

## Merit Instruction 3b

### Panel composition for Public Sector Act and Section 101B Education Act vacancies

Members of selection panels must, at all times, act, and be seen to act, ethically and independently in exercising their duties. This is a requirement beyond the obligation to accurately observe procedures.

It is the responsibility of the Chairperson to establish and manage a panel. The Chairperson is generally the line manager of the vacancy being advertised and must be of a higher classification than the role being filled.

All DECD employees participating on selection panels require current merit selection training.

#### Aboriginal representation

For any vacancy with an Aboriginal focus there should be Aboriginal representation on the panel wherever possible.

#### Gender representation

Gender representation on panels is required for externally advertised vacancies. If necessary, this may be achieved through the appointment of the peer panellist. However, owing to the workforce profile of the organisation, and the geographic location of some selection panels, it may not be possible to achieve male representation on some occasions.

In such circumstances the panel chairperson, after having made every reasonable effort to provide this representation, may choose to establish a panel that does not meet the gender representation requirement. The Chairperson must discuss this situation with their line manager before proceeding with the panel, and the line manager must be satisfied that all reasonable effort has been made to achieve gender representation.

For short-term vacancies (up to and including 12 months' duration) gender representation on selection panels is recommended wherever possible.

Further advice on this matter can be obtained from the Ethical Conduct Unit.

#### Vacancies of more than 12 months' duration or where a short-term position may be converted to ongoing

For vacancies of more than 12 months' duration or where a short-term position may be converted to ongoing, the panel should comprise

- Chairperson—Line Manager or nominee;
- peer panellist nominated by the Executive Director People and Culture;
- employee representative.

#### Optional panellist

The panel may include an employee or community/client representative where this is deemed necessary to ensure the panel includes appropriate representation and/or expertise.

The inclusion of a representative of the Australian Education Union on a Section 101B panel is at the discretion of the Chairperson.

It is important that consideration is given to the level and role of the position when including additional panel members to ensure that the panel is appropriate.

**Short-term vacancies of up to and including 12 months' duration**

Panels for short-term vacancies of up to and including 12 months' duration should comprise:

- Chairperson—Line Manager or nominee;
- employee representative.

**Ethical Conduct Unit**

**March 2016**