

# 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:

## 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?	No	Yes
2. on the Lobbyist Register?	No	Yes
3. a member of other government boards and committees	No	Yes
4. a 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 :**

**Culturally and Linguistically Diverse (CALD) status:**

**Gender:**

**Person with a Disability (PWD):**

Yes
No
Choose not to say

Yes
No
Choose not to say

Male
Female
Nonbinary
Choose not to say

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:

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?

## 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](mailto:boards@tco.nsw.gov.au))

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

### Remuneration

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

## 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?** (Please note that not all of the probity checks listed below may be required for the appointment. Only tick those boxes which are applicable).

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) at Appendix A to the NSW Government Appointment Form?** (If the agency requires a copy of the Privacy Notice, please email the Boards team at [boards@tco.nsw.gov.au](mailto: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.

# Privacy Notice

This Privacy Notice explains how we (the [insert name of Agency]) manage the personal and health information we collect from you for the purpose of seeking approval for your NSW Government appointment.

## **What personal information is being collected?**

We are collecting two types of personal information from you. They are:

### **Essential personal information, which includes:**

- Full Name
- CV
- Suburb/postcode of residence
- Year of birth
- Email address
- Telephone number
- Mobile number.

### **And**

### **Optional personal and health information, which includes:**

- Gender
- Aboriginal and Torres Strait Islander status
- Culturally and Linguistically Diverse (CALD) status
- Person with a Disability (PWD).

## **Do I have to provide my personal information?**

You are not required by law to provide your personal information.

However, if you want to be considered for an appointment, you must provide your essential personal information.

If you choose not to provide your optional personal information, it will not affect your being considered for appointment.

### **Why is my personal information being collected?**

Your personal information is being collected to seek approval for your NSW Government appointment and for the purposes of reporting on diversity and inclusion practices and statistics across the NSW Government.

Your personal information will be used for the purpose of seeking approval for your appointment and will be:

- uploaded into the “GOView database”, which is managed by The Cabinet Office (contact information below)
- provided to Cabinet or to the Minister who is responsible for approving your appointment
- if necessary for the purposes of considering your appointment, provided to other NSW public sector agencies.

If you are nominated or considered for a further NSW Government appointment in the future, we may also use and disclose your personal information in the ways set out above for the purpose of seeking approval for that appointment.

If you provide your optional personal and/or health information, it will be used for the purpose of reporting on diversity and inclusion practices and statistics across the NSW Government. Your name will not be disclosed in that reporting.

If you are appointed, your name and remuneration will be:

- used to generate a report which will be disclosed to other NSW public sector agencies, Ministers and the Premier, for the purpose of identifying upcoming vacancies and assist with forward planning of appointments
- published on The Cabinet Office’s website in the list of current boards and committees

### **Consent for use and disclosure of Aboriginal and Torres Strait Islander status, CALD and PWD**

If you choose to provide your Aboriginal and Torres Strait Islander status your CALD status and/or your PWD status, we need your agreement to allow us to use and disclose that information in each of the ways listed above. If you do agree, please sign here:

Printed Name

Signature

### **How can I find out what information you hold about me?**

You have the right to access your personal information.

To do that, you may contact [INSERT NAME OF COLLECTING AGENCY] and/or The Cabinet Office. You also have the right to request that the information is amended, for example, if it is incorrect.

[INSERT NAME AND CONTACT INFORMATION OF COLLECTING AGENCY]

The Cabinet Office  
Appointments, Boards and Committees Team  
Cabinet and Governance  
Office of the General Counsel  
52 Martin Place SYDNEY NSW 2000

Email: [boards@tco.nsw.gov.au](mailto:boards@tco.nsw.gov.au)