz/TeachingCouncil/](http://www.electionservices.co.nz/TeachingCouncil/) or on request from the Returning Officer from 23 November 2018.
- You can contact the Returning Officer on the Election Helpline 0800 922 822 or by email at [info@electionservices.co.nz](mailto:info@electionservices.co.nz).

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### **Who is eligible to nominate a candidate?**

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- A candidate must be nominated and seconded by 2 people who are entitled to vote (on the Teaching Council electoral roll) and are currently (or most recently) employed in the same sector as the candidate they are nominating.

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### **Who is entitled to vote?**

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- A person is entitled to vote for candidates in the sector they work in, if their name is on the electoral roll.
- However, a person may not vote for a candidate in a sector unless, when they vote, they make a declaration to the Returning Officer that they are entitled to vote in that sector because:
  - (a) they are a registered teacher or a currently authorised person; and
  - (b) where applicable, they hold a current practising certificate; and
  - (c) they are currently (or most recently) employed in that sector.

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### **What happens if there is only one nomination for a given sector?**

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- If this happens then, providing the nomination is valid, the candidate will be declared elected unopposed, and no election will be required for that sector.

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### **What happens if there are no nominations for a sector?**

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- The election for that sector would be readvertised, until either only one nomination is received or an election is held.

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### **I am a newly registered teacher - can I vote?**

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- Yes, if, as at the cut off date of 22 February 2019 you will on election day (26 March 2019) be registered and hold a current practising certificate you will be eligible to vote.

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### **I have recently retired (or I have recently left the teaching profession), but I am registered and hold a current practising certificate - can I vote?**

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- Yes, if, as at the cut off date of 22 February 2019, you will on election day be registered and hold a current practising certificate, you will be eligible to vote. You will be asked to declare which sector you most recently worked in.

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### **I am out of New Zealand during the voting period - how can I vote?**

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- If the Teaching Council has your current email address, you will receive your voting documents and voting information by email. As long as you have access to your email while overseas then you will be able to vote online.

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### **Can I vote online?**

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- Yes, online voting is the preferred method of voting. Please ensure the Teaching Council has an up to date email address for you.

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### **How do I check if I am registered and hold a current practising certificate?**

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- Go to the Teaching Council website and look up the online register at [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz)

- Your school or centre should also have a record of your practising certificate expiry date.
- **All enquiries about current registration or applications for registration should be made to the Teaching Council at [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz)**

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### **I am primary trained, but have been working for the last few years in the secondary sector. Which sector do I vote in?**

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- You should vote in the sector you are working in.

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### **I am a registered teacher, but I am without a current practising certificate. Can I vote?**

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- The only sector you can vote in if you do not hold a current practising certificate or Limited Authority to Teach is the teacher educator sector. However, you must be working in that sector to be able to vote.

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### **Can candidates provide profile statements?**

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- Yes, a candidate resumé must be completed with the nomination and candidates are encouraged to also supply a profile statement of up to 150 words and a recent photograph.
- It is not mandatory for a candidate to supply a profile statement and photograph.
- The candidate profile statements will be subject to review by the Returning Officer who will not accept any statement that is derogatory or defamatory or could cause confusion to voters.
- The candidate profile statements will be collated by the Returning Officer and forwarded to eligible voters in a candidate profile booklet

with the voting documents and included on the online voting site.

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### **How many candidates can I vote for?**

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- One, in the sector that you are currently or most recently working in.
- One member will be elected from each of the seven sectors:
  - Early childhood education teachers
  - Primary teachers
  - Secondary teachers
  - Teacher educators
  - Primary principals
  - Secondary principals
  - Early childhood education service leaders

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### **If I'm a candidate is there a limit on election campaign expenditure?**

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- No, there is no limit on the amount you can spend.

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### **What happens if I change my mind and want to withdraw as a candidate?**

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- A candidate may, at any time before election day, withdraw their candidacy from the election by written notice to the Returning Officer. However, if they withdraw after Monday 4 March 2019 (when voting commences), it will not be possible to remove their name from the voting site. Any votes received for a candidate who has withdrawn, but whose name is still on the voting site, will be deemed to be invalid.

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### **What voting system will be used for the election?**

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- The voting system will be Single Transferrable Vote, which requires you (the voter) to rank the candidates in the order of your preference (i.e. placing a 1 in the box next to your first preference, a 2 next to your second preference and so on).

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## **What voting method will be used?**

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- The voting method will be online voting. Voting information will be emailed to eligible voters on Monday 4 March 2019.
- Provision is also made for postal voting in certain circumstances.

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## **When and where will the votes be counted?**

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- Votes will be captured and processed during the voting period (in the presence of a Justice of the Peace), but the counting (or tallying) of votes will happen once voting closes (12 noon Tuesday 26 March 2019).
- The processing of votes will take place in the offices of Election Services in Auckland.
- Results will be placed on the Teaching Council website, [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz), as soon as possible after the close of voting (expected to be by 3pm).

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## **If I'm a candidate, can I appoint a scrutineer?**

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- Yes, each candidate may appoint 1 scrutineer. Appointment must be in writing prior to Thursday 21 February 2019.
- Scrutineers can observe the counting of preferences, but only after voting closes at 12 noon, Tuesday 26 March 2019.

**If you have any other questions relating to the election, please contact the election hotline:**

**0800 922 822**  
or email  
**[info@electionservices.co.nz](mailto:info@electionservices.co.nz)**

# Campaigning, electoral roll and results

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## Campaigning

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- The elections will be held under the single transferable voting system by online voting.
- Election campaigning can commence at any time after 23 November 2018.
- No election material can contain any untrue statement, be defamatory of any candidate or calculated to influence the vote of any elector.
- No election material may contain an imitation voting paper, which has the names of the candidates with any direction or indication as to the candidate a person should vote for, or in any way contain such direction or indication likely to influence the voter.
- Postal voting documents are not permitted to be collected from electors by candidates or persons on their behalf. Each elector is required to post or deliver his or her own voting document to the Returning Officer.
- Candidates should also be aware that there is a Code of Conduct in place for the election.
- Candidates must comply with this Code (see section 5 of this handbook).
- Any acts committed by candidates that are in breach of the Code of Conduct for candidates may result in their disqualification from the election.
- Any acts committed by candidates that constitute criminal offences will be referred to the Police for their action.

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## Electoral roll

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The electoral roll will contain a searchable database of eligible voters and will be available to view on the Teaching Council website ([www.educationcouncil.org.nz](http://www.educationcouncil.org.nz)) from 22 February 2019.

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## Results

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The Teaching Council will be notified of the election results as soon as practicable after the close of voting on Tuesday 26 March 2019, expected to be by 3pm.

The election results will be placed on the Teaching Council website:

[www.educationcouncil.org.nz](http://www.educationcouncil.org.nz)



# Scrutineers

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## Rules

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Teaching Council of Aotearoa New Zealand Election Rules 2018.

### Part 7

#### Processing preferences

##### 25 Candidate may appoint scrutineer

1. Each candidate may, by written notice to the returning officer at least 7 working days before the commencement of the voting period, appoint 1 scrutineer.
2. The role of a scrutineer is to observe the counting of preferences.
3. A candidate in the election may not be a scrutineer in that election.

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## Processing of votes

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The Election Rules 2018 allow candidates to appoint scrutineers to oversee certain parts of the vote processing. A form to appoint a scrutineer can be obtained from Election Services, by emailing [info@electionservices.co.nz](mailto:info@electionservices.co.nz).

For this election, the Returning Officer (with the staff at Election Services) will process/capture votes during the voting period under the supervision of a Justice of the Peace in the offices of Election Services, at Level 2, 198 Federal Street, Auckland.

Most votes will be received by online voting as the majority of eligible voters will have the election voting information emailed to them.

Provision is also made for postal voting in certain circumstances.

Returned postal voting documents will also be processed (batched, opened, checked, scanned/captured twice and reconciled) during the voting period.

A Justice of the Peace will be present to ensure the accuracy and secrecy of the voting process is maintained at all times and will sign a declaration at the end of the process declaring all processes have been undertaken correctly.

It is expected that most of the votes will be captured/processed by the close of voting on Tuesday 26 March 2019.

# Teaching Council of Aotearoa New Zealand Structure

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## Structure

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The Teaching Council comprises 13 members as follows:

- (a) 6 members appointed by the Minister of Education in accordance with clause 1 of Schedule 21 of the Education Act 1989 (the Act);
- (b) 7 elected members, being:
  - (i) 1 teacher representing the early childhood education sector, elected by teachers from that sector; and
  - (ii) 1 teacher representing the primary education sector, elected by teachers from that sector; and
  - (iii) 1 teacher representing the secondary education sector, elected by teachers from that sector; and
  - (iv) 1 teacher educator, elected by registered teachers working in the fields of initial and ongoing teacher education; and
  - (v) 1 principal representing the primary education sector, elected by principals from that sector; and
  - (vi) 1 principal representing the secondary education sector, elected by principals from that sector; and
  - (vii) 1 early childhood education service leader, representing leadership in the early childhood education sector, elected by leaders from that sector.

Each of the elected members must be a registered teacher holding a current practising certificate, except the teacher educator, who need not hold a current practising certificate but must:

- (a) be a registered teacher; and
- (b) have 5 or more years of experience in the field of initial teacher education or ongoing teacher education, or both; and
- (c) be currently working in one of those fields.

The Minister must appoint one of the members appointed or elected as chairperson.

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## Purpose

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### Functions (section 382 of the Act)

The functions of the Teaching Council are as follows:

- (a) to provide leadership to teachers and direction for the education profession;
- (b) to enhance the status of teachers and education leaders;
- (c) to identify and disseminate best practice in teaching and leadership and foster the education profession's continued development in light of research, and evidence of changes in society and technology;
- (d) to carry out the functions under Part 31 of the Act relating to teacher registration;
- (e) to establish and maintain any criteria for teacher registration under Part 31 of the Act that the Teaching Council considers necessary or desirable;
- (f) to establish and maintain standards for qualifications that lead to teacher registration;
- (g) to conduct, in conjunction with quality assurance agencies, approvals of teacher education programmes;

- 
- (h) to establish and maintain:
    - (i) standards for ongoing practice; and
    - (ii) criteria for the issue of practising certificates of different kinds.
  - (i) to ensure that appraisals made by professional leaders for the issue and renewal of practising certificates achieve a reasonable and consistent standard, by auditing and moderating the appraisals made for at least 10% of the practising certificates issued or renewed in each year;
  - (j) to establish and maintain a code of conduct for teachers under section 387 of the Act;
  - (k) to monitor and enforce the requirements relating to mandatory reporting in this Part and Part 31;
  - (l) to perform the disciplinary functions in this Part relating to teacher misconduct and reports of teacher convictions;
  - (m) to set the criteria for reporting serious misconduct and for reporting on competence issues;
  - (n) to perform the functions in this Part relating to teacher competence;
  - (o) to co-ordinate a system providing for the vetting by the Police of all teachers;
  - (p) to perform any other functions conferred on it by the Act or any other enactment.

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## Remuneration and Council Meetings

### Board Member Remuneration

Members are paid for attendance of and preparation for Board meetings, and for meetings of any other Council bodies they are members of.

### Board Members' Expenses

Each Board member is entitled to be paid for all actual and reasonable travelling, accommodation and other expenses incurred by the Board member in connection with his/her attendance at meetings or otherwise in connection with the Council.

### Board Meetings

Board meetings are typically held once a month (except in January) for one day, in Wellington. Generally they commence at 9.30am and finish at 3.00pm.

One week before each meeting agenda papers and other materials are circulated to the Board members.

### Other Committees and Meetings

Some Board members also sit on other committees, including the Risk, Audit & Finance Committee, Human Resources & Remuneration Committee, Complaints Assessment Committee, Disciplinary Tribunal, and Impairment Committee.