

For Cabinet

[Paper Number]

[Board/Committee Name (e.g. Sentence Administration Board)]

[Appointment Title(s) (e.g. Chair, Member, Visiting Officer)]

[New appointment/re-appointment]

[Ministerial title, Name MLA]

Position <i>(e.g. Chair)</i>	Name <i>Marjorie Appointment</i>	Start Date <i>01/09/16</i>	Term <i>3 years</i>
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CABINET APPOINTMENT

TIMING	ROUTINE/PRIORITY <i>(If priority, please specify critical date and why)</i>
BASIS OF APPOINTMENT	
Terms of reference	TO BE INCLUDED AS ATTACHMENT A <i>(Include terms of reference (or equivalent information) for the board/committee at Attachment A)</i>
Statutory or non-Statutory appointment?	YES (Act name)/NO <i>(Is the board/committee created under legislation? If so, what Act?)</i>
Mandatory qualifications (for Statutory appointments only)	YES (specify)/NO <i>(Are there specific mandatory qualifications for appointees in line with the enabling legislation?)</i> <i>(Provide brief comment on any of the following that apply 1) who is responsible for making the appointment, 2) is it subject to any statutory conditions 3) does the position require or prohibit the appointment of a public servant?)</i>
Board appointment type	SPECIFY BOARD APPOINTMENT TYPE <i>(Is the appointment an Executive Appointment, Ministerial Appointment, Appointment by Director-General, Deemed Appointment - refer to Governance Principles Handbook for definitions)</i>
Selection process	MINISTERIAL/DIRECTORATE NOMINATION/PUBLIC ADVERT/OTHER <i>(Specify how suitable candidates were identified – public advert, ministerial nomination or administrative process – if applicable. Include any activities aimed at increasing the diversity of applications).</i>
Public servant appointment	YES/NO <i>(If Yes, refer to page 11 (Public Servants as Board Members) of the Governance Principles Handbook for further information. You should state in what capacity the public servant is being appointed – ex-officio, non-public employee (e.g. personal capacity) or other (please elaborate). Engaging a public servant may impact on the entity’s capacity to provide independent advice and/or create a conflict of interest. These matters should be carefully considered).</i>

SENSITIVE: CABINET

REMUNERATION																																										
Type/amount	<p><i>(Specify remuneration type: per diem, per meeting or per annum basis, dollar amount).</i></p> <p><i>Refer to http://www.remunerationtribunal.act.gov.au/determinations for more information.</i></p> <p><i>If the position is remunerated at rates above the threshold detailed below, and the proposed female representation is below 50%, then an outline of the steps taken to identify female candidates must be included in the main body of the paper.</i></p> <p><i>Threshold rates: \$400 (Per Diem), \$400 (Per meeting), \$26,000 (Per annum)</i></p>																																									
REPRESENTATION																																										
Gender balance	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">CURRENT</th> <th colspan="3">PROPOSED</th> </tr> <tr> <th>Female</th> <th>Male</th> <th>Other</th> <th>Female</th> <th>Male</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>(Specify the number of current female/male members on the board/committee and the proposed number following appointment of the new appointments).</i></p>	CURRENT			PROPOSED			Female	Male	Other	Female	Male	Other																													
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CANDIDATE PROFILE																																										
ACT community connection	<p>YES/NO</p> <p><i>(This requirement applies to the majority of appointments – an exception may apply where specific experience is required and not available within the ACT)</i></p> <p><i>(if YES, briefly specify (in no more than two sentences), the appointee(s) connection – see categories in the Governance Principles Handbook).</i></p>																																									
Current board/committee membership or other ACT appointment	<p>YES/NO</p> <p><i>(Is the appointee(s) also appointed to any other official position including any other board/committee or official position (e.g. the judiciary)? If YES, please specify the entity, its role and the appointee’s position in the relevant section of <u>Attachment B</u>).</i></p>																																									
ANNOUNCEMENT																																										
Public announcement?	<p>YES/NO</p> <p><i>(If Yes, by Minister or directorate and in what form (e.g. media release)?</i></p>																																									

SENSITIVE: CABINET

CONSULTATION	
Assembly Standing Committee	YES (specify Assembly Standing Committee to be consulted)/NO <i>(ALL statutory appointments and re-appointments must be referred to the appropriate Legislative Assembly Standing Committee. Some exceptions apply – refer to Governance Principles Handbook.</i>
Office for Women	CONSULTATION OUTCOME <i>(The Office for Women must be consulted on all appointments and re-appointments – 02 6205 0515).</i>
Office of Multicultural Affairs	CONSULTATION OUTCOME <i>(The Office of Multicultural Affairs should be consulted on all appointments and re-appointments – 02 6207 0555).</i>
Office for Aboriginal and Torres Strait Islander Affairs	CONSULTATION OUTCOME <i>(The Office of Aboriginal and Torres Strait Islander Affairs should be consulted on all appointments and re-appointments – 02 6207 9784).</i>
Office of Disability	CONSULTATION OUTCOME <i>(The Office of Disability should be consulted on all appointments and re-appointments – OfficeforDisability@act.gov.au).</i>
Office of LGBTIQ Affairs	CONSULTATION OUTCOME <i>(The Office of LGBTIQ Affairs should be consulted on all appointments and re-appointments – LGBTIQCouncil@act.gov.au).</i>
Board/committee nominations sought	CONSULTATION OUTCOME (if applicable) <i>(Have you sought nominations from Board/committee members – if applicable as part of the selection process you followed?)</i>
Minister’s Office (if applicable)	CONSULTATION OUTCOMES (if applicable) <i>(Have you sought nominations from the relevant Minister’s office?)</i>
Other (if applicable)	CONSULTATION OUTCOMES (if applicable) <i>(Outline any other bodies/individuals you have consulted)</i>

Recommendations

[Paper Number]

[Body/Position Name]

[Ministerial title, Name MLA]

- 1) I recommend Cabinet agree to endorse the proposed:
- a) *[appointment/re-appointment]* of *Mrs Marjorie Appointment* as the *[full time/part time]* *[Chair]* for a period of *[three]* years commencing on *[1 September 2016/the day after notification]*;
- OR *[for multiple appointments]*
- b) *[appointment/re-appointment]* of the following people as *[full time/part time]* *[position]* for a period of *[number]* years commencing on *[dd/mm/yyyy / the day after notification]*:
 - i) *[Mr Fred Bloggs]*; and
 - ii) *[Ms Anita Justice]*.
- 2) I recommend Cabinet agree the Minister for *[Portfolio]* refer *[this/these]* *[appointments/re-appointments]* to the Legislative Standing Committee on *[name]*.

Minister's signature _____ Date ___/___/_____

*[Terms of reference (or similar information) for the board/committee to be provided at **Attachment A**]*

*[Brief statements of experience for each appointee (new appointments and re-appointments to be provided at **Attachment B** – see Cabinet Paper Drafting Guide)]*

SENSITIVE: CABINET

ATTACHMENT A

TERMS OF REFERENCE – *[board/committee name]*

SENSITIVE: CABINET

STATEMENT OF EXPERIENCE – *[to be provided for each appointee]*

Role description

As Chair, Board member

Key skills and experience in line with selection process

In line with the requirements used to determine Mrs Appointee's suitability (attach any relevant documentation such as a role statement or selection criteria), key skills and experience include:

- *Working as a lawyer in private practice for the past ten years;*
- *Relevant experience as former employee of NSW Corrections; and*
- *Key drafter for legislation relating to victims of crime priorities in Queensland as part of the XYX Act 2005.*

Specific qualifications required (if applicable)

Mrs Appointee is judicially qualified because she has been a legal practitioner for more than five years, specialising in criminal law.

Current board/committee membership (if applicable)

Mrs Appointee is also a member of the ACT Bar Association's Bar Council. You may also wish to document any other experience (e.g. on previous committees) that is applicable here).