

The Attorney General is seeking applications from Australian lawyers of at least 7 years' standing with experience or interest in the types of matters dealt with in the Administrative and Equal Opportunity Division of the NSW Civil and Administrative Tribunal (NCAT), in particular the Division's work relating to the *Government Information (Public Access) Act 2009*, Privacy and the Revenue List, to be appointed as part-time Senior Members (Legal).

Remuneration

The remuneration is \$955 per day.

Selection Criteria

- Must be an Australian lawyer of at least seven (7) years' standing.
- Ability to hear and determine complex matters in a fair, impartial, informal, expeditious and cost effective manner.
- Demonstrated knowledge of the law in relation to the Division, in particular in GIPA, Privacy and the Revenue List, or the capacity to acquire that knowledge quickly.
- Ability to utilise modern case management practices and a range of dispute resolution techniques where possible, while exercising appropriate judgement.
- Ability to make reasoned, timely and defensible decisions according to law.
- Ability to produce written statements of reasons for decision which set out the matters referred to in section 62(3) of the *Civil and Administrative Tribunal Act 2013* within the time limits prescribed.
- Ability to conduct proceedings in a fair, impartial and harmonious manner, as informally as practicable, whilst maintaining control of the proceedings and adhering to relevant legal requirements.
- Ability to perform duties, particularly conduct hearings, without support staff.
- Excellent oral and written communication skills.
- Possess the ability to communicate effectively in plain English, with parties, other Members and Registry staff.
- Ability to work with a diverse range of people, including Aboriginal or Torres Strait Islander people and/or those from culturally and linguistically diverse backgrounds.
- Capacity to work within the Tribunal's electronic environment, including familiarity with computing facilities, ability to manage own typing and operate automated sound recording equipment.
- Willingness to travel throughout New South Wales to conduct proceedings.
- Preparedness to accept the member Code of Conduct and to maintain the Tribunal's independence and reputation. Maintain personal independence and integrity and promote the highest standard of behaviour.

Administrative and Equal Opportunity Division

NCAT's Administrative and Equal Opportunity Division reviews administrative decisions made by NSW Government agencies and resolves anti-discrimination matters.

Review of administrative decisions

NCAT can review decisions made by NSW Government agencies, including decisions about:

- access to information held by government
- use of and access to personal information held by government
- firearms licences
- guardianship and financial management
- administrative decisions made in the community services sector
- review of various State taxation decisions
- vocational training (including apprenticeships and traineeships).

Anti-discrimination

NCAT resolves complaints referred by the Anti-Discrimination Board for alleged breaches of the *Anti-Discrimination Act 1977*. They relate to discrimination, harassment, victimisation and vilification.

More information about the Division is available at

https://www.ncat.nsw.gov.au/Pages/administrative_equal_opp/administrative_equal_opp.aspx

More information about the Tribunal generally can be obtained at

<http://www.ncat.nsw.gov.au/>

The NCAT member code of conduct can be found at

http://www.ncat.nsw.gov.au/Documents/member_code_of_conduct.pdf