

# Merit and local selection panel composition requirements

Panel composition refers to who is included on the panel for selecting a candidate for a vacancy. Panel composition depends on the position and length of the vacancy.

Panel chairpersons must make sure their panel meets the panel composition requirements outlined on this page.

Panel members must follow the [merit or local selection panel processes](#) relevant to the vacancy.

## Merit selection training

All panel members (excluding governing council and community representatives) must have completed merit selection training.

The training is available online and takes approximately 2 hours to complete. Once completed, the training can be accessed at any time for employees wanting to refresh their knowledge.

You can access the training from the links below:

- [Merit selection training for Education and Children's Services Act 2019 vacancies](#)
- [Merit selection training for Public Sector Act 2009 \(corporate\) vacancies](#)

## Corporate vacancies panel composition

### Vacancies greater than 12 months

#### Public Sector Act vacancies

You'll need 3 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members)
- peer panellist – an employee of the same or similar classification. This person should provide gender representation and in most cases will come from outside the business unit of the advertised vacancy.

To request a peer panellist list contact Corporate HR at [Education.CorporateHR@sa.gov.au](mailto:Education.CorporateHR@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

## Education and Children's Services Act section 121 vacancies

You'll need 3 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members)
- peer panellist – an employee of the same or similar classification. This person should provide gender representation and in most cases will come from outside the business unit of the advertised vacancy.

To request a peer panellist list contact Corporate HR at [Education.CorporateHR@sa.gov.au](mailto:Education.CorporateHR@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

## Seconded teacher vacancies

You'll need 3 panellists including:

- chairperson – line manager or nominee
- Australian Education Union (AEU) representative – nominated by the AEU president
- peer panellist – an employee of the same or similar classification. This person should provide gender representation and in most cases will come from outside the business unit where the vacancy is advertised.

To request a peer panellist contact Corporate HR at [Education.CorporateHR@sa.gov.au](mailto:Education.CorporateHR@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

To request an AEU representative contact the [Australian Education Union](#) (AEU) at [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au). If the AEU nomination has not been received within 14 days after calling for applications, the department may appoint an employee to the panel in place of an AEU representative. For more information refer to the [AEU representatives on promotional position panels](#) section on this page.

## Short-term vacancies (up to and including 12 months)

### Public Sector Act vacancies

You'll need 2 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members).

A 3-person panel is required for vacancies that are initially less than 12 months but that may be converted to ongoing. See Public Sector Act [vacancies greater than 12 months](#).

## Education and Children's Services Act section 121 vacancies

You'll need 2 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (they may be identified by the chairperson or nominated by staff members).

## Seconded teacher vacancies

You'll need 2 panellists including:

- chairperson – line manager or nominee
- employee representative – an employee with suitable knowledge of the role (this person may be identified by the chairperson or nominated by staff members).

# School and preschool based leadership vacancies panel composition

## Vacancies greater than 12 months

### Principal and preschool director vacancies

You'll need 4 panellists including:

- chairperson – education director or nominee
- Australian Education Union (AEU) representative – nominated by the AEU president
- peer panellist – an employee of the same or similar classification from a different site to the vacancy
- governing council representative – nominated by the school or preschool's governing council. This person does not need to be merit trained.

To request a peer panellist list contact Employee Relations at [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

To request an AEU representative contact the AEU at [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au). If the AEU nomination has not been received within 14 days after calling for applications, the department may appoint an employee to the panel in place of an AEU representative. For more information see the [AEU representatives on promotional position panels](#) section on this page.

### Other school-based leadership vacancies (deputy principal and band B leaders)

You'll need 3 panellists including:

- chairperson – principal or nominee
- Australian Education Union (AEU) representative – nominated by the AEU president
- peer panellist – an employee of the same or similar classification from a different site to the vacancy.

To request a peer panellist list contact your regional office. The peer does not have to be chosen from the list as long as they're merit trained.

To request an AEU representative contact the [Australian Education Union](#) at [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au). If the AEU nomination has not been received within 14 days after calling for applications, the department may appoint an employee to the panel in place of an AEU representative. For more information see the [AEU representatives on promotional position panels](#) section on this page.

## Short-term vacancies (up to and including 12 months)

### Principal vacancies less than 2 terms

You'll need 2 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the school.

### Principal vacancies greater than 2 terms and less than 12 months

You'll need 3 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the school
- governing council representative – nominated by the school's governing council. This person does not need to be merit trained.

### Preschool director vacancies

You'll need 2 panellists including:

- chairperson – education director or nominee
- staff representative – nominated by staff at the preschool or portfolio.

### Other school-based leadership vacancies (deputy principal and band B leader)

You'll need 2 panellists including

- chairperson – principal or nominee
- staff representative – nominated by staff at the school or preschool.

# Ancillary vacancies panel composition

## Vacancies greater than 12 months

### Aboriginal community education manager (ACEM) vacancies

You'll need 3 panellists including:

- chairperson – education director or nominee
- Aboriginal or Torres Strait Island employee or community representative – nominated by the school or community
- peer panellist – an employee of the same or similar classification who should provide gender representation.

To request a peer panellist list contact Employee Relations at [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

### Aboriginal community education officer (ACEO) vacancies

You'll need 3 panellists including:

- chairperson – principal or nominee
- Aboriginal or Torres Strait Island employee or community representative – nominated by the school or community
- peer panellist – an employee of the same or similar classification who should provide gender representation.

To request a peer panellist list contact Employee Relations at [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au). The peer does not have to be chosen from the list as long as they're merit trained.

### School support officer (SSO), government services employee (GSE) and early childhood worker (ECW) vacancies

You'll need 3 panellists including:

- chairperson – principal or nominee
- non-teaching staff representative – nominated by non-teaching staff
- teaching staff representative – nominated by teaching staff.

## Short-term vacancies (up to and including 12 months)

School support officer (SSO), government services employee (GSE), early childhood worker (ECW), Aboriginal community education manager (ACEM) and Aboriginal community education officer (ACEO)

You'll need 2 panellists including

- chairperson – principal or nominee
- staff representative – nominated by staff at the school or preschool.

## Teacher vacancies (local selection) panel composition

### School teachers

You'll need 2 panellists including:

- chairperson – principal or nominee
- Australian Education Union (AEU) representative – elected by financial AEU members on staff.

### Permanent relieving teachers (PRT)

You'll need 2 panellists including:

- chairperson – principal or nominee
- AEU representative – nominated by the AEU President (contact [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au))

### Preschool teachers

You'll need 2 panellists including:

- chairperson – preschool director or nominee
- Australian Education Union (AEU) representative – nominated by the AEU president (contact [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au)).

# Australian Education Union (AEU) representatives on promotional position panels

Notification of the AEU representatives for promotional vacancies must be received within 14 days of the advertisement. If the AEU does not provide a nomination within 14 days, section 106(3) of the [Education and Children's Services Act 2019](#), allows the Chief Executive (or delegate as detailed below) to appoint an officer of the teaching service to the panel, provided this appointee has been elected or nominated by officers of the teaching service. In practice, the officers electing or nominating the panelist are the officers of the teaching staff at the vacancy's school, preschool or business unit.

The Chief Executive's delegate for this purpose is as follows:

- principal and pre-school director vacancies - the relevant education director
- school-based leadership vacancies – the site principal
- seconded teacher vacancies – the line manager (may be a director, assistant director, channel manager or education director).

## Contact

### Employee Relations unit

Phone: 8226 1342

Email: [education.ecu@sa.gov.au](mailto:education.ecu@sa.gov.au)

## Related information

- [Recruiting teachers](#)
- [Recruiting preschool staff](#)
- [Recruiting ancillary staff](#)
- [Recruiting leaders](#)
- [Filling corporate vacancies](#)
- [Merit selection panel forms and templates](#)