

FORMAL INTEREST AND CONFLICTS CHECKS

Once the Minister's decision is confirmed, the preferred appointee should be contacted to confirm that he/she is still interested. The remaining process (specifically the Cabinet requirements) should be explained to the candidate and that information needs to be in a context that manages the candidate's expectations.

Discussions with the candidate should also address potential conflicts of interest, if that has not been covered in previous discussions. It is also an opportunity to ensure that background check material and any statutory forms (eg, Crown Entity Act declarations) have been fully completed and returned.

The candidate should be asked to provide the name and contact details of two referees.