

8.2. Cabinet advisories and comments

- 8.2.1. Once signed by the portfolio Minister, submissions are lodged with Cabinet Office for circulation through the eCabinet system. Cabinet Office coordinates the request for formal advisories and comments from relevant departments.
- 8.2.2. DPAC and Treasury prepare advisories on Cabinet items requiring decisions. These advisories provide whole-of-government analysis, identify any unresolved issues and support sound decision-making. Other impacted agencies also prepare comments, outlining portfolio specific input. Cabinet Office collates and includes all advisories and comments in the final submission.
- 8.2.3. Cabinet Office collates and includes all advisories and comments in the final submission.
- 8.2.4. These requests can be accessed in eCabinet to provide input on matters relevant to their Minister's portfolio.
- 8.2.5. Submissions marked OFFICIAL: Sensitive//TAS CABINET//EXCLUSIVE FOR are restricted to the designated Minister or addressee and must not be redistributed.
- 8.2.6. Submissions lodged UTL may not be circulated for formal advisories and comments due to time constraints. Similar situations may limit agencies ability to provide input and may result in Cabinet considering proposals without the benefit of whole-of-government advice.

8.3. Consultation specific to board appointments

- 8.3.1. Consultation is required for Briefings on appointments to government boards, authorities and committees (board appointments) if:
 - i. The body is established by legislation and there is a requirement to consult with specified bodies concerning nominations for appointment; or
 - ii. There is a gender imbalance in the proposed membership of the board, authority, or committee.

- 8.3.2. Nominees for appointment are to be consulted to ensure that they have no business or personal interest, real or perceived, which might conflict with the interest of the board, authority, or committee.
- 8.3.3. The Tasmanian Government is committed to gender equity in the membership of government boards and committees. The [Gender Equity Guidelines](#) and the [certification form template](#) are on the [DPAC website](#).
- 8.3.4. Departments must consult with the [Tasmanian Women's Register](#) at an early stage of the process of seeking nominations for appointment. DPAC maintains the register to assist departments identify suitably skilled and/or qualified women candidates for appointment.
- 8.3.5. All board appointments must include a completed [Tasmanian Women's Register Appointment Certification Form](#).
- 8.3.6. Cabinet Office will not accept a Cabinet Briefing for board appointments unless the Briefing includes a completed and signed certification form, or the Premier has approved an exemption for the specific appointment.
- 8.3.7. When a vacancy is to be filled by the nomination of a non-government organisation, the responsible department must ensure that the organisation is informed of government's commitment to gender equity and should request appropriate consideration is given to the representation of women when nominating for appointment. Organisations may be referred to DPAC for assistance in locating suitable candidates.