

5.12 Example Body of Significant Appointment submission

CABINET-IN-CONFIDENCE

SECURITY CLASSIFICATION “...” (A/B/C)

SIGNIFICANT APPOINTMENT

COVERSHEET

TITLE

MINISTER/S

OBJECTIVE/S

BACKGROUND

- **Context** (Include Role of the Board/Authority etc.)
- **Previous Consideration by Cabinet**

URGENCY

DETAILS OF EXISTING MEMBERS AND RECOMMENDED CANDIDATE/S

- Details of current and proposed Board/Authority/ Committee/Tribunal membership are at Attachment 1. (Details to be included in the table at Attachment 1 are: list all existing members in the first column (including members who have resigned and are no longer on the Board but whose position is being filled); their position; current statuses; date of appointment; and, if applicable, date and reason for resignation. In the second column include details for proposed new appointments including names, positions, and reason for appointment. If the person is being reappointed, do not enter name in again only position details and reappointment details.)
- Text on the information provided in the table to expand on the board and nominations to be added in this section.

PERIOD OF APPOINTMENT

QUALIFICATIONS INCLUDING REASONS FOR APPOINTMENT/S

- **Curriculum Vitae/s**

MEMBERSHIP ON OTHER GOVERNMENT BODIES (include details of all remuneration received)

METHOD OF APPOINTMENT AND LEGISLATIVE AUTHORITY (include a brief outline of appointment process followed and compliance with any legislative requirements)

ISSUES

- **Suitability for Appointment** (has candidate been assessed in respect of conflicts of interest, criminal history, etc)
- **Gender**

Existing gender distribution:	Women	Men
Proposed distribution:	Women	Men
- **Regional representation**

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REMUNERATION AND CONDITIONS

- This section to be completed in consultation with the Department with administrative responsibility for Industrial Relations.

CONSULTATION

- Queensland Register of Nominees
- Department with administrative responsibility for Industrial Relations
- Office for Women
- Other

RESULTS OF CONSULTATION

PUBLIC PRESENTATION

RECOMMENDATIONS

Recommendations are to be in accordance with Chapter 5.1.7 of the Cabinet Handbook.

.....
Signature/s of Minister/s

Minister/s name

Minister/s title

date

ATTACHMENT 1

APPOINTMENTS TO NAME OF BOARD (eg QUEENSLAND BOARD OF GOVERNMENT)

EXISTING MEMBERS			PROPOSED CANDIDATES		
NAME	POSITION	TERM/ RESIGNED/ NOT BEING RENEWED	NAME	POSITION	NEW/ REAPPOINT/ TERM
	<i>Chair/ member/ deputy chair/etc</i>	<i>if existing/ resigned (if resigned when)</i>		<i>Chair/ member/ deputy chair/etc</i>	<i>Details of reappointment or new</i>
<i>eg Joanne Bloggs</i>	<i>Deputy Chair</i>	<i>Resigned on day/month/year</i>	<i>Mary Temple</i>	<i>member</i>	<i>new</i>
<i>Brad Jones</i>	<i>member</i>	<i>Existing - appointed day/month/year</i>		<i>Deputy Chair</i>	<i>reappointment changed position</i>

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