APPENDIX A Managing council and board membership vacancies

In determining the composition (or the balance between membership categories), regard should be given to the nature of the student population of the school and the social, cultural, lingual, economic or geographic factors that may be relevant to the school.

Process for when a vacancy arises

1. The principal of the school invites nominations from persons in the membership category to fill the vacancy and makes information about the council or board available to prospective nominees. For example:
   - if there is a vacancy for a parent member, all parents are to be given the opportunity to nominate for election and the Parents and Citizens' Association should be provided with sufficient time to consider making a nomination for election
   - information about the council or board could be made available through the principal/chair, school website, factsheet.
2. The principal provides nominees for all categories of membership the prescribed nomination form (see Appendix B).
3. The principal conducts an election if the number of nominations exceeds the number of vacant positions, only in the following membership categories:
   - parents/adult students
   - staff of the school
   - students 15 years and over.
4. Where an election is required, all people who are eligible to nominate for a category are to be given the opportunity to vote for that category. For example, if there is an election for a parent member, all parents are to be given the opportunity to vote.
5. Prior to an appointment to the council or board, nominees (with the only exceptions being students under 18 years of age and existing Department of Education employees) undergo a National Police History Check. That is, before the announcement of the election result (where there has been an election) and before any confirmation of appointment is made.
6. The Screening Unit issues a Screening Clearance Number, or advises the nominee they have been refused clearance.+
7. The principal announces appointments as soon as practicable after a nominee is issued with a Screening Clearance Number.
8. The principal and Chair make arrangements for an induction.
9. The principal makes arrangements for the member to complete the mandatory training Accountable and Ethical Decision Making and Aboriginal and Torres Strait Islander Cultural Awareness during the lifetime of their tenure. Completion is recorded on the member's detail page in the CAB Register.

\+ Where a nominee has been refused clearance they inform the principal that they are unable to be on the council or board. They do not have to state the reason for being refused a clearance. The principal will refer to step 4 onwards.

Where a nominee refuses to undergo clearance or to complete the mandatory training, the principal is able to inform the member that they ineligible to be on the council or board. The principal will refer to step 1 onwards.

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees. (cc) BY

Casual vacancies
The same process is to be undertaken for a casual vacancy as for any other vacancy however the person appointed will only hold office for the remainder of the term of office which applied to the original office holder.

Information regarding the requirement for a National Police History Check is available at Screening.

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