

## PROTOCOL

### Appointments to the Administrative Appeals Tribunal

2015

Vacancies (both new appointments and reappointments on the Administrative Appeals Tribunal (AAT)) will be filled in the following manner:

1. The President of the AAT will supply the Attorney-General with:
  - a. the Tribunal'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.
2. The Attorney-General will then indicate which positions will not require public advertisement for expressions of interest because:
  - a. a particular member will be reappointed without the requirement for advertising; or
  - b. the Attorney-General has chosen a suitable person who is appropriately qualified.
3. For the remaining positions, the Attorney-General will seek expressions of interest by public advertisement. The Attorney-General's Department (AGD) will establish a register to receive applications that address selection criteria developed specifically for the AAT.
4. The Secretary of the AGD will establish a Selection Committee (the Committee) that will include the President of the AAT (or a nominee), a representative of the Attorney-General (excluding ministerial staff) and the Secretary of the AGD (or a nominee). The Committee will refer to the register and provide confidential advice to the Attorney-General about potential candidates he may find suitable to recommend to Cabinet for appointment and the appropriate level of appointment in each instance. The panel may or may not choose to interview prior to providing their advice to the Attorney-General for any particular position.
5. The Attorney-General is not limited to candidates preferred by the Committee and may choose to recommend to Cabinet a candidate for a position that has not been suggested by the Committee or is not on the register.
6. The Attorney-General will consult his ministerial colleagues who must be consulted in respect of potential appointments to particular Divisions.
7. The Attorney-General will then recommend appointments to Cabinet.

This process will be conducted every six months and six months ahead of the vacancies arising.