Department of Premier and Cabinet   
Community Partnerships and Priorities - TAsmanian Women's Register

TASMANIAN WOMEN’S REGISTER APPOINTMENT CERTIFICATION FORM

This Certification Form is to be included with a Cabinet Brief for *all* appointments to Tasmanian Government boards and committees. It should provide an explanation of the actions taken to identify suitably qualified and experienced women for appointment, including a search of the Tasmanian Women’s Register.

Complete this form by adding information into the right hand column of the table below and then email it to Community Policy and Engagement in the Department of Premier and Cabinet at [womens.register@dpac.tas.gov.au](mailto:womens.register@dpac.tas.gov.au) where it will be finalised and returned to the agency for submission to Cabinet.

For more information, go to the [*Cabinet process for Appointment to Government Boards (Gender Equity) Guidelines*](http://www.dpac.tas.gov.au/divisions/corporate_and_governance_division/government_services/cabinet_office/handbook/examples)(downloadable from the Cabinet Office web-site).

Contact the Tasmanian Women’s Register by email at [womens.register@dpac.tas.gov.au](mailto:womens.register@dpac.tas.gov.au).

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| --- | --- |
|  | Agencies to complete sections below |
| Date: |  |
| On behalf of: |  |
| For appointments to: |  |
| Proposed Cabinet Date (if known): |  |
| Gender balance of current Board, Committee or Advisory body: | Male:  Female: |
| Gender balance of proposed Board, Committee or Advisory body: | Male:  Female: |
| Date request made to search Register: |  |
| How many women from the Register were considered in the recruitment process? |  |
| What other measures have been taken to ensure women have been considered for appointment? |  |
| Comment by agency about recruitment or appointment process (optional): | |
| Comment by Community Partnerships and Priorities: | |

**[Name]**

[Position], Community Policy and Engagement

Community Partnerships and Priorities

[date]