



STANDING COMMITTEE ON REGULATIONS AND ORDINANCES

Expression of interest for appointment as legal adviser to the Senate Standing Committee on Regulations and Ordinances

On behalf of the Senate Standing Committee on Regulations and Ordinances (the committee), I write to inform you of an expression of interest process for the appointment of an external legal adviser to the committee.

Expressions of interest for the position, under a contract to commence in July 2018, are invited from suitably qualified persons.

Please see the attached call for expressions of interest for further information. The closing date for expressions of interest is close of business on 30 April 2018.

I would be grateful if you could forward the committee's call for expressions of interest to any individuals who you consider might be interested in and suitably qualified for the position.

Potential applicants are encouraged to contact the committee secretary, Anita Coles, on 02 6277 3051, for further information.

Yours sincerely

Senator John Williams
Chair



STANDING COMMITTEE ON REGULATIONS AND ORDINANCES

Expressions of interest

External legal adviser to the Senate Standing Committee on Regulations and Ordinances

The Senate Standing Committee on Regulations and Ordinances (the committee) invites expressions of interest from suitably qualified persons for the position of external legal adviser to the committee.

Role of the committee

The committee assesses delegated legislation against a set of scrutiny principles that focus on compliance with statutory requirements, the protection of individual rights and liberties and principles of parliamentary oversight.

The committee examines each disallowable instrument of delegated legislation that is tabled in the Parliament to ensure:

1. that it is in accordance with the statute;
2. that it does not trespass unduly on personal rights and liberties;
3. that it does not make the rights and liberties of citizens unduly dependent on administrative decisions which are not subject to review of their merits by a judicial or other independent tribunal; and
4. that it does not contain matter more appropriate for parliamentary enactment.

[see Senate Standing Order 23]

The committee meets to adopt its report on Wednesday of each Senate sitting week and otherwise as needed. Further information is available on the committee's webpage:

https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Regulations_and_Ordinances

Secretariat

The committee is supported by a secretariat, usually comprising a Secretary, a Principal Research Officer, a Senior Research Officer and a Legislative Research Officer.

The secretariat provides the committee with procedural and other advice as needed, and the legal adviser with significant support for the preparation of reports for the committee.

Role of the legal adviser

The legal adviser examines all legislative instruments that come before the committee and provides the committee with an independent legal assessment of their compliance with the committee's scrutiny principles. The legal adviser is engaged as an independent contractor, not as an employee.

Specific duties include:

- a) with the support of the secretariat, provide reports in a timely fashion on the compliance of instruments with the committee's scrutiny principles;

- b) as required, with the support of the secretariat, provide timely additional advice to the committee secretary and to the committee on any matters that arise within the committee's terms of reference; and
- c) as required, attend (usually in person) the committee's regular meetings in Canberra (currently held at 1.15 pm on the Wednesday of each Senate sitting week) to support the committee's consideration of particular legislative instruments.

Selection criteria

The successful applicant must demonstrate appropriate qualifications, skills, experience and availability as assessed against the following criteria:

1. significant legal academic or practical legal experience, demonstrating knowledge of a relevant legal discipline or disciplines including administrative, constitutional or public law;
2. ability to apply high level legal expertise to the examination of legislative instruments and assess their compliance with the committee's scrutiny principles;
3. ability to provide high-quality written and oral advice to the committee on instruments within short timeframes; and
4. excellent verbal and written communication skills, including the ability to engage effectively in the context of parliamentary committee processes;
5. familiarity with the principles of statutory interpretation, including the principles governing the making and interpretation of delegated legislation; and
6. availability to participate in the committee's regular private meetings in Canberra.

Remuneration

The legal adviser will be engaged under a contract commencing in July 2018 for 12 months, with the possibility of renewal. The legal adviser will be paid \$51,000 per annum (plus any applicable GST), paid in monthly instalments.

An amount up to \$5,000 per annum is also available for the reimbursement of reasonable travel expenses incurred to attend committee meetings (typically 15-16 meetings per year).

Expressions of interest

Expressions of interest, including a curriculum vitae and brief outline of relevant skills, experience and particular areas of expertise as assessed against the selection criteria, may be submitted electronically to regords.sen@aph.gov.au or in hard copy to:

Ms Anita Coles
Secretary
Senate Standing Committee on Regulations and Ordinances
PO Box 6100
Parliament House
CANBERRA ACT 2600

The closing date for expressions of interest is close of business on 30 April 2018.