## School Council

## Steps to publish a notice in the Queensland Government Gazette

**Ratification of School Councils for all state schools, including Independent Public Schools**

1. Complete the script for ratification:

**NOTIFICATION OF SCHOOL COUNCILS APPROVED UNDER THE *EDUCATION (GENERAL PROVISIONS) ACT 2006***

The [insert name of school council] was established and approved on [insert date e.g. 12 February 2016] by the Principal, [insert school name] (as delegate of the Chief Executive, Department of Education to approve the school council) under the *Education (General Provisions) Act 2006* to take effect from the date of gazettal.

1. Submit the completed script to [gazette@hpw.qld.gov.au](mailto:gazette@hpw.qld.gov.au) by Wednesday noon for publishing on the Friday. The gazette is published every Friday except public holidays.

Note – After the script is submitted for publishing, a proof will be sent to you for checking/confirmation. There is a cost involved each time a notice is published in the gazette.

1. Keep a copy of the Gazette notice as a permanent record retained at the school.