



Appointment Process Workflow

Nominations process:

- Vacancy identified
- Identification of required skills
- Agreement on appointment process
- Call for nominations
- Candidate(s) put to Minister

*3 – 6 months for members
9 – 12 months for chairs*



The responsible Minister undertakes Ministerial/political consultation on the candidates.

The Minister's office can advise the timeframes for this consultation.



Cabinet consideration:

- Department prepares and uploads final draft paper into CabNet
- Minister approves paper
- Minister's office lodges paper with attachments in CabNet
- Paper considered (generally by APH)
- Decisions are confirmed by Cabinet

The lodgement deadline for committee submissions is 10:00am the Thursday before the meeting. Cabinet considers committee decisions the following Monday after the committee meeting.



The Minister's office arranges caucus consideration.

Caucus meetings are held on Tuesdays when the House is sitting.



Making the appointment:

- Appointment documentation is put to the Minister, the Governor-General or the Governor-General in Council for signature
- Appointee notified
- Appointment gazetted (if required)
- Appointment announced

Executive Council meetings are usually held on Monday afternoon. Documentation for Executive Council should be provided to Cabinet Office by 10:00am the Thursday before. The Gazette Office deadline is 11:00am Tuesday for publication on Thursday