

**Queensland Sentencing Advisory Council**

**Information Kit**

Expression of Interest in membership of the Queensland Sentencing Advisory Council

**INTRODUCTION**

This information kit is intended for people who may be interested in expressing interest in becoming a member of the Queensland Sentencing Advisory Council (QSAC).

This kit provides an overview of the purpose and operations of the QSAC and details the process for appointment.

**BACKGROUND INFORMATION**

The Queensland Government is reinstating the QSAC.

The six functions of the QSAC are set out under the *Penalties and Sentences (Queensland Sentencing Advisory Council) Amendment Bill 2016* as passed by the Parliament on 24 May 2016:

* state in writing to the Court of Appeal its views on the giving, or review, of a guideline judgment if asked by the Court
* if asked by the Attorney-General, to advise the Attorney-General on matters relating to sentencing
* to provide information to the community to enhance knowledge and understanding of matters relating to sentencing
* to publish information relating to sentencing
* to research matters relating to sentencing and publish the results of the research
* to obtain the community’s views on sentencing and matters relating to sentencing.

**MEMBERSHIP PROFILE**

It is intended that members of the QSAC will have expertise or experience relevant to the functions of the council, including in relation to:

* victims of crime
* justice matters relating to Aboriginal people or Torres Strait Islanders
* vulnerable persons facing the criminal justice system - for example: persons suffering mental illness; persons who have an intellectual or other disability; persons who have a substance abuse problem; homeless persons
* law enforcement
* crime prevention
* criminal prosecutions
* criminal defence representation
* corrective services, including offender rehabilitation
* juvenile justice matters
* criminal justice policy
* criminal law, including sentencing
* criminology.

At least one member of the Council must be an Aboriginal person or Torres Strait Islander.

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**RESPONSIBILITIES OF THE COUNCIL CHAIRPERSON**

The chairperson of the QSAC’s responsibilities will include:

* meeting the requirements of the Attorney-General with respect to referrals and other requests for advice in accordance with negotiated timeframes
* the development of the Council priorities, in consultation with Council members
* engagement with the Attorney-General on Council priorities and activities
* the review of all material prepared by the Council Secretariat staff in advance of distribution to the Council members
* responding to information requests from the media, in consultation with the Director of the QSAC
* hosting community engagement and education forums on sentencing
* engaging with Council staff on the delivery of Council priorities.

It is expected that the chairperson of the QSAC will be required to commit approximately a minimum of two (2) days a week to the QSAC.

**RESPONSIBILITIES OF THE COUNCIL DEPUTY CHAIRPERSON**

The deputy chairperson of the QSAC will be required to act as chairperson:

* during a vacancy in the office of the chairperson
* during all periods when the chairperson is absent from duty, or for another reason cannot perform the duties of the office.

During this time the deputy chairperson, acting in the role of chairperson, would be expected to commit approximately a minimum of two (2) days a week to the QSAC.

**RESPONSIBILITIES OF MEMBERS**

Members of the QSAC will be required to undertake the following activities:

* attend organised Council meetings, which are likely to be held once a month
* consider Council meeting material prior to the meetings
* actively contribute to discussions at Council meetings
* consider and provide comment on research and other documentation prepared on behalf of the Council
* prepare documentation on behalf of the Council
* attend engagement and consultation activities of the Council
* participate in stakeholder and other meetings on behalf of the Council.

All activities will be conducted under the direction of the Council chairperson. It is estimated that QSAC members will be required to commit a minimum of approximately eight (8) hours a month to the Council for meeting preparation and attendance.

**TERMS AND CONDITIONS OF APPOINTMENT**

It is intended that the members of the QSAC:

* will hold office with the terms and conditions decided by the Governor in Council.
* will be appointed by the Governor in Council on the recommendation of the Attorney-General.

Appointments may be for a period of three (3) years. Members of the QSAC may be eligible for reappointment.

**Remuneration**

Members of the QSAC may receive remuneration in accordance with the *Remuneration procedures for part-time chairs and members of Queensland Government bodies*.

**Taxation and GST**

Remuneration paid to chairs and members of government bodies is assessable under the *Income Tax Assessment Act 1997 (Cth).* GST is not payable on remuneration paid to government body chairs or members.

**Superannuation**

There are standard superannuation arrangements in place for members of certain Queensland Government bodies, as listed in the schedule of the *Superannuation (State Public Sector) Notice 2010.*

Government body chairs and members have the option to choose either QSuper or another superannuation fund for their superannuation contributions.

Public sector employees, employed full-time or part-time, who are appointed as a member of the QSAC will not be paid for their work on the SAC, except where this is approved by government.

**Accommodation**

QSAC meetings will generally be held in Brisbane CBD. Meetings and other forums may be held outside this location as required by the chairperson.

**Criminal history checks**

A criminal history check is necessary before any appointments are made to the QSAC. Prospective members will be asked to consent to a check as part of this expression of interest process.

**Further information**

For further information about statutory appointments please refer to the following general information guide:

*Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities – Governing Queensland*

[www.premiers.qld.gov.au/About\_the\_department/publications/policies/Governing\_Queensland/Welcome\_Aboard](http://www.premiers.qld.gov.au/About_the_department/publications/policies/Governing_Queensland/Welcome_Aboard)

**HOW TO APPLY**

Your expression of interest for membership on the QSAC must provide details of your personal and/or employment background with respect to the areas listed under “Member Profile” above.

Failure to supply this information may exclude your expression of interest from further consideration.

**Form of submission**

Your expression of interest for a position with the QSAC must include:

1. Expression of Interest – a 2 page statement which must detail your expertise or experience in relation to the areas listed under “Member Profile”.
2. Curriculum Vitae – a current curriculum vitae (resume) should be included
3. A completed forms package (A-D) (see below):

A. Appointment to Government Body: Personal Particulars form

B. Consent to Criminal History form.

C. Statutory Appointments and Public Service Employments Currently Held form

D. Application Form

Applications should be lodged no later than the closing date specified in the expression of interest.

**Lodging your application**

Your expression of interest must be lodged in one of the following ways:

* Applications can be emailed to: [QSACapplications@justice.qld.gov.au](mailto:QSACapplications@justice.qld.gov.au)
* Or applications can be made to:

Queensland Sentencing Advisory Council Initiation Team

Level 7, State Law Building

GPO Box 149

BRISBANE QLD 4001

A letter of appointment will be sent to successful applicants once the Governor in Council process is complete.

**FURTHER INFORMATION**

If you require further information about the QSAC and the member arrangements please contact Rachel Moore at the Department of Justice and Attorney-General on (07) 3224 7371.

**Personal particulars form – Form A**

**Private and confidential**

Candidates for appointment are requested to complete and sign this form. The information is sought to assist in assessing a candidate’s suitability for nomination/appointment. An answer of yes to any question(s) will not automatically exclude a person from selection.

*Note: If selected, it is requested that you advise the relevant Minister in writing of any changes to the above information on becoming aware of such changes at any time during the term of your appointment.*

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| **Name:** |  |
| **Address:** |  |
| **Date of birth:** |  |
| **Place of birth:** |  |

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| ***Please answer all of the following questions. If there is insufficient space below, please attach details.*** |
| If selected, would you have any conflicts of interest, that is, do you have any private interests that may affect or appear to affect your public duty, eg employment, directorships, partnerships, assets or liabilities? (If YES, please specify) |
| Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history and which have not been rehabilitated under the *Criminal Law (Rehabilitation of Offenders) Act 1986*? (If YES, please specify) If you are unsure about the status of any criminal convictions which you have, you may wish to seek legal advice in responding to this question*.* |
| Are you aware of any charges pending against you or are there any matters involving offences which are under investigation and which may involve you? (If YES, please specify) |
| Are you or have you ever been the subject of a complaint to a professional body in Australia which has been substantiated or is currently under investigation, including the Crime and Corruption Commission or the former Criminal Justice Commission? (If YES, please specify) |
| Do you know of any reason why you should not be appointed? (If YES, please specify) |
| Declaration  I consent to provide the above information in respect of myself and understand that there is no legal obligation for me to do so. I declare that the personal information provided by me in this form is complete and correct to the best of my knowledge. I understand that I may be asked to consent to a criminal history check being undertaken in respect of myself and that the results of that check may be taken into account by the Queensland Government in assessing my suitability for appointment.  **Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

*The Department of Justice and Attorney-General is collecting your personal information in accordance with the Queensland Government’s Remuneration of Part-time Chairs and Members of Government Boards, Committees, and Statutory Authorities, for the purpose of assessing your eligibility for appointment to Queensland Government statutory bodies and to receive fees should you be appointed. It is the Department’s usual Department of the Premier and Cabinet and Queensland Treasury. practice to disclose your personal information to relevant statutory bodies seeking to appoint members, and to the*

**Form B**

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|  | **QUEENSLAND POLICE**  **AUTHORITY AND INDEMNIFICATION**  CONSENT TO CHECK NATIONAL POLICE RECORDS AND ADVISE A THIRD PARTY |  |

|  |  |  |
| --- | --- | --- |
| (Family Name) |  | MR/MRS/MS/MISS |
| (Given Names) |  | |

(Former Maiden Name, Married Name/s, or Aliases)

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| --- |
| (Residential Address) |
| POSTCODE |
| TELEPHONE  PRIVATE ( ) BUSINESS ( ) |

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| --- | --- | --- | --- |
| DATE  OF  BIRTH | **/ /** | PLACE  OF  BIRTH |  |

***PROOF OF IDENTITY***

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| **Attach a legible –**   * **photocopy of your current Driver’s Licence OR** * **photocopy of your current passport including photograph and signature OR** * **photocopies of two other forms of identification bearing your signature** |

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| **NAME OF**  **THIRD PARTY** |  |
| This check is for the purpose of undertaking work with the Third Party that is **PAID  UNPAID ** | |

**I, …………………………………………………………………………………… whose personal particulars are set out above, authorise the Commissioner of Police or his servants or agents to:**

**check my name against records that are held by the Queensland Police Service or are available to them nationally from other Australian Police Services, and I further agree to provide my fingerprint impressions if required for checking purposes, and if I do not have a conviction or if I only have a conviction that cannot be disclosed by virtue of the Criminal Law (Rehabilitation of Offenders) Act 1986 (Qld) to advise the above-named third party that I do not have a conviction that can be disclosed. If I have a conviction that can be disclosed, I authorise the disclosure to the above-named third party of the details of that conviction. I clearly understand that any details disclosed to the above-named third party will be considered by them and may affect any application I have made with them for a position of trust or employment, or as the case may be.**

**I hereby agree not to take or suffer or permit to be taken any legal action whatsoever or howsoever against the Crown in the right of the State of Queensland, the Commissioner of Police or any member or agent of the Queensland Police Service in respect of advice given to a third party or the disclosure or use of information relating in any way to records under the name supplied.**

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| SIGNATURE OF PERSON |  |

**IN THE PRESENCE OF**

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| --- | --- |
| SIGNATURE OF WITNESS |  |
| PRINTED NAME OF WITNESS |  | DATE | / / |

**Form C**

**STATUTORY APPOINTMENTS AND PUBLIC SECTOR EMPLOYMENT**

**CURRENTLY HELD**

**Private and confidential**

Candidates for appointment to a government body are requested to complete and sign this form. The purpose of this form is to advise the details of current public sector employment and any statutory appointments to Queensland Government bodies currently held and the amount of remuneration (including daily meeting fees) received for any statutory appointments.

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| **Name:** |  |

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| **Are you currently a public sector employee\*? If yes, please insert details.**  **\* Public sector employee means an employee of federal, state or local governments, employees of semi-government organisations, either state or federal, including statutory authorities and employees of government owned corporations and colleges. Members of any parliament within Australia, elected full time and part time local government representatives and judges, magistrates and other judicial and quasi-judicial officers are also regarded as public sector employees. Paid officials or employees of universities are not included.** |

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| **Statutory appointments held** | **Remuneration** |
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Signed………………………………. Date…….………

*The Department of Justice and Attorney-General is collecting your personal information in accordance with the Queensland Government’s Remuneration of Part-time Chairs and Members of Government Boards, Committees, and Statutory Authorities, for the purpose of assessing your eligibility for appointment to Queensland Government statutory bodies and to receive fees should you be appointed. It is the Department’s usual practice to disclose your personal information to relevant statutory bodies seeking to appoint members, and to the Department of the Premier and Cabinet and Queensland Treasury.*

**Form D**

**Application Form**

**Important information:** Please use this form as a coversheet for your QSAC member application. You must complete all sections of this form and indicate ‘N/A’ where not relevant.

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| **Part 1 – Personal details** | |
| Title:  Given name (in full):  Surname/Family name:  Preferred name: | |
| Professional/business address: | |
| Unit:  Street name:  State: | Street number:  Suburb/Town:  Postcode: |
| Home address: | |
| Unit:  Street name:  State: | Street number:  Suburb/Town:  Postcode: |
| Work number:  Home number:  Mobile number:  Email address: | |

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| **Part 2 – Application information** |
| **Please indicate the area in which you have expertise or experience (more than one box may be ticked):**  victims of crime  justice matters relating to Aboriginal or Torres Strait Islander People  vulnerable persons facing the criminal justice system:  persons with a mental illness  persons who have an intellectual or other disability  persons who have a substance abuse problem  homeless persons  law enforcement  crime prevention  criminal prosecutions  criminal defence representation  civil liberties  corrective services, including offender rehabilitation  juvenile justice matters  criminal justice policy  criminal law, including sentencing  criminology  other, please describe:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Other information:**  I am interested in becoming the Chairperson of the QSAC  I am interested in becoming the Deputy Chairperson of the QSAC |

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| **Part 3 – Equal employment opportunity** | |
| **Please indicate if you belong to any of the following groups:**  **Note:** The completion of this section is voluntary and the information is treated confidentially. | |
| People with a disability  Women  Aboriginal people | Torres Strait Islander people  People from a non-English speaking background |

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| **Part 4 - Referees** | |
| We are seeking evidence from people who are in a position to comment on your suitability for appointment as a QSAC member. Discretion will be exercised if contacting referees. | |
| **1st Referee** | **2nd Referee** |
| Name:  Position:  Relationship:  Telephone: | Name:  Position:  Relationship:  Telephone: |

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| **Part 5 - Declaration** |
| I declare that the information supplied on his form is true and correct to the best of my knowledge and (if completing this form via email) I certify that the typed signature below is intended to be my signature.  **Signature:**  **Date:** dd/mm/yyyy |
| **Privacy statement** |
| Information collected through the expression of interest process is used to assess a candidate’s suitability for appointment to the QSAC and is only shared with individuals involved in the selection and appointment process. |

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| **Part 6 - Lodgement** |
| Applicants are encouraged to apply by:  **Post:** Queensland Sentencing Advisory Council Initiation Team  Level 7, State Law Building  GPO Box 149  Brisbane QLD 4001  **Email:** [QSACapplications@justice.qld.gov.au](mailto:QSACapplications@justice.qld.gov.au) |