
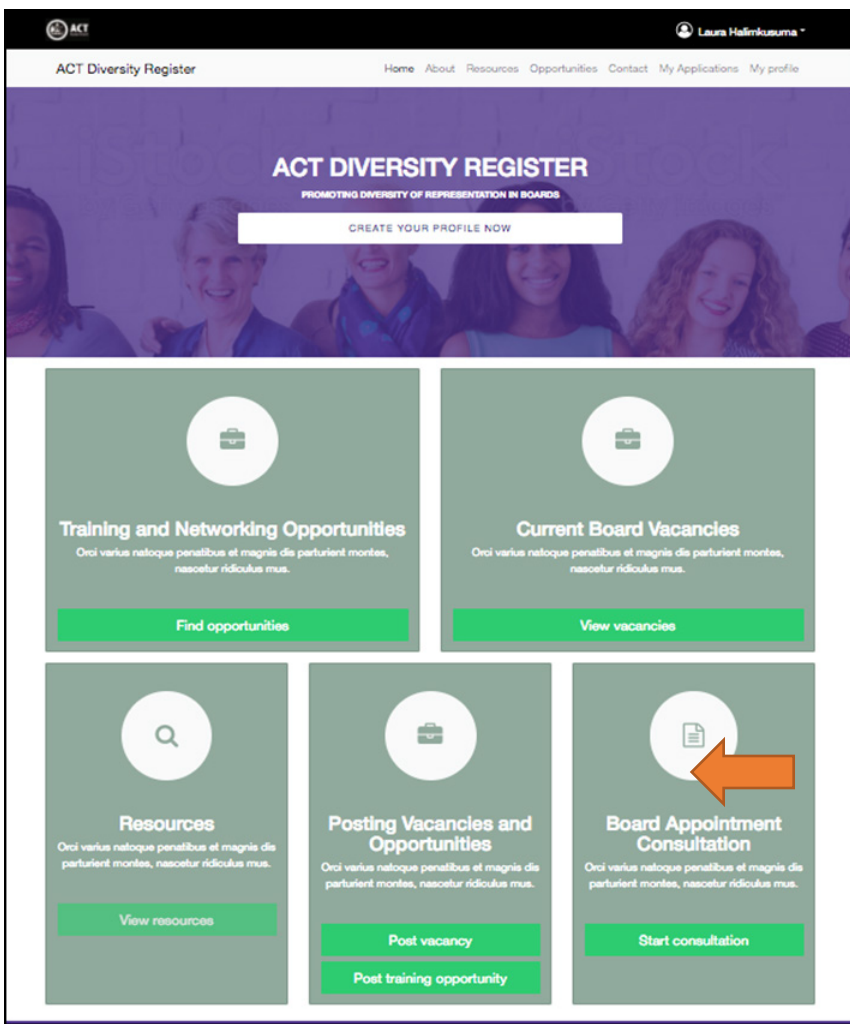


FACTSHEET



How to Submit a Cabinet Consultation

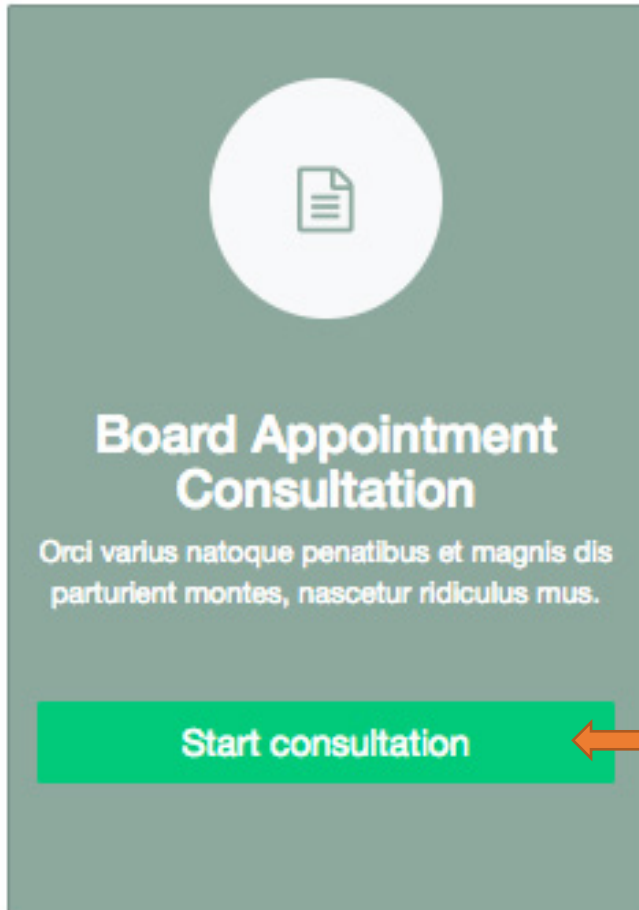
For Secretariats of ACT Government Boards and Committees


 User Task	User accesses the Diversity Register at www.diversityregister.act.gov.au
	 <p>The screenshot shows the ACT Diversity Register website. The main navigation bar includes 'Home', 'About', 'Resources', 'Opportunities', 'Contact', 'My Applications', and 'My profile'. The user is logged in as 'Laura Hallikuzuma'. The main heading is 'ACT DIVERSITY REGISTER' with the tagline 'PROMOTING DIVERSITY OF REPRESENTATION IN BOARDS' and a 'CREATE YOUR PROFILE NOW' button. Below this are five main sections: 'Training and Networking Opportunities' (Find opportunities), 'Current Board Vacancies' (View vacancies), 'Resources' (View resources), 'Posting Vacancies and Opportunities' (Post vacancy, Post training opportunity), and 'Board Appointment Consultation' (Start consultation). An orange arrow points to the 'Start consultation' button.</p>



User clicks on 'Start consultation' button in the Board Appointment Consultation box.

 User Task



 User Task

User fills in the form with the relevant details. **Please note Cabinet in Confidence documents MUST NOT be uploaded into the system.**

FACTSHEET



ACT Digital Ac

ACT Diversity Register

[Home](#) [About](#) [Resources](#) [Opportunities](#)

ACT DIVERSITY REGISTER

Consultation Posting

Contact name

Contact email address

Contact number

Name of Board/Committee/Council

Appointments for

Cabinet date (if known)

Role of the Board/Committee/Council

Please note the contact information should be that of the ACT Government employee posting the vacancy. You will need access to the email address provided to verify your post using a pin.

In the 'Requirements for selection' section, please include any required experience or qualifications and what legislation it relates to, where applicable.

In the 'Role of the Board/Committee/Council' section please also include details on the total number of positions as set out through the legislation or the Terms of Reference and if there are any other vacancies.

FACTSHEET



Requirements for selection

How many positions have been proposed for appointment or reappointment?

Details of remuneration

Did you advertise the vacancy through the diversity register?

Board posting ID

	Number of current Members	Number of Proposed
Female	<input type="text" value="0"/>	<input type="text" value="0"/>
Male	<input type="text" value="0"/>	<input type="text" value="0"/>
Non-binary/another gender	<input type="text" value="0"/>	<input type="text" value="0"/>
Aboriginal and/or Torres Strait Islander	<input type="text" value="0"/>	<input type="text" value="0"/>
Culturally and linguistically diverse	<input type="text" value="0"/>	<input type="text" value="0"/>
Disability	<input type="text" value="0"/>	<input type="text" value="0"/>
Lesbian, Gay, Bisexual, Transgender, Intersex, Queer	<input type="text" value="0"/>	<input type="text" value="0"/>

FACTSHEET



Please outline the measures you undertook to engage women in the recruitment process

Remaining ch

Please outline the challenges in meeting the target of 50% female representation in this case

Remaining ch

Please provide any other supporting information as to why the target has not been met

Remaining ch

Please outline any measures your undertook to engage Aboriginal and/or Torres Strait Islander people in the recruitment process

Remaining ch

Please outline any measures your undertook to engage people with Culturally and Linguistically Diverse backgrounds in the recruitment process

Remaining ch

Please outline any measures your undertook to engage people with disability in the recruitment process

Remaining ch

Please outline any measures your undertook to engage people that identify as lesbian, gay, bisexual, transgender, intersex and queer in the process

Remaining ch

Agree to terms and conditions

Once the user is ready to submit the appointment, they can click on the 'Submit' button.

Remaining characters: 1000

Submit

User Task



The user must fill in all the mandatory fields on the form. If there are any mandatory fields that have not been filled, an error is displayed.

The user will need to complete any required fields and click 'Submit' again.

Consultation Posting

Contact name

Contact name is required

Contact email address

Contact email address is required

Contact number

Contact number is required

Name of Board/Committee/Council

Name of Board/Committee/Council is required

Appointments for

Appointments for is required

 User Task



If all mandatory fields have been filled, the request for the one-time PIN will be displayed and the one-time PIN will be sent to the email address entered on the form.

Service Task

Please verify your email ×

✓ A PIN has recently been forwarded to your email address. This PIN will be active for 1 hour.

Please be aware that some e-mail providers forward unsolicited e-mails directly to the junk, spam or promotions folder.

Verification code

[Haven't received a pin? Resend pin](#)

Submit

User navigates to their email inbox to find the email with the one-time PIN.

User Task

Email Verification

Hi hello,

Your One-time passcode for verifying your email address:

055959


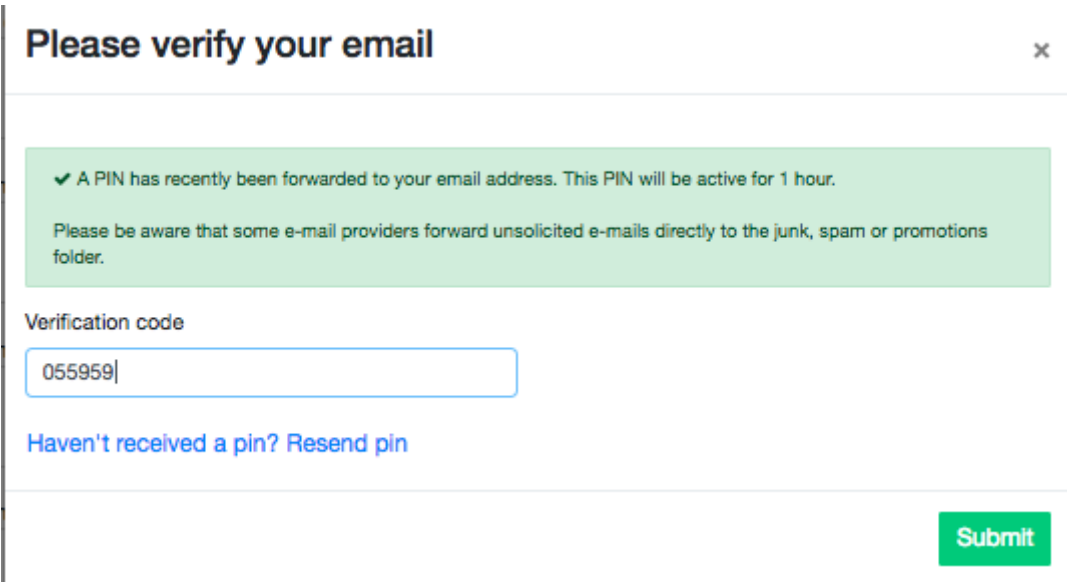

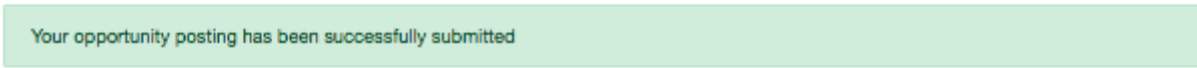

The ACT Diversity Register team

This is an auto generated email, please do not reply. Please contact [Access Canberra](#) if you have any questions or concerns.

For more information visit www.act.gov.au

**Access Canberra, Chief Minister, Treasure and Economic Development,
GPO Box 158 Canberra ACT 2601**



<p> User Task</p>	<p>User navigates back to the form, enters the one-time PIN, and clicks the 'Submit' button.</p> 
<p> Service Task</p>	<p>If the pin is correct, the post is submitted for review, and a success message is displayed.</p> 
<p> Service Task</p>	<p>Once the appointment is submitted, a confirmation email will be sent to the email address entered on the form.</p>

FACTSHEET



Digital Account

Appointment consultation received

Thank you for your submission.

Your Submission ID is ID-0000000106.

Please take note of this ID as you will need to reference it in all future communications regarding your appointment consultation.

Your appointment consultation has been forwarded to the relevant offices for review, and they will be in touch with you shortly.

The ACT Diversity Register team

This is an auto generated email, please do not reply. Please contact [Access Canberra](#) if you have any questions or concerns.

For more information visit www.act.gov.au

Access Canberra, Chief Minister, Treasure and Economic Development,
GPO Box 158 Canberra ACT 2601

Service Task

If the gender target of 50% representation is reached, a confirmation email will be sent directly to the Secretariat contact. Otherwise the Office for Women will make contact outside the Register.

A copy of the Consultation Form will also be sent to each of the Diversity Offices. Should they have any comments regarding the appointment they will make direct contact with you via phone or email.

Further Information and Support

Please contact the Diversity Register Team at diversityregister@act.gov.au or 02 6205 0515

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Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **(02) 6205 0282**.

If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **National Relay Service**, phone **133 677** then ask for **133 427**

For more information, contact the Community Services Directorate on 133 427.