



**CATHOLIC EDUCATION**  
COMMISSION OF WESTERN AUSTRALIA

Policy:	<b>Employment of a Principal's Near Relative</b>
Sub-Committee:	<b>Catholic Education Community Sub-Committee</b>
Originally Released:	<b>1989</b>
Date for Review:	<b>2017</b>

## 1. Rationale

The appointment or promotion of a near relative by a principal can give rise to particular difficulties. The principle that staff appointment processes be free from bias may be perceived as being compromised. Additionally, difficulties can arise in staff relationships and management when a Principal is in a position of managing a near relative.

## 2. Definitions

*Actual or perceived conflict of interest* exists where there is a perception that a decision making process is influenced because of an existing relationship between the parties involved.

*Exemption* is a temporary arrangement for a specific period of time.

*Near Relative* may be an immediate family member or a family relation of the principal, including, but not limited to, a parent, child, stepchild, sibling, grandparent, grandchild or spouse where the spouse is the lawful husband or wife of the principal.

## 3. Scope

This policy applies to all Catholic schools in Western Australia.

## 4. Principles

4.1 The appointment of a principal's near relative to a position at the school creates a potential conflict of interest.

## 5. Procedures

5.1 The Principal shall seek an exemption from the Executive Director of Catholic Education for his/her near relative to be appointed to any position at the school. A new exemption shall be required if a near relative subsequently seeks appointment to a promotional position in the school.

5.2 An exemption will only be granted if there are special circumstances which make it essential that the appointment of a near relative is made. Special circumstances may include a married couple living in a remote location, or other extreme situations.

5.3 The principal shall excuse himself/herself from the interview panel unless prior written exemption is obtained from the Executive Director.

## 6. References

*Equal Opportunity Act 1984 (WA)*

CECWA Harassment, Unlawful Discrimination, Victimisation and Bullying (Staff) policy

CECWA Appointment of Staff in Catholic Schools policy

CECWA Disputes and Complaints Resolution policy

## 7. Related Documents

Nil.

## 8. Review History

Year of Review:	Reviewed by:	Amendments/Review
1989	SPC	Originally Released
1997	SPC	Reviewed
2002	SPC	Reviewed
2007	SPC	Reviewed
2010	CECWA	Reformatted
2012	SPC	Reviewed
2017	CEWA Policy Group	Reformatted

## 9. Next Review

Year:	Sub-Committee Responsible
2018	Catholic Education Community Sub-Committee