

Government Board Appointments

Gender Equity Guidelines

September 2022

INTRODUCTION

Overview

The Tasmanian Government is committed to establishing equal representation of women and men in leadership and decision-making.

The benefits of engaging women on boards are wide-reaching, with positive effects on performance, productivity and the bottom line.

Improving the effectiveness of board appointment processes is crucial to redressing this under-representation.

These guidelines set out the process that ensures women are considered in the process of appointing members to Government boards and committees, and that Cabinet is kept informed of efforts made to identify suitably qualified and experienced women for appointment.

Community Partnerships and Priorities (CPP) in the Department of Premier and Cabinet maintains the Tasmanian Women's Register to assist agencies to notify women of board and committee vacancies. CPP also manages the appointment certification process. The Cabinet Handbook states that agencies "must consult with the Tasmanian Women's Register at an early stage of the process of seeking nominations for appointment, so that women who have registered their interest in Government Board and committee positions are notified."

If you require assistance, please contact CPP on 6232 7565
womens.register@dpac.tas.gov.au.

Commitment

The Tasmanian Government is committed to 50 per cent representation of women across all of its boards and committees.

More information can be found in the Government's *Women on Boards Strategy 2020-25* available at:

https://www.women.tas.gov.au/information_and_resources/women_on_boards_and_committees

Scope

These guidelines apply to appointment and re-appointment processes for Tasmanian Government boards and committees.

This includes Government Businesses and State Owned Companies, governing boards, tribunals, panels, foundations and similar bodies administered by Government agencies, the members of which are appointed by ministers and/or the Governor.

The Government Business Guidelines require that Government businesses comply with the Government's *Women on Boards Strategy 2020-25* and the gender equity target, including a requirement for a Tasmanian Women's Register Certification Form where a proposed appointment creates or continues a significant gender imbalance.

The Government Business guidelines are produced by the Department of Treasury and Finance and are available on the Treasury website (www.treasury.tas.gov.au) or a copy can be requested by emailing governmentbusinesses@treasury.tas.gov.au.

APPOINTMENT PROCESS

Recruitment

Advertising and promotion

- Identifying potential nominees to fill vacancies has often occurred through word of mouth. This can perpetuate existing gender imbalances by reinforcing the status quo in the gender composition of boards.
- Thorough consultation and promotion of vacancies is required if the Government's target of equal representation of women on boards is to be achieved.
- It is recommended that all board and committee vacancies are publically advertised or promoted.
- Where applicable, boards and committees must also comply with any legislative requirements to consult on the appointment.
- Consultation and advertising through community networks, women's organisations and industry bodies may help to increase the number of women applicants. Agencies are also strongly encouraged to promote board vacancies on their websites and through social media where it is being used.
- Early consultation and promotion is strongly advised.

Tasmanian Women's Register

- The Tasmanian Women's Register (the Register) is a secure database of women who have indicated an interest in being appointed to Government boards and committees.
- The Tasmanian Women's Register should be consulted before filling a board or committee vacancy.
- Agencies undertaking board and committee vacancies should consult with the Women's Register officer on 6232 7565 and send the position details to womens.register@dpac.tas.gov.au.
- CPP will promote all vacancies to Register members in an email broadcast and on the webpage.
- Use of the Register will be noted by Cabinet as part of the Board Appointment Briefing, outlined further below.

Cabinet Board Appointment Briefing

- Cabinet must be kept informed of Government's progress towards achieving equal representation of women and men on its boards and committees.
- A Board Appointment Briefing must be submitted to Cabinet for all board and committee appointments and re-appointments.

- More information on completing a Board Appointment Briefing, along with a Briefing template and Appointment Certification Form is available in Example 3 on the Cabinet Handbook examples page:
[https://www.dpac.tas.gov.au/divisions/People Performance and Governance/Executive Services/cabinet office/handbook/examples](https://www.dpac.tas.gov.au/divisions/People%20Performance%20and%20Governance/Executive%20Services/cabinet_office/handbook/examples)

Certification

- A Tasmanian Women's Register Appointment Certification Form must be completed by the appointing agency for all appointments and re-appointments regardless of whether gender equity has been achieved or exceeded. The Certification Form template is available on the Cabinet Handbook examples page:
[https://www.dpac.tas.gov.au/divisions/People Performance and Governance/Executive Services/cabinet office/handbook/examples](https://www.dpac.tas.gov.au/divisions/People%20Performance%20and%20Governance/Executive%20Services/cabinet_office/handbook/examples)
- The Certification Form requires information about when the Register was consulted. It also seeks information about other actions taken to identify women for appointment.
- The draft Certification Form should be emailed to womens.register@dpac.tas.gov.au. Comment will be made including on the measures taken to recruit women and the gender composition of the board as a result of the appointment or reappointment.
- Agencies may also send the draft Board Appointment Briefing with the draft Certification Form to CPP to provide context for the appointment process and recommendation.
- Once endorsed by CPP, the signed Certification Form will be returned to the appointing agency or business for inclusion in the Board Appointment Briefing package.

Endorsement

- The appointing agency is responsible for submission of the completed Cabinet Board Appointment Briefing, together with the endorsed Certification Form, to the Cabinet Office.
- The Briefing will not be submitted to Cabinet until a completed Form is provided.
- The outcome of Cabinet's consideration of the matter will be notified to agencies via a formal Cabinet Decision.

Checklist

- Has the vacancy been advertised publically, including websites and social media?
- Has the Tasmanian Women's Register been contacted?
- What measures have been taken to recruit women?
- Has a Certification Form been completed?
- Has a Briefing been prepared for Cabinet?



Tasmanian
Government

Department of Premier and Cabinet
Community Partnerships and Priorities

Email: womens.register@dpac.tas.gov.au

Visit: www.dpac.tas.gov.au