

Tribunal Recruitment Information Kit

Expression of interest

INTRODUCTION

The Queensland Civil and Administrative Tribunal (QCAT) recognises the diversity of our community. To ensure our membership reflects the community, we encourage applicants from all backgrounds to apply, including Culturally and Linguistically Diverse and First Nations People.

This information kit is intended to assist people who may be interested in applying for appointment to QCAT.

This kit provides an overview of the purpose and operations of the Tribunal and details of the selection criteria and process for appointment.

All appointments will be made on the basis of merit.

Further information about the Tribunal and its operations is available at www.qcat.qld.gov.au.

THE TRIBUNAL AND ITS ROLE

Our Vision

Fair and just outcomes.

Our mission

To actively resolve disputes in a way that is fair, just, accessible, quick and inexpensive.

QCAT's organisational values

- To be accessible
- To be trustworthy
- To be timely
- To be inclusive.

About QCAT

QCAT is an independent statutory tribunal established under the *Queensland Civil and Administrative Tribunal Act 2009* (the QCAT Act). QCAT began operations on 1 December 2009.

QCAT's jurisdiction is conferred on it by the QCAT Act, and over 170 pieces of legislation. The full list of acts which confer jurisdictions on QCAT may be accessed online at <https://www.qcat.qld.gov.au/resources/qcat-rules-and-legislation>.

To achieve the objects of the QCAT Act, QCAT must:

- a) facilitate access to its services throughout Queensland; and
- b) encourage the early and economical resolution of disputes before the tribunal, including, if appropriate, through alternative dispute resolution processes; and
- c) ensure proceedings are conducted in an informal way that minimises costs to parties, and is as quick as is consistent with achieving justice; and
- d) ensure like cases are treated alike; and

- e) ensure the tribunal is accessible and responsive to the diverse needs of persons who use the tribunal; and
- f) maintain specialist knowledge, expertise and experience of Members and Adjudicators; and
- g) ensure the appropriate use of the knowledge, expertise and experience of Members and Adjudicators; and
- h) encourage Members and Adjudicators to act in a way that promotes the collegiate nature of the tribunal; and
- i) maintain a cohesive organisational structure.

The Tribunal is led by a President who is a Supreme Court Judge and a Deputy President who is a District Court Judge.

Members and Adjudicators decide matters before the Tribunal and are independent statutory appointments.

QCAT also has an appeal jurisdiction where certain decisions of QCAT and decisions of other entities may be appealed to QCAT's Appeal Tribunal.

Appeals from decisions made by the Appeal Tribunal or decisions made by Judicial Members of QCAT, lie to the Court of Appeal.

For more information about QCAT's jurisdictions see the [2023-24 QCAT Annual Report](#).

The Registry

The Tribunal is supported by a registry which acts as the administrative arm of the Tribunal. The registry is led by an Assistant Director-General and Principal Registrar.

Administratively, QCAT is part of the Courts and Tribunals Division within the Department of the Justice and falls within the ministerial responsibility of the Attorney-General.

QCAT conducts hearings at 259 Queen Street where both the Tribunal and the registry are located. Regional hearings are generally held at Magistrates Court premises.

The registry of the Tribunal is comprised of the:

- Human Rights Division
- Civil, Administrative and Disciplinary Division
- Tribunal and Registry Services, including Hearing Services, Member Services and Client Services
- Corporate Services

The **Human Rights Division** deals with guardianship and administration, voluntary assisted dying and child protection.

The **Civil, Administrative and Disciplinary Division** deals with all other QCAT jurisdictions.

TRIBUNAL POSITIONS

Suitably qualified persons may express an interest in appointment for the following positions, noting a permanent appointment under the QCAT Act is for at least 3 years but not more than 5 years:

Senior Member

Eligibility

A person is eligible for appointment as a Senior Member only if the person:

- a) is an Australian lawyer of at least 8 years standing; or
- b) has, in the Minister's opinion, extensive knowledge, expertise or experience relating to a class of matter for which functions may be exercised by the Tribunal.

Appointment

Senior Members of the Tribunal are appointed on a full-time basis.

Senior Members may be appointed on an acting basis. Senior Members and Acting Senior Members hold office on the conditions in the QCAT Act and as decided by the Minister. Acting Senior Members are appointed by the Minister after consultation with the President and are appointed for a period of not more than 6 months.

Roles and Responsibilities

Senior Members hear and decide matters within the Tribunal as determined by the President. Senior Members have overall responsibility for a number of jurisdictional lists of matters, have the day-to-day responsibility to case manage specific jurisdictional lists, perform substantial management roles, and undertake projects at the request of the President. Depending on the Senior Member's particular expertise, the Senior Member may hear matters across a number of different jurisdictions.

Senior Members are supported by a dedicated Associate.

Qualifications and experience in the following are desirable:

- a) leadership roles;
- b) legal practice; and
- c) alternative dispute resolution

Ordinary Member

Eligibility

A person is eligible for appointment as an Ordinary Member only if the person:

- a) is an Australian lawyer of at least 6 years standing; or
- b) has, in the Minister's opinion, special knowledge, expertise or experience relating to a class of matter for which functions may be exercised by the Tribunal.

Appointment

Ordinary Members of the Tribunal are either permanent or sessional. If permanent, they may be appointed on either a full-time or part-time basis for 3 to 5 years.

Ordinary Members may be appointed on an acting basis. Ordinary Members and Acting Ordinary Members hold office on the conditions in the QCAT Act and as decided by the Minister. Acting Ordinary Members are appointed by the Minister after consultation with the President and are appointed for a period of not more than 6 months.

Roles and Responsibilities

Ordinary Members hear and decide matters within the Tribunal as determined by the President. Depending on the Ordinary Member's particular expertise, the Ordinary Member may hear matters across a number of different divisions.

Ordinary Members may be required to manage a jurisdictional list.

Qualifications and experience in the following are desirable:

- a) legal practice; and
- b) alternative dispute resolution

Sessional Members

Ordinary Member are engaged on a sessional basis to undertake specific hearings, conferences or other work as needed by the Tribunal.

Adjudicators

Eligibility

A person is eligible for appointment as an Adjudicator only if the person is an Australian lawyer of at least 5 years standing.

Appointment

Adjudicators are appointed on a full-time or a part-time basis.

Adjudicators may be appointed on an acting basis. Adjudicators and Acting Adjudicators hold office on the conditions in the QCAT Act and as decided by the Minister. Acting Adjudicators are appointed by the Minister after consultation with the President and are appointed for a period of not more than 6 months.

Roles and Responsibilities

Adjudicators hear and determine minor civil disputes as defined in the QCAT Act (including residential tenancy disputes, dividing fence disputes, consumer-trader disputes, matters involving property damage caused by a vehicle and minor debt disputes) where the claim amount does not exceed \$25,000 and other less complex or non-contentious civil dispute matters, such as motor vehicle claims and building disputes. Adjudicators hear multiple matters daily. This may include up to 10 residential tenancy related matters in a morning and up to 3 other minor civil dispute matters in an afternoon. Civil litigation experience is important.

Adjudicators are expected to deliver oral reasons at the conclusion of the hearing in most cases, although some decisions may be reserved for the giving of a published decision.

Time management in preparing for and conduct of hearings is a required skill. Hearings for minor civil disputes are time limited. Hearing times range from 15 minutes for urgent tenancy matters up to 1 hour for other minor civil disputes matters. Some matters take longer.

While Adjudicators are based in Brisbane, they are required to travel throughout South-East Queensland (for example, Maroochydore, Coolangatta, Ipswich and Cleveland) to preside over hearings in local Magistrates Courts. For this reason, possession of a 'C Class' driver's licence is essential. Many hearings are also conducted by telephone and video conferencing where suitable.

TERMS AND CONDITIONS OF APPOINTMENT

Members and Adjudicators hold office on the conditions in the QCAT Act and as decided by the Governor in Council and stated in the instrument of appointment.

Members and Adjudicators are appointed by the Governor in Council on the recommendation of the Minister after consultation with the President. Appointments (other than acting appointments) may be for a period of up to 5 years (but not less than 3 years).

Members and Adjudicators are eligible for reappointment upon expiry of their term.

Indemnity

Members and Adjudicators of QCAT have, in the performance of their functions, the same protection and immunity as a Supreme Court Judge in the performance of their functions.

Remuneration

Terms and conditions	Senior Members	Ordinary Members	Adjudicators
Commensurate Public Service Level	HLSE5.5	SES3.4	SO2
Commensurate Public Service Superannuable salary (per annum)	\$290,710	\$236,231	\$166,623
Employer superannuation contribution (per annum) - 12.75%	\$41,881	\$30,524	\$21,529
Leave loading (per annum) - 17.5%	\$4,348	\$3,169	\$2,235
Vehicle allowance (per annum)	\$33,421	Nil	Nil
Total Remuneration Package	\$370,360	\$269,924	\$190,387

Ordinary Members appointed on a sessional basis are paid fees at Level 2, Adjudication and Determination, as prescribed in the 2014 [Remuneration Procedures for Part-Time Chairs and Members of Government Bodies](#) (remuneration procedures). The fees paid are listed below:

Duration	Member	Presiding Member
Meeting – 4 hours or less	400	520
Meeting – more than 4 hours	800	1040

HOW TO APPLY

Your expression of interest must include your resume outlining your qualifications, experience and where relevant, your publications and presentations.

All applicants, including Members and Adjudicators requesting re-appointment, must answer the selection criteria included at the end of this information kit, describing the particular abilities, skills, knowledge, qualifications (if applicable) and other requirements needed to achieve the outcomes of the position. Your response to the selection criteria should not exceed **2** pages.

A criminal history check is necessary before any appointment is made to the Tribunal. Prospective Members and Adjudicators will be asked to consent to a check as part of the application process.

Form of application

Your application for a position with QCAT must include:

1. Application – your application must address all of the selection criteria relevant to the position you are applying for (included at the end of this information kit);
2. Resume – a current resume should be included and should be no more than two pages and should include:
 - career history;
 - academic qualifications (if applicable);
 - membership of professional/community bodies;
 - publications written, edited or contributed to in your professional capacity (if applicable); and
 - experience on Boards and Tribunals (if applicable).
3. A completed forms package including:
 - Appointment to Government Body: Personal Particulars form (Form A);
 - Consent to Criminal History form (Form B) including Copy of driver's licence/passport
 - Statutory Appointments and Public Service Employments Currently Held form (Form C); and
 - QCAT Tribunal Recruitment Application Form (Form D).

4. A copy of all relevant qualifications and admission information.

Your application will be kept on file for any future [requirements of the Tribunal](#)

Please ensure all of the above documents are submitted as part of your application. If you do not include these documents, your application may be excluded from the selection process.

Lodging your application

Email all documents, preferably in one attachment (Word or PDF) to support your expression of interest to: QCATTribunal.Appointments@justice.qld.gov.au.

Expressions of interest can be lodged at any time during the year (commencing 1 July) and will automatically lapse on 30 June each year. If your details change in this time, email updated details to QCATTribunal.Appointments@justice.qld.gov.au.

If you want to continue your expression of interest, you will need to re-apply each year.

Timeline

Please note: the outcome of the recruitment process cannot be confirmed until the Governor in Council makes a determination. Due to the required steps in progressing statutory appointments, the appointment process can take time.

SELECTION CRITERIA

Your application is to address the following areas, demonstrating your skills and experience in:

1. Intellectual capacity

- Legal or other relevant expertise;
- Litigation experience or familiarity with Tribunal and/or court processes, including alternative dispute resolution, and ability to carry out the work of hearing and determining matters in an efficient and high-quality manner;
- Ability to absorb and analyse information;
- Appropriate knowledge of the law and its underlying principles, and/or the ability to acquire knowledge of the law; and
- the ability to acquire new knowledge.

2. Personal qualities

- Integrity and independence of mind;
- Sound judgement;
- Decisiveness;
- Objectivity;
- Diligence;
- Sound temperament; and
- Ability and willingness to learn and develop professionally and to adapt to change.

3. An ability to understand and deal fairly

- Impartiality;
- Awareness of, and respect for, the diverse communities which QCAT serves and an understanding of differing needs;
- Commitment to justice, independence, public service and fair treatment;
- Willingness to listen with patience and courtesy; and
- Commitment to respect for all Tribunal users.

4. Authority and communication skills

- Ability to explain the procedure and any decisions reached clearly and succinctly to all those involved;
- Ability to inspire respect and confidence;
- Ability to maintain authority when challenged; and
- Ability to communicate orally and in writing in clear standard English.

5. Efficiency

- Ability to work expeditiously;
- Ability to organise time effectively to discharge duties promptly;
- Ability to manage workload effectively; and
- Ability to work constructively with others.

6. Leadership and management skills

- Ability to form strategic objectives and to provide leadership to implement them effectively;
- Ability to engage constructively and collegially with others in QCAT, including Tribunal administration;
- Ability to represent QCAT appropriately including to external bodies, including stakeholders;
- Ability to motivate, support and encourage the professional development of others in the Tribunal;
- Ability to manage change effectively; and
- Ability to manage available resources.

7. Experience in (or ability to gain knowledge and understanding of) working with First Nations persons; people from culturally and linguistically diverse communities; trauma informed practice; respectful engagement with others.

Additional Factors for all applications

- Experience as a mediator would be highly regarded, but is not mandatory;
- Applicants, particularly those applying for appointment as an Adjudicator, must be able to travel throughout Queensland to attend hearings (subject to reasonable adjustment);

- Applicants must possess sound computer literacy and word processing skills; and
- QCAT strongly encourages applications from First Nations and Culturally and Linguistically Diverse People (legally qualified or holding other relevant qualifications).

It is important to address all relevant selection criteria in your application.