

Appointments - Area Health Advisory Councils - Policy and Procedures

Document Number PD2009_020

Publication date 23-Apr-2009

Functional Sub group Corporate Administration - Governance

Summary Policy and procedures for the appointment of Chairs and Members of Area Health Advisory Councils and the Children's Hospital Advisory Council.

Replaces Doc. No. Appointments - Area Health Advisory Councils and The Children's Hospital Advisory Council [PD2007_062]

Author Branch Corporate Governance and Risk Management

Branch contact Senior Policy Officer, Corporate Gov 9424 5999

Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, NSW Dept of Health

Audience Area Health Advisory Council Chairs, Secretariat Officers

Distributed to Public Health System, NSW Department of Health

Review date 23-Apr-2014

File No. 08/3625

Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

APPOINTMENTS – AREA HEALTH ADVISORY COUNCILS

Purpose

Under the Health Services Act 1997 and NSW Government policy, all appointments to Area Health Advisory Councils and the Children’s Hospital Advisory Council (referred to within this policy as AHACs) require the approval of the Minister for Health and the NSW Cabinet.

This policy directive sets out the roles and responsibilities, and the procedures for recommending candidates for appointment by the Minister for Health.

Mandatory requirements

For all appointments to AHACs:

- Chairs are responsible for nominating candidates for the Minister’s consideration when any vacancy for the position of a member arises.
- Processes to nominate candidates for the Minister must reflect the responsibilities and profile of AHACs, encourage the principles of equal opportunity and maximise opportunities for interested and eligible persons to express an interest.
- Relevant background checking must be undertaken for preferred candidates prior to nomination to the Minister for Health.
- Nominations must be endorsed by the relevant Chief Executive and approved by the Deputy Director-General Strategic Development within the Department of Health.

Section 1 of the attached procedures provides guidelines to be followed for the nomination and selection process.

Section 2 of the attached procedures outlines the administrative procedures that must be followed in order to submit papers for the approval of the Minister for Health and NSW Cabinet, when a nomination and selection process is complete.

Implementation

Minister for Health

The Minister for Health is responsible under the *Health Services Act 1997* for appointing Chairs and Members to AHACs, subject to review by the NSW Cabinet, in accordance with Premier’s Memorandum 2004-10.

Deputy Director-General, Strategic Development

The Deputy Director-General, Strategic Development, on behalf of the Director-General, is responsible for approving recommendations for the appointment and reappointment of both Chairs and Members of AHACs prior to submission to the Minister for Health.

Document No:	PD2009_020	Issue date:	23 Apr-09	Page 1 of 3
Author Branch:	Corporate Governance and Risk Management Branch			

Chief Executives

Chief Executives must ensure appropriate secretariat support is provided to Chairs in undertaking nomination and selection processes and for ensuring that Chairs and Members of AHACs are remunerated in accordance with the *Health Services Act 1997* and Government policy.

AHAC Chairs

AHAC Chairs are responsible for determining nomination and selection processes, and nominating candidates for the Minister's consideration when any vacancy for the position of a member arises on an Advisory Council. Chairs are also responsible for recommending whether members should be reappointed when their term of appointment expires.

AHAC Secretariats

AHAC Secretariats are responsible for providing administrative support to the Chair of the Advisory Council with respect to undertaking nomination and selection processes and for preparing relevant paperwork for submission to the Department when a nomination and selection process is complete.

AHAC Secretariats are also responsible for ensuring that members are inducted properly and sign a Confidentiality Undertaking and Code of Conduct prior to attending their first meeting of the AHAC.

Corporate Governance and Risk Management Branch

The Corporate Governance and Risk Management Branch (CGRM Branch) within the Department of Health reviews documentation to be submitted to the Minister to ensure documentation is completed correctly. The CGRM Branch is also responsible for reviewing the process undertaken to nominate candidates to ensure that they comply with Premiers Memorandum 2004-10.

Primary Health and Community Partnerships Branch

The Primary Health and Community Partnerships Branch (PHCP Branch) within the Department of Health is responsible for advising the Deputy Director-General, Strategic Development on matters relating to the management of appointments to AHACs including processes for the appointment and reappointment of Chairs. As a part of this role the Branch reviews all appointments prior to submission to the Deputy Director-General.

Document No:	PD2009_020	Issue date:	23 Apr-09	Page 2 of 3
Author Branch:	Corporate Governance and Risk Management Branch			

Revision history

Issue date (doc. no.)	Approved by	Amendment notes
Jul-07 (PD2007_062)	Minister for Health	Established detailed procedures for the management of appointments to AHACs.
Apr-09 (PD2009_020)	Director-General	Replaces; Key changes include: <ul style="list-style-type: none"> • Streamlined submission process: <ul style="list-style-type: none"> - Area Health Services and Children's Hospital to conduct Criminal Record Check on preferred and shortlisted candidates. - AHAC Secretariats responsible for preparing papers for Minister. • AHAC Secretariats responsible for ensuring Code of Conduct and Confidentiality Agreement signed by new members on appointment. • Chairs to determine nomination and selection processes for members.

Manual reference:	Not applicable
Related documents:	<ul style="list-style-type: none"> • Health Services Act 1997 • Premier's Memorandum 2004 - 10 • Premier's Memorandum 2001 - 17 • PD2008_023: Code of Conduct for HCACs, HPTs and AHACs

List of attachments

1. Appointments – Area Health Advisory Councils: Procedures

Document No:	PD2009_020	Issue date:	23 Apr-09	Page 3 of 3
Author Branch:	Corporate Governance and Risk Management Branch			

**Appointments – Area Health Advisory
Councils**

NSW HEALTH
PROCEDURES

Document No:	PD2009_020	Issue date:	23 Apr-2009	Title page
Author Branch:	Corporate Governance and Risk Management Branch			

Contents

Introduction 1

 About this document..... 1

 Mandatory Requirements 1

 Related legislation and documents: 1

1. Appointment and Reappointment of Members and Chairs 3

 1.1 Nominating new Members..... 3

 1.2 Nominating new Chairs 4

 1.3 Reappointments 4

 1.4 Terms of appointment..... 5

 1.5 Remuneration and allowances 5

 1.6 Induction requirements 5

2. Submitting nominations for approval 6

 2.1 Step 1: Conduct background check..... 6

 2.2 Step 2: Prepare appointment paperwork..... 6

 2.3 Step 3: Obtain sign-off from the Chief Executive and submit papers 7

 2.4 Step 4: Submit to the Department of Health..... 7

 2.5 Notification of approved candidates 8

List of attachments 9

Document No:	PD2009_020	Issue date:	23 Apr-2009	Contents page
Author Branch:	Corporate Governance and Risk Management Branch			

Introduction

About this document

Under the *Health Services Act 1997* and NSW Government policy, all appointments to Area Health Advisory Councils and the Children's Hospital Advisory Council (referred to within this policy as AHACs) require the approval of the Minister for Health and the NSW Cabinet.

This document sets out the roles and responsibilities and procedures for recommending candidates for appointment by the Minister for Health.

Mandatory Requirements

For all appointments to AHACs:

- Chairs are responsible for nominating candidates for the Minister's consideration when any vacancy for the position of a member arises.
- Processes to nominate candidates for the Minister must reflect the responsibilities and profile of AHACs, encourage the principles of equal opportunity and maximise opportunities for interested and eligible persons to express an interest.
- Relevant background checking must be undertaken for preferred candidates prior to nomination to the Minister for Health.
- Nominations must be endorsed by the relevant Chief Executive and approved by the Deputy Director-General Strategic Development within the Department of Health.

Section 1 of this procedure provides guidelines to be followed for the nomination and selection process.

Section 2 of this procedure outlines the administrative procedures to be followed in order to submit papers for the approval of the Minister for Health and NSW Cabinet, when a nomination and selection process is complete.

Related legislation and documents:

Health Services Act 1997

Section 26 of the Act establishes Area Health Advisory Councils for each Area Health Service and outlines the membership requirements of the councils and the terms and eligibility for appointment. The Children's Hospital at Westmead Advisory Council has been established per section 52D of the Health Services Act 1997

Premier's Memorandum 2004 - 10

Premier's Memorandum 2004-10 outlines the Government's policy concerning the appointment and remuneration of members of Government boards, committees and trusts. (Available from <http://www.boards.dpc.nsw.gov.au>)

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 1 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

Premier's Memorandum 2001 – 17

Premiers Memorandum 2001-17 requires all boards to have a code of conduct and encourages advisory committees to develop a code of conduct to define their values and behaviour

PD2008_023: Code of Conduct for HCACs, HPTs and AHACs

PD2008_023 establishes the Code of Conduct for Health Care Advisory Councils (HCACs), Health Priority Taskforces (HPTs) and Area Health Advisory Councils (AHACs) and applies to all members participating on these committees

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 2 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

1. Appointment and Reappointment of Members and Chairs

1.1 Nominating new Members

Chair responsible for nominating new members

AHAC Chairs are responsible for determining the nomination and selection process and for nominating preferred candidates for the Minister's consideration when a vacancy arises on an AHAC.

Where possible, a shortlist of additional alternative (and appropriate) candidates should be provided for consideration of the Minister.

Chairs should ensure that processes to identify candidates reflect the responsibilities and profile of AHACs, encourage the principles of equal opportunity and maximise opportunities for interested and eligible persons to express an interest.

Nominations must also ensure the balance of membership required by s26(2) of the *Health Services Act 1997* is maintained at all times.

Guidance on publicising vacancies

In accordance with Premier's Memorandum 2004-10, AHACs are encouraged to publicise vacancies on the web site of the Health Service.

Other means to publicise vacancies and invite interest include:

- Publicising vacancies at relevant forums,
- Consulting with appropriate networks and stakeholders, and
- Advertising in the press.

When determining whether a press advertisement should be undertaken, Chairs should consider if:

- An appropriate list of candidates exists from a previous Expression of Interest process or through unsolicited Expressions of Interest.
- Alternative means of promoting the vacancy would be more effective in attracting a person that matches the needs of the AHAC.

Information that should be provided to candidates

As part of any expression of interest process, all interested persons should be provided information on the role and charter of the council, remuneration entitlements and a copy of the Code of Conduct for HCACs, HPTs and AHACs.

Information required from candidates

New candidates must provide a supporting document of no more than **2 PAGES**. The supporting document should explain relevant experience and interests, this may take the form of a curriculum vitae.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 3 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

As a part of the process for submitting nominations to the Minister and the NSW Cabinet, certain statistical information for each candidate must be provided. An expression of interest form has been developed by the Department of Health to support this process and *may* be used as part of the nomination process. The form is provided at attachment 1.

1.2 Nominating new Chairs

Deputy Director-General, Strategic Development to nominate Chairs.

In the event of a position of Chair becoming vacant due to a resignation or as a result of the expiry of the term of a Chair, the Deputy Director-General, Strategic Development may, with the advice of the Chief Executive, recommend that the Minister either appoint any of the current Members of the AHAC as Chair or appoint any other person suitably qualified as a member and as Chair.

Appointment of acting Chair

When a position of Chair is vacant or where the Chair is on a leave of absence, the AHAC may elect an acting Chair from the members of the AHAC.

If the AHAC does not reach a consensus, candidates for appointment as Acting Chair may be submitted to the Chief Executive for a decision.

Any member appointed as an Acting Chair in these circumstances is eligible to be paid sitting fees in accordance with the rates established for Chairs if the member has undertaken preparation and other related work expected of Chairs prior to the meeting.

1.3 Reappointments

Chair responsible for recommending the reappointment of members

AHAC Chairs are responsible for recommending to the Minister whether a member whose term is due to expire should be reappointed to an AHAC and why.

Recommendations should be based on a review of the contribution of the member to the AHAC, taking into account the full course of their appointment and any annual or other reviews conducted during their term.

Deputy Director-General Strategic Development responsible for recommending the reappointments of Chairs

For the purposes of a reappointment of a Chair, the Deputy Director-General, Strategic Development is responsible for recommending to the Minister whether an AHAC Chair should be reappointed when the term of their appointment is due to expire.

Recommendations will be based on a review of the performance of the AHAC and will be undertaken in consultation with the Chief Executive of the Health Service.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 4 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

1.4 Terms of appointment

In accordance with section 26 (4) & (5) of the *Health Services Act 1997*, members and chairs are eligible to be appointed for up to four years, with a maximum period of membership being eight years (the equivalent of two full terms).

Chairs are to recommend their preferred term of appointment when nominating candidates for appointment or reappointment.

Where possible, recommendations for appointment should preserve the current cycle of appointments, whereby half the membership of the council is renewed or reappointed every 2 years.

1.5 Remuneration and allowances

Sitting fees

Chairpersons and Members of the AHACs are to be paid in accordance with the requirements and rates set out in Premier's Memorandum 2004-10 or any determination of the Premier in accordance with that memorandum.

It is the responsibility of Health Services to ensure payments are made to AHAC Chairs and Members in accordance with relevant legislative and policy requirements.

Fees are to be paid quarterly. In order to provide sufficient accountability, Chairs and Members are required to submit sufficient documentation to substantiate days claimed on council business.

Travel, meal and motor vehicle allowances are to be paid in accordance with Premier's Memorandum 2004-10.

Information concerning the approved rates for AHACs is available from the CGRM Branch in the Department of Health.

1.6 Induction requirements

Confidentiality undertaking and code of conduct

All new members must sign a confidentiality undertaking (Attachment 4) and the Code of Conduct for HCACs, HPTs and AHACs (PD2008_023) as a condition of accepting their appointment.

AHAC Secretariats are responsible for ensuring that new members sign these documents prior to or at their first AHAC meeting. Copies of signed documents must be maintained on a confidential official file within the Health Service.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 5 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

2. Submitting nominations for approval

When the Chair recommends a person for appointment or reappointment to an AHAC, the Health Service **must**:

1. **Conduct a background check** for any new candidates and for any other candidates to be put forward as alternative options.
2. **Prepare appointment papers.**
3. **Obtain sign-off from the Chief Executive**
4. **Submit papers to the Department of Health.**

2.1 Step 1: Conduct background check

In order to ensure candidates are of a fit and proper character, no recommendation for appointment to an AHAC should proceed without a criminal record check being conducted by the Area Health Service.

A National Criminal Record Check should be conducted on any candidate recommended for appointment or any alternative candidates provided for the Minister's consideration. A Criminal Record Check is not necessary where the recommended candidates are current employees of the Area Health Service.

Please refer to PD2008_029, *Employment Screening* for requirements for conducting criminal record checks within the NSW Health system.

Health Services should also ensure any qualifications or other claims made by prospective candidates are appropriately reviewed during the expression of interest process.

2.2 Step 2: Prepare appointment paperwork

The following must be provided in order to appoint or reappoint a member:

- (a) A one page **Briefing for the Minister.**
- (b) An **Instrument of Appointment**

AND FOR EACH CANDIDATE:

- (c) A **Government Boards and Committees Appointment Form.**
- (d) A draft **letter of appointment.**
- (e) A **supporting document** of *no more than two pages for new members* (reappointments do not need to provide supporting document unless requested by the Department of Health).

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 6 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

A template for completing the required papers is provided at Attachment 2 and is available in Word by emailing cgrm@doh.health.nsw.gov.au and requesting a copy of the AHAC appointment template.

Instructions for completing the Government Boards and Committees Appointment Forms are provided at Attachment 3.

Secretariats are responsible for the quality and content of briefings. Where paperwork is submitted to the Department and it is incomplete or completed incorrectly, it will be returned to the author for amendment. A checklist to assist Secretariats review the process undertaken is provided at Attachment 5.

The CGRM Branch is available to review draft briefings prior to sign-off by Chief Executives if desired. Authors may email draft briefings marked to the attention of the Manager Corporate Governance to cgrm@doh.health.nsw.gov.au.

2.3 Step 3: Obtain sign-off from the Chief Executive and submit papers

The Chief Executive should sign and date the Briefing for the Minister indicating their endorsement of the content and accuracy of the brief.

The briefing for the Minister **must be one page only** including room for sign-off by the Chief Executive, Deputy Director-General and the Minister. If further information needs to be provided it must be provided in attachments to the briefing.

The sign-off on the briefing for the Minister should be as follows (without shading):

Content and accuracy endorsed by:

Name, Chief Executive, <name> Area Health Service, Ph. (02) XXXX XXXX

Approved by:

1. Corporate Governance and Risk Management Branch
2. Director, Primary Health and Community Partnerships Branch.
3. Deputy Director-General, Strategic Development.

MINISTER

If further sign-off is required within the Health Service, an internal cover briefing should be used and the Chief Executive should sign the Briefing for the Minister if approved – this briefing does not need to be provided to the Department.

2.4 Step 4: Submit to the Department of Health

A copy of the briefing for the Minister signed and dated by the Chief Executive should be sent electronically (in PDF format) to cgrm@doh.health.nsw.gov.au with a Microsoft word version of the draft letters of appointment and Government Boards and Committees Appointment Forms. Supporting documents may be submitted in PDF format or Word format.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 7 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

Secretariats should ensure that submissions nominating candidates for appointment or reappointment are lodged with the Department of Health at least **six weeks prior to the expiry of an appointment**, or as soon as an appropriate process has been completed (in the case of an unexpected vacancy).

This timeframe is required in order to allow review by the Deputy Director-General, Minister for Health and NSW Cabinet.

2.5 Notification of approved candidates

When notice from the Department of Premier and Cabinet is provided advising that appointments have been approved the Department will send letters to those candidates that have been appointed and advise the AHAC secretariat that the appointment has been formally approved.

A copy of the approved papers will be returned to the AHAC secretariat. AHAC Secretariats are responsible for advising any unsuccessful candidates, as appropriate, and for ensuring a Code of Conduct and Confidentiality Agreement is signed by the successful candidates.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 8 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

List of attachments

All of the following attachments will be available for download in Microsoft Word on the CGRM Branch intranet site at

http://internal.health.nsw.gov.au/cgrm/cger/minister_appoints.html.

Attachment	Description
1. EOI Form	Form that may be used to assist obtaining information required to complete the Government Boards and Committees Appointment Form
2. Advisory Council Appointment Template	Template with instructions for submitting papers for the Minister
3. Instructions: Government Boards and Committees Appointment Forms	Instructions for completing the Government Boards and Committees Appointment Form
4. Confidentiality Undertaking	Standard confidentiality undertaking required to be signed by all new members
5. Appointment Checklist	Checklist for use to check that all actions have been completed before papers are submitted to the Department of Health.

Document No:	PD2009_020	Issue date:	23 Apr-2009	Page 9 of 9
Author Branch:	Corporate Governance and Risk Management Branch			

<INSERT AS RELEVANT> AREA HEALTH SERVICE

Briefing for the Minister

APPOINTMENT TO AREA HEALTH ADVISORY COUNCIL

ISSUE:

Expiry of term for X members of the <Name> Area Health Advisory Council or
Vacancy on the <Name> Area Health Advisory Council due to...

RECOMMENDATION(S):

That the Minister approves the appointment/reappointment of Ms Example Name by signing the attached:

- Instrument of appointment
- Government Boards and Committees Appointment Forms
- Letters of Appointment

BACKGROUND:

- Background information regarding the role and membership of the <insert name of advisory council> is attached at **Tab A**. (a copy of the AHAC Charter and a list of the current membership should be provided as an attachment)

COMMENT:

- Identify how the candidate was identified (ie. Was it advertised? Nominated by a body representative of community interests or of specific required interests?)
- Identify why the recommended candidate(s) should be appointed (ie. Advise the Minister on the reasons that this person, over any others, should be appointed).

FUNDING IMPLICATIONS:

Sittings fees and operational costs of the Council are funded from existing Area Health Service budgets.

CONSULTATION:

The Chair of the Council endorses the recommended candidate.

MEDIA RELEASES:

If a media release is required this should be attached at **Tab B** and an appropriate reference provided here. If no media release, this should read "No media release required".

Content and accuracy endorsed by:

Name, Chief Executive, <name> Area Health Service, Ph. (02) XXXX XXXX

Approved by:

1. Corporate Governance and Risk Management Branch
2. Director, Primary Health and Community Partnerships Branch.
3. Deputy Director-General, Strategic Development.

MINISTER

INSTRUMENT OF APPOINTMENT

HEALTH SERVICES ACT 1997

APPOINTMENT OF CHAIR/MEMBERS/MEMBER

INSERT NAME AREA HEALTH ADVISORY COUNCIL

I, JOHN DELLA BOSCA MLC, Minister for Health, pursuant to the provisions of section 26(2) of the *Health Services Act 1997*, do by this instrument, hereby appoint **<insert name of member>** as a member of the <Insert name> Area Health Advisory Council for the period commencing on and from the date of this instrument up to and including X Month 20XX.

Dated

John Della Bosca MLC

ATTACHMENT 2

GOVERNMENT BOARDS AND COMMITTEES APPOINTMENT FORM

Government policy is to increase representation of women, people of culturally diverse backgrounds, Aboriginal and Torres Strait Islander people, people with a disability and young people on boards and committees.

1. Name of Board, Committee, etc:	Please tick: <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Full-time	
2. Legislation or terms of reference under which the board is constituted:		
3. Position (eg Chair, Member):		
4. Appointment criteria of position:		
5. Name of previous incumbent or indicate if reappointment:		
6. Reasons for appointment:		
7. Nominee of:		
8. Full name of proposed appointee:	Please tick: <input checked="" type="checkbox"/> Male Female	
9. a) Does the proposed appointee identify as belonging to one of these groups? b) What is the person's Ancestry? *eg English, Irish, Italian, German, Greek, Chinese, Australian etc	<input type="checkbox"/> Aboriginal or Torres Strait Islander <input checked="" type="checkbox"/> Person with a disability <input type="checkbox"/> Young Person (under 25) date of birth if young person/...../..... Ancestry (Please specify*) (please provide more than one ancestry if necessary)	
10. Is the proposed appointee a member of any other Government boards or committees? If yes, please list:		
11. Address of proposed appointee:		
12. Qualifications/experience of proposed appointee:		
13a. Please provide details of the remuneration for the position: eg annual retainer fee (\$), other payments amount (\$), /time (hour, meeting, etc)	Annual fee:	Amount
	Sitting Fee:	Amount
13b. Is remuneration actually paid? ("No" in the case of Public Servants)		
14. Term of proposed appointment: Indicate appointment and termination date if possible		

All sections must be complete. Omission of any information will delay submission to Cabinet.

Signed: _____
Minister for Health

Mr Example Name
35 Example St
EXAMPLETOWN NSW 2897

Dear Mr Name,

I am pleased to advise that I have approved your appointment as a member of the <insert as appropriate> Area Health Advisory Council as constituted under Division 2 of the *Health Services Act 1997*.

Your appointment is effective for the period up to and including XX month 20XX.

Thank you for agreeing to serve as a member of the Advisory Council. The role of the Council, as specified under s26 of the Act is to facilitate the involvement of providers and consumers of health services, and of other members of the local community, in the development of the area health service's policies, plans and initiatives for the provision of health services.

<insert name of AHAC Secretariat>, the Secretariat of the Council will be in contact with you to provide you with further information concerning role of the Council, the meetings and procedures of the council and the terms and conditions of your appointment.

If you have any questions regarding your appointment to the council, please contact <insert name of AHAC Secretariat> on (XX) XXXX XXXX.

Yours sincerely

John Della Bosca MLC

INSTRUCTIONS FOR COMPLETING THE GOVERNMENT BOARDS AND COMMITTEES APPOINTMENT FORM

The Form has been designed by the Department of Premier and Cabinet to provide consistency in the information supplied to Cabinet for board and committee appointments.

It must be one page only and completed in Times New Roman 10pt font.

EXPLANATORY NOTES

1. Please give full name of board or committee using no abbreviations Eg. Armidale Local Land Board.
2. Enter current legislation or terms of reference which govern this board or committee. Eg. Crown Lands Act 1989.
3. Enter the position of the proposed appointee on the board or committee Eg. member, chair, ex-officio member.
4. Specify the qualifications, experience, etc necessary for appointment to this position as stated in the legislation or terms of reference for this board. Eg. Barrister with a minimum of 7 years experience.
5. Indicate who the proposed nominee is replacing. If the person is new to the board or committee and is replacing a previous member the full name of the previous member must be entered here. Eg. Ms Fiona May DUPONT. If this is a new position and all of the previous members are still sitting then enter the words new position. An explanation of why a new position has been created on the board should be given in the covering letter that is sent with the appointment form. If the person is being reappointed, then enter the word reappointment here.
6. Explain why the appointment is necessary e.g. new board, new position on board, resignation.
7. The nominating body must be entered for each proposed appointee. Eg. Minister for the Environment, Australian Bureau of Statistics. Indicate if the proposed appointee is ex-officio. The full name of the nominating body must be entered with no abbreviations.
8. The full name of the proposed appointee should be entered here with no abbreviations and including title, the tick box indicating gender must always be checked. Eg. Mr Robert James LEE. A tick should be placed in the appropriate box to indicate gender.
9. If the proposed appointee does not identify with any of the groups specified then No should be entered. If the proposed appointee does choose to identify with any of these groups Yes must be entered and a tick must be placed in the appropriate box/es for the purpose of identifying which group the proposed appointee belongs to. Young Person indicates that the current age of the propose appointee is less than 25 years.

Where the proposed appointee is under 25 years of age at the time of appointment their date of birth should also be entered. Board members are also asked to indicate their ancestry. Ancestry should be counted back as far as three generations, if known. For example, consider parents, grandparents and great grandparents.

10. If the proposed appointee is not a member of any other boards or committees No must be entered here. If the proposed appointee is a member of other boards or committees then Yes must be entered together with a list of all of the boards to which he/she belongs. The information concerning positions on other boards and committees should be checked with the nominee at each reappointment and not taken from a curriculum vitae which may be out of date. Members have a responsibility to the boards and committees to which they belong and should not over-commit themselves by being appointed to many organisations.
11. The address of the proposed appointee must be entered.
12. Indicate what qualifications or experience the proposed appointee has that make him/her suitable for this appointment. Eg. Bachelor of Arts, Bachelor of Laws, Barrister.
- 13a. Annual Fee: The annual fee in dollars that is associated with this position. Please enter this figure even if the particular member holding this position at this time does not receive remuneration. Enter zero if there is no annual fee associated with this position.

Sitting Fee: The rate in dollars that the member is paid for attendance at meetings. Please enter this figure even if the particular member holding this position at this time does not receive remuneration. Enter zero if there is no sitting fee associated with this position.

Time: Specify whether the above sitting fee is per half day, per day, etc.

Allowances to cover costs of attending meetings etc are not included as remuneration.

- 13b. Remuneration: Yes indicates that the member does receive remuneration for the position. No indicates that the person does not receive remuneration for the position. If the member does not receive remuneration please indicate why, eg member is a public employee, member works on the board as an unpaid volunteer.
14. Indicate the appointment date and termination date. Eg. 1/9/2004 to 31/8/2007 or appointment for 3 years from the date of approval.

Appointment Checklist

This checklist should be completed prior to submitting appointments to the Department of Health. **NOTE:** This checklist does not need to be submitted to the Department.

AHAC APPOINTMENT CHECKLIST	Not applicable	Partial compliance	Full compliance
1. The nomination or reappointment process has been conducted in accordance with the requirements outlined at sections 1.1 – 1.3 of the procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
2. The Chair of the AHAC endorses the recommended candidates; or in the case of the Chair, the Chief Executive endorses the recommended candidate(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
3. A term of appointment is recommended consistent with the requirements at section 1.4 of the procedures and is within the limits allowed under the Health Services Act 1997 (Section 1.4).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
4. If a reappointment: The term recommended for the member is within the limits allowed under the Health Services Act 1997 (ie the term of appointment recommended will not see the member serve over 8 years on the AHAC).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
5. A national criminal record check has been conducted on the preferred candidates and on any candidates shortlisted for the Minister.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
6. A Briefing for the Minister (one page in length) and an instrument of appointment has been prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		
7. A Government Boards and Committees appointment form and draft letter of appointment has been prepared for each of the recommended candidates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Notes:</u>		

PLEASE NOTE

CGRM Branch is available to review papers prepared PRIOR to sign off by the Chief Executive and formal submission to the Department. Please call 9424 5999 for assistance (ask for the Senior Policy Officer, Corporate Governance).