



**Government  
of South Australia**

**Information for Applicants**

**Deputy President**

**South Australian Civil and  
Administrative Tribunal (SACAT)**

Dear Applicant

Thank you for your inquiry about the role of Deputy President, South Australian Civil and Administrative Tribunal (SACAT). The closing date for the receipt of applications is 5pm on Friday 25 October 2019.

The role of Deputy President is created by the *South Australian Civil and Administrative Tribunal Act 2013*. The Deputy President will be a non-judicial officer appointed by his Excellency the Governor. Accordingly, this role of Deputy President does not constitute employment within the public sector. Remuneration is determined by the Remuneration Tribunal.

The Deputy President will be appointed for a term not exceeding five years on terms and conditions determined by His Excellency the Governor. Upon expiration of a term of office, the Deputy President is eligible for reappointment. An appointment can only be made following the Attorney-General's consultation with the President of the Tribunal.

For confidential discussions about the role please contact Anne Lindsay, Principal Registrar, on (08) 7424 7160 or [anne.lindsay@sa.gov.au](mailto:anne.lindsay@sa.gov.au).

Expressions of interest should take the form of a curriculum vitae and a short two page covering letter.

To apply, please visit:

<https://iworkfor.sa.gov.au/> and search "Deputy President" or reference number: 364939

Further information about SACAT can be found at [www.sacat.sa.gov.au](http://www.sacat.sa.gov.au)

Please note, applicants who are shortlisted for interview will be required to bring ID and a completed a preparatory Declaration which will be provided as part of a Job Application Pack.

## **About the South Australian Civil and Administrative Tribunal**

SACAT is a state Tribunal that helps people in South Australia to resolve matters within civil and administrative law, either through agreement at a conference or mediation, or through a decision at a hearing. SACAT also conducts reviews of Government decisions. The Tribunal's jurisdiction has recently expanded and it now determines matters arising from over 80 Acts of Parliament.

SACAT is an independent statutory body that strives to be accessible and responsive to user needs, and deals with cases in a range of jurisdictions, such as residential tenancies, mental health, guardianship and administration, professional disciplinary reviews and a wide range of administrative decisions made by other areas of Government.

SACAT has been established for almost five years and operates in a high volume and fast paced environment. It utilises end-to-end digital systems and strives for continuous improvement, efficiency, accessibility and the delivery of fair outcomes.

SACAT is continuing to expand its jurisdiction and undergoing a period of consolidation of its processes and procedures.

SACAT is led by a President, Justice Judy Hughes, who holds concurrent office as a judge of the Supreme Court. There are a range of full, part time and sessional members with various areas of expertise who conduct the business of SACAT.

The President is assisted in the management of the administration of the Tribunal by the Principal Registrar. There are a number of Deputy Registrars who manage the staff and registry processes as well as a dedicated Dispute Resolution Deputy Registrar with primary responsibility for promoting alternative dispute resolution within the Tribunal.

## **FUNCTIONS OF THE DEPUTY PRESIDENT**

The general functions of the Deputy President includes:

- The hearing and determination of the Tribunal's more complex cases in the original, review and internal review jurisdictions.
- A significant role in the management of the Tribunal's business
- Leadership of a list or lists,

- Conduct of internal projects such as development of Rules, procedures and legislative amendment
- Leadership of Members including professional development and performance appraisal.

## **REPORTING AND WORKING RELATIONSHIPS**

The Deputy President is accountable to the President of the Tribunal.

Key working relations include:

- Staff/Members of SACAT
- Executives and employees across the Attorney-General's Department (AGD)
- Members of the Public
- Other Government agencies

## **SELECTION CRITERIA**

The appointee must have seven years' standing as a legal practitioner and have a high level of experience in the practice of administrative and/or civil law. Experience as a tribunal member or in appearing in tribunals, alternative dispute resolution and the administration of tribunals is desirable. The Deputy President will fulfil functions set out in the SACAT Act including determination of complex cases, and leadership in the administration of the tribunal.

### **Essential Expertise and Capabilities**

- Impeccable personal integrity
- Demonstrable independence
- Leadership and effective management skills
- Deep understanding of procedural fairness and impartiality
- Professionalism
- Efficient case management practices
- Practical ability to use an electronic case management system
- Demonstrable ability to use technology to write and generate decisions,
- Understanding of the needs of Tribunal participants.