

s 22(1)

**From:** s 22(1)  
**Sent:** Friday, 19 March 2021 4:15 PM  
**To:** s 22(1)  
**Cc:** s 22(1); Sian Leathem  
**Subject:** RE: 2021 refreshed EOI register [SEC=OFFICIAL]  
**Attachments:** 2021-03-19 Stakeholder List FINAL\_AAT edits.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**OFFICIAL**

Hi s 22(1),

Please see the attached updated stakeholder list, with edits marked in red.

Rather than asking for individual responses to each competency, we're happy to instead ask candidates to provide a statement addressing the competencies (maximum 1000 words). I'll be guided by you as to whether you normally ask applicants to upload such a statement as a separate document or input it directly into the form.

We are comfortable encouraging candidates to submit their general EOI as soon as possible, without any reference to a soft end date.

If it is possible again, I would like to test the Page Up form when it is ready. That was useful last time.

Thanks.

s 22(1)

Executive Officer to the President

**Administrative Appeals Tribunal**  
**Principal Registry, Sydney**  
 Governance & Executive

T: s 22(1)

E: s 22(1)

[www.aat.gov.au](http://www.aat.gov.au)

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**From:** s 22(1)  
**Sent:** Thursday, 18 March 2021 5:18 PM  
**To:** Sian Leathem <Sian.Leathem@aat.gov.au>; s 22(1) >  
**Cc:** s 22(1)  
**Subject:** 2021 refreshed EOI register [SEC=OFFICIAL]

**EXTERNAL EMAIL**

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**OFFICIALOFFICIAL**

Hi Sian,

We have reviewed the content provided by s 22(1) for the refreshed AAT EOI register – thanks very much s 22(1) for providing.

We just have a couple items we wish to flag with you:

- **Length of selection criteria:**
  - We understand that the selection criteria this year has changed slightly from 2019. This year the selection criteria comprises six questions at 400 words each, totalling a maximum of 2,400 words. In 2019 the selection criteria comprised eight questions at 200 words each, totalling a maximum of 1,600 words.
  - We understand that some of the criteria from 2019 have been combined into one question this year, hence the longer word limit.
  - We query this, as it makes the selection criteria this year quite long and is in total 1.5 times that from 2019 – particularly given views expressed by the Attorney's Office and Cam Gifford in his capacity as a panel member last year as to whether the appointments processes (I understand this to be both in terms of the member appraisal and the EOI processes) could be streamlined.
  - It seems to us this would also increase the burden on the AAT on assessing EOIs, and presumably the time taken for recommendations to the President (and then from the President to the Attorney/Assistant Minister) to be finalised.
  - We also are concerned that this may detract people, especially external candidates from applying especially in the shorter term (see further next comment below).
- **No hard end date for the general EOI register:**
  - We understand and appreciate that the President wants the register to be a rolling register, which we have confirmed with our HR area can be implemented. However, we are concerned that coupled with the long selection criteria, we may not receive as many applications immediately or in the upcoming months when the register may be utilised for positions that would desirably be filled in the shorter term future. Not having a hard end date reduces the incentive for candidates to apply.
  - A solution to this might be putting in a line noting a soft end date such as *"We encourage you to submit an EOI as soon as possible. The AAT may use the register in mid-2021 to complete a bulk round to consider vacancies for current or anticipated vacancies. If you wish to be considered in this round ensure your EOI is submitted by 30 June 2021. However, the register will remain open for the submission of EOIs beyond this date in relation to future appointments."*

Additionally, we would appreciate if s 22(1) could please review the list of stakeholders and identify if there are any changes or updates to the list – both in terms of the list of organisations and, to the extent you are able, the key contact indicated for each.

Happy to discuss further. We are hoping to get this to our HR department ASAP to ensure that the process can be advertised as early as possible.

Kind regards,

s 22(1)

s 22(1) | Principal Legal Officer  
Administrative Appeals Tribunal Section  
Families and Legal System Division  
Commonwealth Attorney-General's Department  
Ph s 22(1) | s 22(1)

 Act for a sustainable future - only print if necessary.

**OFFICIAL**

*The Administrative Appeals Tribunal acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past, present and emerging.*

**IMPORTANT:**

Please refer to the AAT website for information about temporary changes in place to respond to the impact of COVID-19 on services, including special measures practice directions: <http://www.aat.gov.au/impact-of-coronavirus-covid-19-on-our-services>

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<u>Organisation</u>	<u>Key Contact Person</u>	<u>Organisation contact details (Email)</u>	<u>Area of Expertise</u>	<u>Approach</u>
Migration Institute Australia	CEO, Peter Vymys	<a href="mailto:info@mia.org.au">info@mia.org.au</a>	Migration	Email; suggest content for publishing channels
Migration Alliance		<a href="mailto:help@migrationalliance.com.au">help@migrationalliance.com.au</a>	Migration	Email; suggest content for publishing channels
Law Council of Australia	CEO, <b>Michael Tidball</b> ; President, <b>Dr Jacoba Brasch QC</b>	<a href="mailto:mail@lawcouncil.asn.au">mail@lawcouncil.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Western Australia	President, <b>Ms Jocelyne Boujos</b>	<a href="mailto:info@lawsocietywa.asn.au">info@lawsocietywa.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of New South Wales	President, <b>Ms Juliana Warner</b>	<a href="mailto:lawsociety@lawsociety.com.au">lawsociety@lawsociety.com.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Queensland	President, <b>Ms Elizabeth Shearer</b>	<a href="mailto:president@qls.com.au">president@qls.com.au</a>	Legal	Email; suggest content for publishing channels
Law Institute Victoria	President, <b>Ms Tanya Wolff</b>	<a href="mailto:lawinst@liv.asn.au">lawinst@liv.asn.au</a> <a href="mailto:president@liv.asn.au">president@liv.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of the ACT	President, <b>Ms Elizabeth Carroll</b>	<a href="mailto:mail@actlawsociety.asn.au">mail@actlawsociety.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Northern Territory	President, <b>Ms Emma Farnell</b>	<a href="mailto:president@lawsocietynt.asn.au">president@lawsocietynt.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Tasmania	President, <b>Mr Trevor McKenna</b>	<a href="mailto:s 47F(1)@tasmanianbar.com.au">s 47F(1)@tasmanianbar.com.au</a>	Legal	Email; suggest content for publishing channels
<b>Law Society of South Australia</b>	President, <b>Ms Rebecca Sandford</b>	<a href="mailto:email@lawsocietysa.asn.au">email@lawsocietysa.asn.au</a>	Legal	Email; suggest content for publishing channels
Tasmanian Bar Association	President, Sandra Taglieri SC	<a href="mailto:admin@tasmanianbar.com.au">admin@tasmanianbar.com.au</a> <a href="mailto:s 47F(1)@tasmanianbar.com.au">s 47F(1)@tasmanianbar.com.au</a>	Legal	Email; suggest content for publishing channels
Queensland Bar Association	President, <b>Mr Tom Sullivan QC</b>	<a href="mailto:qldbar@qldbar.asn.au">qldbar@qldbar.asn.au</a> <a href="mailto:president@qldbar.asn.au">president@qldbar.asn.au</a> <a href="mailto:chiefexec@qldbar.asn.au">chiefexec@qldbar.asn.au</a>	Legal	Email; suggest content for publishing channels
Western Australia Bar	President, <b>Mr Martin Cuerden SC</b>	<a href="mailto:info@wabar.asn.au">info@wabar.asn.au</a>	Legal	Email; suggest content for publishing channels
Northern Territory Bar Association	President, <b>Mr Duncan McConnel</b>	<a href="mailto:president@ntbar.asn.au">president@ntbar.asn.au</a>	Legal	Email; suggest content for publishing channels
Victorian Bar	President, <b>Mr Christopher J Blanden QC</b>	<a href="mailto:vicbar@vicbar.com.au">vicbar@vicbar.com.au</a> <a href="mailto:s 47F(1)@vicbar.com.au">s 47F(1)@vicbar.com.au</a>	Legal	Email; suggest content for publishing channels
NSW Bar Association	President, <b>Mr Michael McHugh SC</b>	<a href="mailto:enquiries@nswbar.asn.au">enquiries@nswbar.asn.au</a> <a href="mailto:president@nswbar.asn.au">president@nswbar.asn.au</a>	Legal	Email; suggest content for publishing channels

SA Bar Association	President, Mr Mark Hoffman QC	<a href="mailto:sabar@sabar.org.au">sabar@sabar.org.au</a>	Legal	Email; suggest content for publishing channels
ACT Bar Association	President, Mr Andrew Muller	<a href="mailto:ceo@actbar.com.au">ceo@actbar.com.au</a>	Legal	Email; suggest content for publishing channels
Australian Bar Association	President, Matt Howard SC	<a href="mailto:media@austbar.asn.au">media@austbar.asn.au</a> § 47F(1)	Legal	Email; suggest content for publishing channels
Australian Medical Association	President, Dr Omar Khorshid	<a href="mailto:ama@ama.com.au">ama@ama.com.au</a>	Medical	Email; suggest content for publishing channels
Royal Australian College of General Practitioners	President, Dr Karen Price	<a href="mailto:racgp@racgp.org.au">racgp@racgp.org.au</a>	Medical	Email; suggest content for publishing channels
Royal Australian and New Zealand College of Psychiatrists	President, Professor John Allan	<a href="mailto:ranzcp@ranzcp.org">ranzcp@ranzcp.org</a>	Medical	Email; suggest content for publishing channels
Australian Psychological Society	President, Ms Tamara Caenett FAPS GAICD	<a href="mailto:contactus@psychology.org.au">contactus@psychology.org.au</a>	Medical	Email; suggest content for publishing channels
National Disability Services	President, Rohan Braddy; CEO, David Moody	<a href="mailto:nds@nds.org.au">nds@nds.org.au</a> § 47F(1) (EA to CEO)	Disability services	Email; suggest content for publishing channels
The Tax Institute	President, Peter Godber, CTA	<a href="mailto:tii@taxinstitute.com.au">tii@taxinstitute.com.au</a>	Tax	Email; suggest content for publishing channels
Institute of Public Accountants	President, Damien Moore	<a href="mailto:headoffice@publicaccountants.org.au">headoffice@publicaccountants.org.au</a>	Tax	Email; suggest content for publishing channels
Chartered Accountants Australia & New Zealand	Stephen Walker, CEO	<a href="mailto:service@charteredaccountantsanz.com">service@charteredaccountantsanz.com</a>	Tax	Email; suggest content for publishing channels
CPA Australia	Andrew Hunter, CEO	<a href="mailto:board.secretariat@cpaaustralia.com.au">board.secretariat@cpaaustralia.com.au</a> ; <a href="mailto:act@cpaaustralia.com.au">act@cpaaustralia.com.au</a>	Tax	Email; suggest content for publishing channels
Council of Australasian Tribunals	Anne Britton, Chair	<a href="mailto:info@coat.asn.au">info@coat.asn.au</a>	Peak body	Email; suggest content for publishing channels
National Legal Aid	Louise Smith, Secretariat	§ 47F(1)	Peak body	Email; suggest content for publishing channels

### Questions for EOI register

#### *Privacy statement*

Your information will only be used and disclosed where this is permitted under the *Privacy Act 1988*. By submitting an expression of interest, you are acknowledging that your information will be provided to the Attorney-General's Department, the Administrative Appeals Tribunal, and other relevant government departments for the purposes of assessing your suitability for appointment to the AAT and assignment to particular divisions. Your information may also be shared with a recruitment company for the purposes of assisting with processing EOIs.

#### *Declaration of your private interests*

If you are selected as suitable for appointment to the AAT, you may be asked at a later date to complete and sign a private interests declaration, in which you will be asked to disclose, among other things, any criminal convictions, your financial interests, and whether you have ever been the subject of a substantiated complaint to a professional body.

Please answer every question to the best of your ability. Your EOI may not be considered if you provide insufficient or inaccurate information.

1. Title
2. First name
3. Surname
4. Preferred name
5. Email
6. Telephone number
7. Residential address
8. Gender
9. Are you a current member seeking advancement? [Yes/No]
10. [If yes to Q9] What is the basis upon which you are seeking advancement? [can select more than one of the following: Ability to manage a more complex caseload; Ability to mentor others; Ability to lead a practice area]
11. [If yes to Q9] Please select the category and level you are interested in (you may select more than one): Member Level 2, Member Level 1, Senior Member Level 2, Senior Member Level 1, Deputy President.
12. Please indicate your preferred work type (you may select more than one): Full-time, part-time
13. The AAT has a registry in all State and Territory capital cities except Darwin. Please indicate where you intend to work (you may select more than one): ACT, NSW, QLD, SA, TAS, VIC, WA
14. Please select the division(s) you consider match your skills and experience (you may select more than one): [list all 9 divisions]
15. [If FOI Division is selected in Q14] You may not be assigned to the FOI Division unless you have training, knowledge or experience relating to the *Freedom of Information Act 1982* or other relevant knowledge or experience that would assist you in considering matters relating to the operation of that Act. Please provide a brief statement as to how you meet this requirement.

Commented [5, 22(1)]: These questions should only appear on the general register.

16. [If NDIS Division is selected in Q14] You may not be assigned to the NDIS Division unless you have training, knowledge or experience relating to disability or other relevant knowledge or experience that will assist you in considering matters relating to the NDIS. Please provide a brief statement as to how you meet this requirement.
17. Are you enrolled as a legal practitioner? [Yes/No]
18. [If yes to Q17] Please provide the jurisdiction and year (e.g. Supreme Court of Victoria 1985) [free text]
19. Please indicate if you hold qualifications or have experience in any of the following areas (you may select more than one):[Checkboxes for: Accounting; Aviation; Defence Forces; Disability; Finance/Financial regulation; Medicine; Migration/Citizenship; Social Services; Superannuation; Taxation]
20. Please list up to five tertiary and professional qualifications and the year attained. Please also list any relevant qualifications you are currently undertaking. Additional qualifications may be included in your CV. [Separate fields for each qualification/qualification status/year attained. Up to 5 qualifications]
21. Please list the last three professional roles you have held [title of role, dates and duration of employment, and name of employing organisation]
22. Please outline how you address each of the following competencies. [400 word limit for each] NB: your relevant professional experience will also be assessed by reference to your CV.
  - **Conducting hearings and other Tribunal proceedings**

An AAT member must be able to manage a hearing and other proceedings, demonstrating procedural fairness, knowledge of hearing processes, an ability to deal fairly and effectively with diverse parties, representatives, witnesses and interpreters, and an understanding of pre-hearing case management processes and alternative dispute resolution techniques.
  - **Decision-making and reasoning**

An AAT member should be capable of making decisions that generally resolve a problem by identifying the correct or preferable answer to a question posed in a particular review. An AAT member should demonstrate forensic skills required to make findings of fact, the ability to analyse evidence, and apply legislation, policy and practice directions. An AAT member should also be able to formulate and deliver lawful, objective and well-reasoned decisions, and deliver decisions in a way that is fair, just, economical, informal, quick and promotes public trust and confidence in the AAT.
  - **Writing and communication skills**

An AAT member should have strong verbal and written communication skills, with the ability to deliver clear, concise and persuasive written decisions, oral decisions and other communications. An AAT member should also be capable of communicating sensitively with self-represented parties, being mindful of cultural or language differences, literacy, disability and other factors. They should also be able to communicate effectively and professionally with other members, staff and stakeholders.
  - **Independence, integrity and collegiality**

An AAT member is responsible for understanding and adhering to their professional obligations, including the need to be independent and objective, and

the rules against bias and conflict of interest. An AAT member should also demonstrate collegiality, and commitment to ongoing professional development.

- **Productivity, diligence and resilience**

An AAT member must efficiently manage their allocated workload and discharge their responsibilities in a timely way without compromising quality. An AAT member should have capacity to manage a complex caseload which may be intellectually and emotionally challenging; engage with information technology effectively; work in partnership with staff; critically evaluate their own performance; and be available and reliable.

- **Leadership**

A Deputy Division Head should provide leadership and mentoring to other members and may be responsible for managing an area of practice. A Deputy Division Head should also hear and decide cases of greater complexity and make a significant contribution to the AAT's jurisprudence in a particular jurisdiction. A Deputy Division Head supports the Division Head in the performance of the Division Head's functions, understands and responds positively to change and contributes constructively to change initiatives.

- **Leadership**

Deputy Presidents and Senior Members provide leadership and mentoring to other members and may be responsible for managing an area of practice. Deputy Presidents and Senior Members hear and decide cases of greater complexity and make a significant contribution to the AAT's jurisprudence in a particular jurisdiction. They demonstrate leadership through the highest standards of decision-making, often dealing with cases remitted from the courts.

Commented [§ 22(1)]: For the Deputy Division Head register only.

Commented [§ 22(1)]: For the general register only. This competency should only appear if the person indicates they are interested in an SM or DP position.

16. Upload your CV in one of the following formats: DOC, .DOCx, .PDF, .TXT, .RTF. (maximum 4 pages).

17. Details of two professional referees:

- Referee 1:
  - Surname
  - First name
  - Contact number
  - Contact email
  - Relationship to you
  - Do we need to notify you before we contact this referee? [Yes/No]
- Referee 2:
  - Surname
  - First name
  - Contact number
  - Contact email
  - Relationship to you
  - Do we need to notify you before we contact this referee? [Yes/No]

*Declaration*



I declare that the information I have provided is true and correct. I understand that the provision of the above information is a precondition of consideration of future appointment to the AAT and that any provision of knowingly incorrect or untrue information will render me ineligible for consideration of appointment to the AAT.

I agree [tick box]

Please enter your full name as confirmation [free text]

Today's date [free text]

Application form - 2019 - AAT Register

**Note:** All applications must be submitted online. This application form is intended for research purposes only.

Please fill in all mandatory fields marked with an asterisk (\*).

**Please answer every question to the best of your ability. Your expression of interest may not be considered if you provide insufficient or inaccurate information**

Are you a current member of the AAT seeking advancement to a higher level or category of membership?\*

Yes

No

**Only answer this question if you answered "Yes" to Are you a current member of the AAT seeking advancement to a higher level or category of membership? above:**

What is the basis upon which you are seeking advancement?

- Ability to manage a more complex caseload
- Ability to lead a practice area

Ability to mentor others

In considering this expression of interest, your performance as a member will also be taken into account.

**Only answer this question if you answered "Yes" to Are you a current member of the AAT seeking advancement to a higher level or category of membership? above:**

Please select the category and level you are interested in:\*

- Member (level 2)
- Senior member (level 2)
- Deputy President (non-judicial)
- Member (level 1)
- Senior member (level 1)

**Only answer this question if you answered "No" to Are you a current member of the AAT seeking advancement to a higher level or category of membership? above:**

Which category of membership are you interested in? (You may select more than one of the following).

- Member
- Deputy President (non-judicial)
- Senior Member

Please indicate your preferred work type. (You may select more than one of the following).\*

- Full-time
- Part-time

Please indicate where you would like to work. (You may select more than one of the following).\*

- Australian Capital Territory
- Victoria
- South Australia
- Tasmania
- New South Wales
- Queensland
- Western Australia

Please select the division/s you consider match your skills and experience. (You may select more than one of the following).

- Freedom of Information Division
- Migration and Refugee Division
- Security Division
- Social Services and Child Support Division
- Veterans' Appeals Division
- General Division
- National Disability Insurance Scheme Division
- Small Business Taxation Division
- Taxation and Commercial Division
- N/A - Deputy President

Please fill in all mandatory fields marked with an asterisk (\*).

Are you enrolled as a legal practitioner?\*

Yes

No

**Only answer this question if you answered "Yes" to Are you enrolled as a legal practitioner? above:**

Please provide the jurisdiction and year

**Please list all tertiary and professional qualifications and the year attained. Please also list any relevant qualifications you are currently undertaking.**

**Qualification 1** (including Institution/Organisation)

Qualification status  Completed  In progress

Year attained (or expected year of attainment, if still in progress)

**Qualification 2** (including Institution/Organisation)

Qualification status  Completed  In progress

Year attained (or expected year of attainment, if still in progress)

**Qualification 3** (including Institution/Organisation)

Qualification status  Completed  In progress

Year attained (or expected year of attainment, if still in progress)

**Qualification 4** (including Institution/Organisation)

Qualification status  Completed  In progress

Year attained (or expected year of attainment, if still in progress)

**Qualification 5** (including Institution/Organisation)

Qualification status  Completed  In progress

Year attained (or expected year of attainment, if still in progress)

**Additional qualifications may be listed in your CV.**

**Please list the last three professional roles you have held.**

**Title of role 1:**

Dates and duration of employment:

Name of employing organisation:

**Title of role 2:**

Dates and duration of employment:

Name of employing organisation:

**Title of role 3:**

Dates and duration of employment:

Name of employing organisation:

*Please fill in all mandatory fields marked with an asterisk (\*).*

**Please provide a brief statement addressing each of the following professional and personal qualities. NB: your relevant professional experience will be assessed by reference to your CV.**

Ability to communicate respectfully and sensitively with a diverse range of parties and colleagues (maximum 200 words). \*

Ability to efficiently manage a demanding workload (maximum 200 words).\*

Ability to interpret the law and policy, including knowledge of, or the ability to rapidly acquire knowledge of, the AAT's statutory framework and its roles and responsibilities (maximum 200 words).\*

Commitment to continuing professional development, and a willingness to embrace new ways of working (maximum 200 words).\*

Demonstrated ability to utilise information technology in the workplace (maximum 200 words).\*

Demonstrated experience in, or aptitude for, complex decision-making, including an understanding of the rules of procedural fairness (maximum 200 words).\*

Proficient oral and written communication skills, including the ability to deliver persuasive reasons for decisions (maximum 200 words).\*

Accountability and diligence, sound judgement, impartiality, integrity, and respect for the law (maximum 200 words).\*

Are you expressing interest in a Deputy President or Senior Member role?  Yes  No

Please address the following additional criteria:

**Only answer this question if you answered "Yes" to Are you expressing interest in a Deputy President or Senior Member role? above:**  
 Ability to provide effective leadership in an area of practice, or of other members, including by mentoring others (maximum 200 words).

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**Only answer this question if you answered "Yes" to Are you expressing interest in a Deputy President or Senior Member role? above:**  
 Ability to hear and decide a more complex caseload (maximum 200 words)

Are you expressing interest in a Division Head or Deputy Division Head role?  Yes  No

**Only answer this question if you answered "Yes" to Are you expressing interest in a Division Head or Deputy Division Head role? above:**

Please indicate which division or divisions you are interested in (You may select more than one division)

<input type="checkbox"/> Freedom of Information Division	<input type="checkbox"/> General Division
<input type="checkbox"/> Migration and Refugee Division	<input type="checkbox"/> National Disability Insurance Scheme Division
<input type="checkbox"/> Security Division	<input type="checkbox"/> Small Business Taxation Division
<input type="checkbox"/> Social Services and Child Support Division	<input type="checkbox"/> Taxation and Commercial Division
<input type="checkbox"/> Veterans' Appeals Division	

**Only answer this question if you answered "Yes" to Are you expressing interest in a Division Head or Deputy Division Head role? above:**  
 Please provide a brief statement as to how your skills and experience would enable you to contribute to the strategic management of a division and the AAT more broadly (Maximum 200 words).

Please fill in all mandatory fields marked with an asterisk (\*).

Please provide details of two professional referees who are able to comment on your recent work

**Referee contact 1\***

First name  Last name

Relationship to you\*

Contact phone number (area code if required)\*

Contact email address\*

Do we need to contact you prior to speaking with this referee?  Yes  No

**Referee contact 2\***

First name

Last name

Relationship to you\*

Contact phone number (area code if required)\*

Contact email address\*

Do we need to contact you prior to speaking with this referee?\*

 Yes No*Please fill in all mandatory fields marked with an asterisk (\*).*

Are you an Australian Citizen?\*

 Yes - I am an  
Australian Citizen No - I am a permanent  
resident

The AAT is committed to the principles of workplace diversity and encourages expressions of interest from people with different backgrounds, experiences and perspectives.

Do you identify as being of Aboriginal and/or Torres Strait origin?\*

 Yes  
 Choose not to give this  
information No

Do you identify as a person with a disability?\*

 Yes  
 Choose not to give this  
information No**Only answer this question if you answered "Yes" to *Do you identify as a person with a disability?* above:**

Please specify if there are any adjustments you require

Do you identify as a person from a culturally and/or linguistically diverse background?\*

 Yes  
 Choose not to give this  
information No*Please fill in all mandatory fields marked with an asterisk (\*).***Declaration**

I declare that the information I have provided is true and correct. I understand that the provision of the above information is a precondition of consideration for future appointment to the AAT and that any provision of information known to be incorrect or untrue will render me ineligible for consideration for appointment to the AAT.\*

I agree

Please enter your full name as confirmation\*

Today's date\*

**Privacy information**

Your information will only be used and disclosed where this is permitted under the *Privacy Act 1988*. By submitting an expression of interest, you are acknowledging that your information will be provided to the Attorney-General's Department, the Administrative Appeals Tribunal, and other relevant government entities for the purposes of assessing your suitability for appointment to the AAT and assignment to particular divisions. Your information may also be shared with a recruitment company for the purposes of assisting with processing expressions of interests.

**Declaration of your private interests**

You may be asked at a later date to complete and sign a private interests declaration, in which you will be asked to disclose, among other things, any criminal convictions, your financial interests, and whether you have ever been the subject of a substantiated complaint to a professional body.

*Please fill in all mandatory fields marked with an asterisk (\*).*

Your current CV must be uploaded in order to submit this application (maximum 4 pages).

Documents must be uploaded in one of the following formats: .DOC, .DOCx, .PDF, .TXT, .RTF.

To upload a file:

1. Click 'Browse...' and select the file from your computer.
2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection.

To delete a file that you have uploaded, click 'Delete'.

Please upload your resume.\*

(File upload facility available online)

<u>Organisation</u>	<u>Key Contact Person</u>	<u>Organisation contact details (Email)</u>	<u>Area of Expertise</u>	<u>Approach</u>
Migration Institute Australia	CEO, Peter Vymys	<a href="mailto:info@mia.org.au">info@mia.org.au</a>	Migration	Email; suggest content for publishing channels
Migration Alliance		<a href="mailto:help@migrationalliance.com.au">help@migrationalliance.com.au</a>	Migration	Email; suggest content for publishing channels
Law Council of Australia	CEO, Jonathan Smithers; President, Arthur Moses SC	<a href="mailto:mail@lawcouncil.asn.au">mail@lawcouncil.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Western Australia	President, Greg McIntyre SC	<a href="mailto:info@lawsocietywa.asn.au">info@lawsocietywa.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of New South Wales	CEO, Michael Tidball; President, Elizabeth Espinosa	<a href="mailto:lawsociety@lawsociety.com.au">lawsociety@lawsociety.com.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Queensland	CEO, Rolf Moses	<a href="mailto:media@qls.com.au">media@qls.com.au</a>	Legal	Email; suggest content for publishing channels
Law Institute Victoria	President, Belinda Wilson	<a href="mailto:lawinst@liv.asn.au">lawinst@liv.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of the ACT	President, Chris Donohue	<a href="mailto:mail@actlawsociety.asn.au">mail@actlawsociety.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Northern Territory	President, Maria Savvas	<a href="mailto:lawsoc@lawsocietynt.asn.au">lawsoc@lawsocietynt.asn.au</a>	Legal	Email; suggest content for publishing channels
Law Society of Tasmania	President, Evan Hughes	<a href="mailto:info@lst.org.au">info@lst.org.au</a>	Legal	Email; suggest content for publishing channels
Tasmanian Bar Association	President, Sandra Taglieri SC	<a href="mailto:admin@tasmanianbar.com.au">admin@tasmanianbar.com.au</a>	Legal	Email; suggest content for publishing channels
Queensland Bar Association	President, Rebecca Treston QC	<a href="mailto:qldbar@qldbar.asn.au">qldbar@qldbar.asn.au</a>	Legal	Email; suggest content for publishing channels
Western Australia Bar	President, Stephen Daviues SC	<a href="mailto:info@wabar.asn.au">info@wabar.asn.au</a>	Legal	Email; suggest content for publishing channels
Northern Territory Bar Association	President, Miles Crawley SC	<a href="mailto:clerk@williamforster.com">clerk@williamforster.com</a>	Legal	Email; suggest content for publishing channels
Victorian Bar	President, Dr Matt Collins QC; CEO, Katherine Lorenz	<a href="mailto:vicbar@vicbar.com.au">vicbar@vicbar.com.au</a>	Legal	Email; suggest content for publishing channels
NSW Bar Association	President, Tim Game SC	<a href="mailto:enquiries@nswbar.asn.au">enquiries@nswbar.asn.au</a>	Legal	Email; suggest content for publishing channels
Australian Bar Association	Jennifer Batrouney QC, President	<a href="mailto:media@austbar.asn.au">media@austbar.asn.au</a>	Legal	Email; suggest content for publishing channels

Australian Medical Association	Tony Bartone, President	<a href="mailto:ama@ama.com.au">ama@ama.com.au</a>	Medical	Email; suggest content for publishing channels
Law Council of Australia	CEO, Jonathan Smithers	<a href="mailto:mail@lawcouncil.asn.au">mail@lawcouncil.asn.au</a>	Peak national body representing over 65,000 lawyers	Email; suggest content for publishing channels
National Disability Services	President, Joan McKenna Kerr; Actng CEO, David Moody	<a href="mailto:membership@nds.org.au">membership@nds.org.au</a>	Disability services	Email; suggest content for publishing channels
The Tax Institute		<a href="mailto:tii@taxinstitute.com.au">tii@taxinstitute.com.au</a>	Tax	Email; suggest content for publishing channels
Institute of Public Accountants	Damien Moore	<a href="mailto:headoffice@publicaccountants.org.au">headoffice@publicaccountants.org.au</a>	Tax	Email; suggest content for publishing channels
Chartered Accountants Australia & New Zealand	Stephen Walker, CEO	<a href="mailto:service@charteredaccountantsanz.com">service@charteredaccountantsanz.com</a>	Tax	Email; suggest content for publishing channels
CPA Australia	Andrew Hunter, CEO	<a href="mailto:board.secretariat@cpaaustralia.com.au">board.secretariat@cpaaustralia.com.au</a> ; <a href="mailto:act@cpaaustralia.com.au">act@cpaaustralia.com.au</a>	Tax	Email; suggest content for publishing channels
Council of Australasian Tribunals	Anne Britton, Chair	<a href="mailto:info@coat.asn.au">info@coat.asn.au</a>	Peak body	Email; suggest content for publishing channels
National Legal Aid	Louise Smith, Secretariat	<a href="#">s 47F(1)</a>	Peak body	Email; suggest content for publishing channels



s 22(1)

**From:** s 22(1)  
**Sent:** Monday, 15 March 2021 3:30 PM  
**To:** s 22(1)  
**Cc:** s 22(1); Sian Leathem  
**Subject:** EOI register refresh [~~SEC=OFFICIAL~~]  
**Attachments:** Content for EOI Register - 2021.docx; Content for AGD website - 2021.docx; Print media advertisement - 2021.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of the organisation. Do not follow guidance, click links, or open attachments unless you recognise the sender and know the content is safe.

**OFFICIAL**

Hello all,

Please see the attached content for the EOI register, AGD website and advertisement.

I have indicated in the EOI register content where certain questions will only appear in the general register or DDH register. Please let me know if you need to clarify anything.

Regards,

s 22(1)

Executive Officer to the President

**Administrative Appeals Tribunal  
Principal Registry, Sydney  
Governance & Executive**

T: s 22(1)

E: s 22(1)

[www.aat.gov.au](http://www.aat.gov.au)

*The Administrative Appeals Tribunal acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past, present and emerging.*

**IMPORTANT:**

Please refer to the AAT website for information about temporary changes in place to respond to the impact of COVID-19 on services, including special measures practice directions: <http://www.aat.gov.au/impact-of-coronavirus-covid-19-on-our-services>

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**From:** s 22(1)  
**To:** s 22(1)  
**Cc:** s 22(1)  
**Subject:** AAT member appraisal scheme [~~DLM - For Official Use Only~~]  
**Date:** Wednesday, 15 January 2020 4:46:40 PM  
**Attachments:** [Brief on AAT member appraisal scheme.docx](#)  
[Attachment A - Member Appraisal Self-Assessment form.docx](#)  
[Attachment B - Appraisal Report.docx](#)

---

Dear s 22(1),

Please find attached some further information on the AAT's member appraisal scheme.

Kind regards,

s 22(1)

Executive Officer to the President

**Administrative Appeals Tribunal**  
**Principal Registry, Sydney**  
Strategy, Communications & Governance  
T: s 22(1)  
E: s 22(1)

[www.aat.gov.au](http://www.aat.gov.au)

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## **AAT Member Appraisal Scheme**

(15 January 2020)

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### ***Overview of the scheme***

The AAT's member appraisal scheme has been revised to assist the President with making reappointment recommendations to the Attorney-General.

There are four stages to the appraisal scheme:

**1. Self-assessment**

The member receives a collection of data on their performance and is invited to complete a Member Appraisal Self-Assessment form (Attachment A).

**2. Independent Reviewer completes an Appraisal Report**

A Reviewer will complete an Appraisal Report (Attachment B). The Reviewer's report will be based on their:

- observation of one hearing and an audio recording
- consideration of at least three of the member's written decisions
- review of the member's self-assessment form
- review of the available performance data

**3. Meeting between member and Reviewer**

The member and the Reviewer will meet to discuss performance data, the member's self-assessment, hearing and decisions. Reviewers will also seek comments from the Division Heads and supervising Senior Members.

**4. Interview before an independent panel**

The panel will review the Appraisal Reports and conduct an interview of approximately 30 to 40 minutes with each member, with time scheduled for the panel to confer and provide recommendations to the President as to the members' suitability for reappointment.

### ***The appraisal process so far***

There are 16 members who are seeking reappointment in 2020 and are participating in the appraisal process. Two other members whose terms are due to expire in June 2020 have decided not to seek reappointment, and one other member is seeking reappointment but has declined to participate in the appraisal process. The President will make a recommendation as

to that member's reappointment in consultation with the Division Head and with reference to any available performance data.

There are five Reviewers:

- the Hon. Jennifer Boland AM (Former Family Court Appeal Division Judge; Former Deputy President of the NSW Civil and Administrative Tribunal (NCAT))
- the Hon. Peter Murphy QC (Former Family Court Judge)
- Professor Robin Creyke AO (Former Senior Member of the AAT; Emeritus Professor of Law at Australian National University)
- Narelle Bell (Former Senior Member of the AAT; Aircraft Noise Ombudsman; legal writing and reasoning facilitator)
- Robin Handley (Former Deputy President of the AAT; Former Dean of Law at University of Wollongong)

The Reviewers have completed the appraisals of 13 members. Although it was intended that the Reviewers observe one hearing, in relation to five of the members only hearing audio has been reviewed due to the applicants declining to consent to their hearings being observed. The appraisals of the remaining three members are due for completion by the end of January 2020.

### ***The role of the panel***

The panel comprises:

- the Hon. Alan Wilson QC (Former justice of the Supreme Court of Queensland and President of the Queensland Civil and Administrative Tribunal)
- Nancy Hennessy (Former Deputy President of NCAT and acting judge of the NSW District Court)
- a representative from the Attorney-General's Department.

The panel will consider the Appraisal Reports and any performance data that was provided to the Reviewers. The panel will interview each member, which we expect to occur over two to three days in February. The precise format of the panel's recommendations to the President is currently being finalised. At this stage it is anticipated that the Panel will either make:

- a) a **positive / highly suitable** recommendation that the member should be reappointed at their current level; or
- b) a **neutral / suitable** recommendation confirming the member is eligible for reappointment at their current level; or
- c) a **negative / unsuitable** recommendation that the member is not suitable for reappointment.

The President intends to provide the panel's findings alongside his recommendations to the Attorney-General.



## Member Appraisal Self-Assessment Form

Member Name	Click here to enter text.
Registry Location	Click here to enter text.
Division(s)	Click here to enter text.
Date of Appraisal	Click here to enter a date.
Date of Previous Appraisal (if applicable)	Click here to enter a date.

*This self-assessment form will be included in the record of your appraisal and will be discussed at your appraisal meeting.*

1. If you are assigned to more than one Division, please give an estimate of the proportion of your work that relates to each Division to which you are assigned.

Click here to enter text.

2. What internal or external professional development courses, conferences or similar have you attended since your last appraisal or in the last three years? (This information can be provided by Performance and Development [performance.development@aat.gov.au](mailto:performance.development@aat.gov.au))

Click here to enter text.

3. With regard to the member performance data reports provided and with reference to the Member Assessment Criteria are there any aspects of your performance as a Tribunal member where you think you are exceeding expectations? Please provide examples of this.

Click here to enter text.

4. With reference to the Member Assessment Criteria what aspects of your performance do you believe would most benefit from further development?

Click here to enter text.

5. Is there any training or other performance development support that would enhance your performance as a member of the Tribunal? Have you discussed your ideas previously with your Practice Leader, if so when and what was the outcome?

Click here to enter text.

6. Do you have any specific needs that could be better met by the Tribunal to enhance your performance as a member? If so, please describe. Have these needs been raised earlier with your relevant Practice Leader, if so what was the outcome?

7. Are there any other matters that are impacting on your ability to fulfil your duties as a Tribunal member?

[Click here to enter text.](#)

8. If there any relevant activities that you undertake as part of your contribution to the operation of the Tribunal? Such as management and leadership, committee work, mentoring, the issuing of warrants, or other administrative work, please briefly describe and indicate the time allocated.

[Click here to enter text.](#)

9. Do you have a particular skill or experience that can be shared to contribute to the professional development of other members or the Tribunal as a whole? If so, please briefly describe.

[Click here to enter text.](#)



## Appraisal Report

Member (Appraisee)	Click here to enter text.
Registry Location	Choose an item.
Division/s	Click here to enter text.
Date of Appointment	Click here to enter a date.
Reviewer	Click here to enter text.
Date of Previous Appraisal (if applicable)	Click here to enter a date.

### Instructions to Reviewers

1. The appraisee should give the Reviewer the completed self-assessment form a few days prior to the appraisal meeting. The self-assessment form will inform in part the appraisal discussion and will be included in the record of appraisal. The appraisal process requires the Reviewer to read and consider three of the appraisees decisions. It is expected that the Reviewer will firstly discuss suitable decisions with the appraisee before selecting (if the appraisee writes decisions). It may be valuable to discuss why particular decisions were selected.
  
2. Reviewers should take into account relevant quantitative and qualitative information provided by the Tribunal, including data relating to
  - Timeliness and associated explanation
  - Appeals together with the outcome and any relevant comments made by the court
  - The nature and complexity of the member’s caseload
  - Other relevant activities undertaken by the member such as management and leadership activities, committee work, mentoring, warrant responsibilities and other relevant administrative work.
  - The potential impact upon the Member of this particular workload and the supports put in placed to ameliorate negative impacts. For example a predominantly Protection based caseload may be more emotionally challenging than some others.
  
3. When observing a hearing, Reviewers should read a copy of the member’s case file before observing the hearing, so that Reviewers will have a reasonable understanding of the proceeding being observed.
  
4. Where a hearing is listed for more than one day, Reviewers should endeavour to appraise the member on the first day of the hearing, unless Reviewers consider that observing another day of the hearing would be more appropriate or practicable.



# Administrative Appeals Tribunal

5. The following standards concerning level of seniority of Tribunal members provide the context in which to review the appraisee against the Member Assessment Criteria. **Please delete the boxes that do not apply to the member you are appraising, so all that remains is the box that applies to her/him. Please answer the questions in the table below having regard to the Member Assessment Criteria and the applicable standard.**

<b>Deputy President</b>	
<p>A Deputy President who is appointed on the basis he or she is a legal practitioner should ordinarily have the qualities and standing one would expect of an appointee to a court; Deputy Presidents who are not legal practitioners should have an equivalent standing within their area of expertise. Demonstrates ability to:</p>	
<input type="checkbox"/>	<p>Exercise a leadership role, in a designated leadership role (e.g. Division head, Executive Deputy President) or by demonstrating leadership through a high standard of decision-making and through the mentoring of other members. More broadly, a Deputy President should lead the Tribunal through periods of significant change, contributing constructively to change initiatives, displaying resilience and commitment to the goals of the Tribunal. He or she should apply strategic leadership in accordance with the direction of the President or the relevant Division Head, promote innovation and help shape a shared vision of the Tribunal.</p>
<input type="checkbox"/>	<p>Hear and determine matters each of the Tribunal's divisions</p>
<input type="checkbox"/>	<p>Communicate with influence by responding sensitively to and considering different viewpoints, overcome barriers and use communication as a tool to build collaborative working relationships</p>
<input type="checkbox"/>	<p>Display a high degree of self-awareness, lead by example, engage with others in a constructive manner and with emotional intelligence</p>
<input type="checkbox"/>	<p>Contribute significantly to the Tribunal's jurisprudence by:</p>
	<p>hearing and determining the more complex, challenging or sensitive matters</p>
	<p>dealing with a substantial proportion of remittals from the Federal Court</p>

<b>Senior Member</b>	
<p>A Senior Member is generally expected to hear and decide cases of greater complexity and challenge within one or more allocated caseloads. Their decisions should make a significant contribution to the Tribunal's jurisprudence in that jurisdiction. A Senior Member is also expected to provide leadership and mentoring to members within their designated registry or area of practice through a high-standard of decision-making and mentoring. Some Senior Members may also be allocated executive responsibilities. A Senior Member seeking re-appointment must have demonstrated a level of achievement that reflects the higher expectations of a Senior Member relative to a member.</p> <p>Demonstrates ability to:</p>	





# Administrative Appeals Tribunal

<input type="checkbox"/>	Hear and decide cases of greater complexity and challenge or a heavy load of more routine cases
<input type="checkbox"/>	Hear and determine matters across one or more allocated caseloads
<input type="checkbox"/>	Support the leadership of the relevant Division Head, provide mentoring to members within their designated registry or area of practice through a high-standard of decision-making and mentoring. This may include being allocated executive responsibilities
<input type="checkbox"/>	Communicate with influence by responding sensitively to and considering different viewpoints, overcome barriers and use communication as a tool to build collaborative working relationships
<input type="checkbox"/>	Understand and respond positively to change, contributing constructively to change initiatives by helping others understand the benefits and challenges
<input type="checkbox"/>	Display a high degree of self-awareness, leading by example, engaging with others in a constructive manner, embracing challenging and new opportunities and encouraging others to do the same

## Member

A Member is expected to hear and decide cases representing the general character and complexity of reviews before the Tribunal. A Member should be capable of hearing and determining matters in at least one of the Tribunal's divisions.

Demonstrates ability to:

<input type="checkbox"/>	Hear and decide cases, in at least one of the Tribunal's divisions, that represent the general character and complexity of reviews before the Tribunal
<input type="checkbox"/>	At level 1, deal with a greater proportion of more complex cases, or manage a caseload of increased diversity. Members (Level 1) should possess the special knowledge or skills relevant to the duties of that Member
<input type="checkbox"/>	At level 2, deal with a mixture of straightforward and more complex matters
<input type="checkbox"/>	At level 3, will deal with a generally straightforward range of matters representing the general character of Tribunal applications

## Specialist Member

<input type="checkbox"/>	Possesses in-depth and up-to-date expert knowledge of the particular profession or specialisation to which they belong.
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# Administrative Appeals Tribunal

<input type="checkbox"/>	Has recognition and standing within their particular field
--------------------------	------------------------------------------------------------



**Member Assessment Criteria** (Reviewer to complete second column and state evidence to justify their assessment)

<b>Experience in/aptitude for high level executive decision-making</b>		
<input type="checkbox"/>	Conducts hearings, formal inquiries or other investigative and deliberative processes that are procedurally fair and just	<i>Does this individual demonstrate objective judgment and a commitment to fairness and sensitivity in criteria and evidence-based decision-making?</i>
<input type="checkbox"/>	Engages in criteria and evidence-based decision-making, at a high level and in circumstances where there is an expectation of transparency and formal accountability	
<input type="checkbox"/>	Engages in sensitive and objective decision-making in the face of complexity – which may arise due to complex subject matter or the nature of the parties (eg: self-represented or poorly-represented parties, cultural or language differences, literacy difficulties, disability (especially mental disability) or other factors	



Problem solving and decision-making skills		
<input type="checkbox"/>	Correctly interprets and applies complex law and understands policy	<i>Does this individual demonstrate the capacity to model good decision-making behaviour and deliver persuasive reasons for decision?</i>
<input type="checkbox"/>	Possesses the forensic skills required to make findings of fact, especially where factual disputes are complex or complicated by cultural or other issues	
<input type="checkbox"/>	Communicates effectively	
<input type="checkbox"/>	Formulates and delivers persuasive and complete reasons for decision, in writing and, where appropriate, orally	



Knowledge base	
Demonstrates a sound understanding of:	
<i>Does this individual demonstrate an understanding of merits review, the rules of procedural fairness and the jurisdiction and powers of the Tribunal?</i>	
<input type="checkbox"/>	The role and responsibilities of the Tribunal as part of Australia's system of administrative law
<input type="checkbox"/>	The rules of procedural fairness
<input type="checkbox"/>	Relevant legislation and case law



<b>Independence, objectivity and integrity</b>	
<p>Demonstrates a sound understanding of and acts in a manner consistent with:</p>	
<input type="checkbox"/>	<p>Her or his role as a member and the need to be, and be seen to be, independent and objective</p>
<input type="checkbox"/>	<p>The rules against bias and conflict of interest and the Members' codes of conduct</p>
<input type="checkbox"/>	<p>The need to behave with honesty, integrity, courage, impartiality and professionalism in all aspects of their duties as a member</p>
<p><i>Does this individual demonstrate behaviours and attributes that enhance public confidence in the quality and independence of the Tribunal's decisions?</i></p>	



<b>Professionalism and collegiality</b>		
<input type="checkbox"/>	Demonstrates a commitment to ongoing professional development and learning	<i>Does this individual demonstrating disciplined, respectful and collegiate behaviours expected of a supportive and effective colleague who is committed to the highest standards of conduct and to life-long learning?</i>
<input type="checkbox"/>	Communicates collaboratively and interacts respectfully with others, including other members and staff	
<input type="checkbox"/>	Demonstrates experience in (or an aptitude for) working collaboratively in and teams	

<b>Diligence, efficiency and resilience</b>		
<input type="checkbox"/>	Demonstrates the ability to efficiently manage their allocated workload without compromising quality	<i>Does this individual demonstrate they are productive, efficient, and are able to cope with the stresses of the role?</i>
<input type="checkbox"/>	Demonstrates the ability to cope with the stress associated with work that can be intellectually and emotionally challenging	
<input type="checkbox"/>	Uses information technology effectively	
<input type="checkbox"/>	Works in partnership with staff to effectively manage her or his workload	



# Administrative Appeals Tribunal

<input type="checkbox"/>	Is available and reliable (this could include the nature of the days that part-time members make themselves available)	
--------------------------	------------------------------------------------------------------------------------------------------------------------	--

<b>Summary of type of cases generally heard or dealt with by the appraisee</b>
<b>Summary of hearing/s observed: name of the matter, type of matter and brief summary of principle issue(s), the stage the hearing had reached during the appraiser's observation, and the duration of the appraiser's observation</b>
<b>Identify the three written decisions reviewed, and in each case identify the type of matter</b>
<b>Summary from Member Self-Assessment and Discussion with Member</b>





# Administrative Appeals Tribunal



## 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.

## EXPRESSIONS OF INTEREST

### APPOINTMENT TO THE ADMINISTRATIVE APPEALS TRIBUNAL

Expressions of interest are invited from suitably qualified persons who wish to be considered for appointment to the Administrative Appeals Tribunal (AAT) as a Deputy President, Senior Member or Member.

In addition to general expressions of interest, the AAT is specifically seeking Senior Members for **Deputy Division Head roles**.

The AAT is an independent body that performs a vital function in reviewing a range of administrative decisions made by Australian Government ministers, officers, and authorities. Further information on the AAT is available at [www.aat.gov.au](http://www.aat.gov.au).

Members of the AAT are independent statutory appointees who hear and decide applications for review of decisions. In doing so, they are required to interpret and apply relevant legislation to factual scenarios, conduct hearings and other processes in a procedurally fair manner, and make well-reasoned and timely decisions based on relevant criteria and evidence. Appropriately qualified members may also conduct alternative dispute resolution processes.

Deputy Division Heads assist the Division Head in the performance of the Division Head's functions, provide leadership in an area of practice, or of other members, and undertake more complex reviews.

Expressions of interest for Deputy Division Head roles should be submitted by **DATE**.

All other expressions of interest will be accepted on an ongoing basis over a 12-month period or until a new call is advertised.

More information is available at <https://www.ag.gov.au/About/Careers/Pages/default.aspx> or by emailing [aat.appointments@ag.gov.au](mailto:aat.appointments@ag.gov.au).

## **Content for Attorney-General's Department website**

### **News item:**

#### **<Expressions of interest for appointment to the Administrative Appeals Tribunal>**

From [date] suitably qualified individuals are invited to submit an expression of interest to be considered for appointment to the AAT.

*Clicking the news item link takes users to a page containing the following information:*

### **Call for expressions of interest for appointment to the Administrative Appeals Tribunal**

Suitably qualified members of the public are invited to submit an expression of interest (EOI) to be considered for appointment to the Administrative Appeals Tribunal (AAT). In particular, expressions of interest are sought from suitably qualified individuals who wish to be considered for appointment as a Senior Member and assigned to a Deputy Division Head role.

This EOI process is also open to current members of the AAT. Current members whose terms are due to expire in 2022 only need to submit an EOI if they are seeking advancement to a higher remuneration level or category of membership.

### **About the AAT**

The AAT conducts independent merits review of administrative decisions made under Commonwealth laws. It reviews decisions made by Australian Government ministers, departments and agencies and, in limited circumstances, decisions made by state government and non-government bodies.

Applications for review are managed in one of nine divisions:

- Freedom of Information Division
- General Division
- Migration and Refugee Division
- National Disability Insurance Scheme Division
- Security Division
- Small Business Taxation Division
- Social Services and Child Support Division
- Taxation and Commercial Division
- Veterans' Appeals Division

For more information about the AAT, please visit [www.aat.gov.au/about-the-aat](http://www.aat.gov.au/about-the-aat).

## About the role

Members of the AAT are independent statutory appointees who hear and decide applications for review of decisions. In doing so, they are required to interpret and apply relevant legislation to factual scenarios, conduct hearings and other processes in a procedurally fair manner, and make well-reasoned and timely decisions based on relevant criteria and evidence. Suitably qualified members may also conduct alternative dispute resolution processes.

Members work collaboratively with Australian Public Service (APS) staff in undertaking reviews. APS staff provide a range of support services to members, however members are responsible for the management of their own caseload.

## Competencies

The minimum requirements for appointment to the AAT are outlined in the *Administrative Appeals Tribunal Act 1975*, which provides that a person must be enrolled as a legal practitioner of the High Court or the Supreme Court of a State or Territory for at least five years, or, in the opinion of the Governor-General, possess special knowledge or skills relevant to the position.

Occupants of all roles at any member level at the AAT are required to demonstrate the following competencies:

- **Conducting hearings and other Tribunal proceedings**  
An AAT member must be able to manage a hearing and other proceedings, demonstrating procedural fairness, knowledge of hearing processes, an ability to deal fairly and effectively with diverse parties, representatives, witnesses and interpreters, and an understanding of pre-hearing case management processes and alternative dispute resolution techniques.
- **Decision-making and reasoning**  
An AAT member should be capable of making decisions that generally resolve a problem by identifying the correct or preferable answer to a question posed in a particular review. An AAT member should demonstrate forensic skills required to make findings of fact, the ability to analyse evidence, and apply legislation, policy and practice directions. An AAT member should also have the ability to formulate and deliver lawful, objective and well-reasoned decisions, and deliver decisions in a way that is fair, just, economical, informal, quick and promotes public trust and confidence in the AAT.
- **Writing and communication skills**  
An AAT member should have strong verbal and written communication skills, with the ability to deliver clear, concise and persuasive written decisions, oral decisions and other communications. An AAT member should also be capable of communicating sensitively with self-represented parties, being mindful of cultural or language differences, literacy, disability and other factors. They should also be able to communicate effectively and professionally with other members, staff and stakeholders.
- **Independence, integrity and collegiality**  
An AAT member is responsible for understanding and adhering to their professional obligations, including the need to be independent and objective, and the rules against

bias and conflict of interest. An AAT member should also demonstrate collegiality, and commitment to ongoing professional development.

- **Productivity, diligence and resilience**

An AAT member must efficiently manage their allocated workload and discharge their responsibilities in a timely way without compromising quality. An AAT member should have capacity to manage a complex caseload which may be intellectually and emotionally challenging; engage with information technology effectively; work in partnership with staff; critically evaluate their own performance; and be available and reliable.

Occupants of the role of Deputy President and Senior Member must also demonstrate an additional competency:

- **Leadership**

A Deputy President or Senior Member should provide leadership and mentoring to other members, and may be responsible for managing an area of practice. A Deputy President or Senior Member should also hear and decide cases of greater complexity and make a significant contribution to the AAT's jurisprudence in a particular jurisdiction. They demonstrate leadership through the highest standards of decision-making, often dealing with cases remitted from the courts.

A Deputy President or Senior Member who is assigned as a Deputy Division Head supports the Division Head, understands and responds positively to change and contributes constructively to change initiatives.

## **Process**

The President of the AAT makes recommendations to the Attorney-General with respect to the AAT's need for new members and reappointments. The Attorney-General then makes recommendations to Government. Appointments are ultimately made by the Governor-General.

Recommendations by the AAT will be made on the basis of merit and the AAT's current and future needs and will include a recommendation as to the appropriate division or divisions to which a potential member should be assigned. The AAT may decide to conduct an interview process to assess the suitability of candidates.

Individuals who have previously expressed interest will need to submit a new EOI if they wish to be considered again.

EOIs for Deputy Division Head roles must be submitted by [date].

For all other roles, EOIs will be accepted on an ongoing basis over the next 12 months, or until such time as a new call for EOIs is advertised. You are strongly encouraged to submit your EOI as soon as possible.

Enquiries regarding the EOI process may be made to <XXX>

**<Click here to submit an expression of interest for a Deputy Division Head role>**

**<Click here to submit an expression of interest for other roles>**