

Procedures Title: Procedures for filling Staff or Student Vacancies on University Advisory Boards

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1. Intent

The Procedures for filling Staff or Student Vacancies on the University Advisory Boards (the **Procedures**) support the University Statute No. 20 - ECU South West Campus (Bunbury) Advisory Board (the **Statute 20**) and the University Statute No. 15 - Advisory Board of the Western Australian Academy of Performing Arts (the **Statute 15**) and prescribes the procedural matters for the filling of a staff or student vacancy on the University Advisory Boards.

2. Organisational Scope

The Procedures are applicable to the University Advisory Boards as follows:

- The ECU South West Campus (Bunbury) Advisory Board (SWCAB); and
- The Advisory Board of the Western Australian Academy of Performing Arts (WAAPA Advisory Board), and together with SWCAB, the University Advisory Boards.

3. Definitions

Definitions and interpretations provided in Statutes 20 and 15, and the ECU Glossary apply to these Procedures.

4. Procedures – Content

Eligibility criteria

- 4.1. Eligibility to serve as a member of a University Advisory Board is set out in the University Statutes that govern the SWCAB and WAAPA Advisory Board.
- 4.2. The *Higher Education Standards Framework (Threshold Standards)* made under the *Tertiary Education Quality and Standards Agency Act 2011 (Cwlth)* require ECU to ensure that each member of its governing body is a fit and proper person. A candidate who is unable to complete a Fit and Proper Person Declaration to the Vice-Chancellor's satisfaction is ineligible for membership of Council or the Advisory Boards.
- 4.3. If the status of a member who has been appointed to a University Advisory Board changes such that the member no longer meets the criteria of the membership category to which the member was appointed, the member must advise the Chair as soon as possible.

Notice of impending term expiry

- 4.4. The University Secretary will ensure that the relevant Chair is informed of an impending membership term expiry at least two months prior to the date of expiry.

Appointments to vacant Staff or Student positions

- 4.5. Where there is a membership vacancy for a Staff or Student member on a University Advisory Board, the following appointment process will apply:
- 4.5.1. The University Secretary will issue a call for Expressions of Interest (EOI) from eligible Staff or Student members. The call for EOI is to be made:
- (i) within three (3) months following the occurrence of a casual vacancy; or
 - (ii) at least three (3) months before the expiry of the term of office of the current occupant or occupants.
- 4.5.2. A direct communication to eligible Staff or Student candidates will be undertaken and include the details on how to apply, the commencement date and duration of the membership term, and the closing date for the submission of applications. Further information on the EOI will be provided on the relevant ECU internet page. The content of the EOI form will include the following:
- Details of the Advisory Board and role of the Staff or Student position;
 - Confirmation of principal employment/enrolment location;
 - Details on the membership term of office;
 - Submission details of applications;
 - Request for personal details of the applicants which include name, staff/student number, contact information;
 - Questions on the applicant's involvement in their Campus community and the reasons for why they wish to serve on the Advisory Board;
 - Declaration and signature of the applicant.
- 4.5.3. The deadline for submission of the EOI applications will be at least fourteen (14) days from when the call for EOI is issued.
- 4.5.4. After the close of submission date of the EOI, the University Secretary will provide the Deputy Vice-Chancellor (Regional Futures) and Vice-President or Executive Dean of WAAPA (as applicable) with the EOI applications to review and to determine an appointment recommendation for consideration of the Governance and Nominations Committee. The Deputy Vice-Chancellor (Regional Futures) and Vice-President or Executive Dean, WAAPA (as applicable) is to consult with the Chair of their respective Advisory Board in determining the preferred candidate prior to submitting a recommendation to the Governance and Nominations Committee.
- 4.5.5. The Deputy Vice-Chancellor (Regional Futures) and Vice-President or the Executive Dean, WAAPA (as applicable) will submit their recommended candidate for appointment outlining the reasons for the proposed appointment for consideration by the Governance and Nominations Committee.
- 4.5.6. The Governance and Nominations Committee will make a recommendation to Council on the most suitable candidate for appointment to the vacancy.
- 4.5.7. All applicants will be advised of the outcome of the EOI process promptly after the appointment is considered by Council.

4.5.8. These procedures will be made publicly available for inspection by staff and students of the University.

5. Contact information

5.1. For queries relating to this document please contact:

Procedures Owner	University Secretary
All enquiries contact	University Secretary
Telephone:	(08) 6304 2016
Email address:	universitygovernance@ecu.edu.au

6. Approvals

Procedures approved by:	Vice-Chancellor
Date procedures first approved:	21 June 2022
Date last modified:	27 November 2023
Revision history:	27 November 2023 – removed reference to SWCAB Rules (repealed on 14 November 2023) and specified the authorised person who can exercise discretion in determining whether a candidate has satisfied requirements of TEQSA's Fit & Proper Person
Next revision due:	20 June 2025