

NSW Government Appointment Form

The NSW Government Appointment Form (Form) can be used by agencies for all appointments to NSW Government Boards and Committees, Public and Statutory Office Holders and Executive Agency Heads. All sections contained in this Form must be completed in GOView, which is administered by The Cabinet Office (TCO).

Omission of any information below will delay the progression of the appointment to the approval stage.

1. Entity details

Entity name:

Minister:

Agency name:

Portfolio:

Cluster:

Establishing instrument:

Entity description: (500 character max)

2. Position details

Position type:

Board/Committee Chair

Board/Committee Member

Public and Statutory Office Holders/
Executive Agency Head

Ex Officio:

Yes

No

Position title: (e.g. Director, Trustee etc.)

Membership type:

Full-time

Part-time

Does the appointment require:

Cabinet consideration?	Yes	No
Governor approval?	Yes	No
Minister approval only?	Yes	No

Reason for appointment:

New appointment – incumbent was:
Reappointment – proposed appointee was first appointed in the year: <i>Agency to provide detailed description of reason for re-appointment more than two consecutive terms or six years, addressing the requirements of the NSW Board and Committee Guidelines.</i>

3. Appointee's details

Title:

First name:

Middle name:

Last name:

Post-nominals:

Suburb:

Year of birth:

Email address:

Contact number:

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Is the Appointee:

1. a public sector employee? <i>(other than a Public Sector Senior Executive (PSSE))</i>	No	Yes
2. on the Lobbyist Register?	No	Yes
3. a member of other government boards and committees?	No	Yes
4. a Public Sector Senior Executive (PSSE)?	No	Yes

Start date:

Expiry date:

Nominee of:

Appointee's CV attached?

Yes *(The Appointee's CV must be uploaded into eCabinet if Cabinet approval is required).*

4. Appointee's Diversity Information

Personal diversity information should only be included here if you consent to the use and disclosure of that information as outlined in the Privacy Notice.

Aboriginal and Torres Strait Islander status:

Yes
No
Choose not to say

Culturally and Linguistically Diverse (CALD) status:

Yes
No
Choose not to say
If yes, specify country of birth and/or languages spoken fluently other than English as well as ethno-religious affiliation:

Gender:

Male
Female
Nonbinary
Choose not to say

Person with a Disability (PWD):

Yes
No
Choose not to say

How was the consideration given to the principle of diversity, including the representation of Aboriginal and Torres Strait Islanders, women, people from culturally and linguistically diverse backgrounds, people with a disability and young people?

Choose appropriate item(s)

Considered in advertisement	Considered in shortlist of candidates
No consideration given	Other – please provide information

5. Remuneration – Boards and Committees

5.1 Applicable Remuneration Range *(this data is drawn from the Public Service Classification and Remuneration Framework for NSW Government Boards and Committees and is automatically updated in GOView)*

Chair annual fee	\$	to \$
Member annual fee	\$	to \$
Daily sitting fee of (or up to)	\$	

5.2 Recommended remuneration for the Appointee *(to be approved by Minister/Cabinet)*

Annual fee of	\$
Daily sitting fee of	\$
Unpaid	

Remuneration comments:

(If remuneration does not align with PSC Classification and Remuneration Framework, please provide explanation below and email supporting documentation to the Boards team at boards@tco.nsw.gov.au)

6. Remuneration Details for Public and Statutory Office Holders and Executive Agency Heads

Remuneration

PSSE within the Band at the following remuneration amount:	Maximum rate of \$ Minimum rate of \$
PSSE Special determination (pursuant to section 24P of the <i>Statutory and Other Offices Remuneration Act 1975</i>) applies.	Determination date is
Non-PSSE determination of the Statutory and Other Offices Remuneration Tribunal:	Remuneration amount is \$
Non-PSSE not determined by the Statutory and Other Offices Remuneration Tribunal:	Remuneration amount is \$

Remuneration comments:

(If remuneration does not align with PSSE or SOORT determination, please provide explanation below and email supporting documentation to the Boards team at boards@tco.nsw.gov.au)

7. Merit and fairness and Integrity

Was the vacancy advertised? (Agencies are strongly recommended to advertise vacancies for NSW Government Boards and Committees on the NSW Government Boards and Committees Register, as the centralised repository of board vacancies).

Yes	No
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Integrity

Was a referee check conducted on the Appointee prior to their nomination?

Yes	No
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Were probity checks conducted on the Appointee prior to their nomination? (Tick applicable box(es) below. Please note that appropriate probity checks **must** be completed for all appointments prior to being lodged for Cabinet approval).

Yes	The following probity checks were conducted, and did not preclude the Appointee's suitability for the position: ASIC Banned and Disqualified search ASIC Enforceable Undertakings Register search Australian Financial Security Authority National Personal Insolvency Index search NSW Police Force National Police Check Office of the Children's Guardian Working with Children Check
No	

Has the Appointee been provided with the Privacy Notice under the *Privacy and Personal Information Protection Act 1998* (NSW)? (If the agency requires a copy of the Privacy Notice, please email the Boards team at boards@tco.nsw.gov.au)

Yes. I confirm that the Appointee has been provided with the Privacy Notice and the agency is authorised to provide the personal information to The Cabinet Office for the purpose as set out in the Privacy Notice.

No. You are unable to progress the Appointee's nomination unless you confirm that the Appointee has been provided with the Privacy Notice and the Appointee has provided their authorisation to provide the personal information to The Cabinet Office for the purpose as set out in the Privacy Notice.