

## **PROTOCOL**

### **Appointments to the Administrative Appeals Tribunal**

**2019**

Vacancies on the Administrative Appeals Tribunal (AAT) will be filled in the following manner:

1. The President of the AAT will, every year, seek expressions of interest by public advertisement. The AAT will establish a register to receive applications that address selection criteria developed specifically for the AAT.
2. Subject to the President otherwise determining, expressions of interest will remain on the register for the calendar year they are received. Each calendar year the register will be repopulated.
3. The President of the AAT will establish a process to assess the suitability of applicants who have provided expressions of interest to the register.
4. The President of the AAT will supply the Attorney-General with:
  - a. the AAT's assessment of what positions need to be filled and at what level; and
  - b. advice about which members whose terms are expiring have sought reappointment; and
  - c. the President's recommendations regarding whether reappointments should be offered and at what level; and
  - d. the President's recommendations regarding suitable candidates for appointment that should be offered and at what level for positions where the President has recommended that reappointments should not be offered.
5. The process described in paragraph 4 will be conducted every six months and six months ahead of the vacancies arising, or as otherwise requested by the Attorney-General.
6. The President of the AAT's recommendations to the Attorney-General will be made having had regard to the outcomes of the process to assess the suitability of applicants who have provided expressions of interest to the register.
7. The Attorney-General is not limited to candidates recommended by the President of the AAT and may choose to recommend to Cabinet a candidate for a position that has not been suggested by the President of AAT or is not on the register.
8. The Attorney-General will consult ministerial colleagues who must be consulted in respect of potential appointments to particular Divisions.
9. The Attorney-General will then recommend appointments to Cabinet. If the appointment(s) receive Cabinet's approval, the Attorney-General will recommend the appointment(s) to the Governor-General for consideration.