

# **Crown Board Appointment Process**

#### **SKILLS PROFILING & APPROACH TO MARKET**

Treasury identifies board's needs with input from the chair and other stakeholders as appropriate. Plan appointment approach (open vs targeted search) and draft advice for Minister's consideration.

Ministerial decision required

Start at least 6 months before term end date

#### **CANDIDATE IDENTIFICATION**

Nominations received from advertising, Minister's caucus colleagues, nominating agencies and any other sources ie, networks, community groups, LinkedIn, or targeted search.

Minister provides names of any candidates and seeks nominations from colleagues

One month

### **SHORTLISTING**

Treasury screens all candidates against capabilities required and finalises a shortlist in conjunction with the chair. Proposed shortlist of candidates for interview is provided for Ministers consideration.

Ministerial decision required

One month

#### **DUE DILIGENCE**

Candidates agreed by Ministers are progressed to interview and due diligence, including background and reference checks and identification of interests. Preferred appointees are provided for Ministers consideration.

Ministerial decision required

One month

### **CABINET PROCESS**

Treasury prepares draft Appointments and Honours Committee (APH) documentation on agreed candidates for Ministerial consultation. Following consultation proposed appointments considered by APH Committee and Cabinet. Minister consults with colleagues and presents appointments at APH

5-6 weeks

## **COMPLETION OF APPOINTMENTS**

Minutes confirming new appointments received. Treasury prepares and sends appointment documentation including relevant letters and formal notifications.

Minister signs appointment documentation or forwards to Governor-General

3-4 weeks