

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2014-15

Finance Portfolio

Department/Agency: Finance
Outcome/Program: 2/2.1
Topic: AusGovBoards

Senator: Ludwig
Question reference number: F221
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Number of pages: 126

Question:

1. What is the role of AusGovBoards?
2. Why when contacted for information would you refer inquiries to seek Senate Order 13 tabled documents?
3. Why would a request for comprehensive information on board appointments be refused given that on your website you state "AusGovBoards is designed to provide comprehensive information about Australian Government boards"?
4. Please provide the schema describing the AusGovBoards internal and web facing databases.
5. Please detail whether any discussions/meetings/briefing have occurred with Minister Cormann or his office and the details of the meetings and the dates when they occurred?
6. What is AusGovBoards annual budget?
7. Why if documents tabled under Senate Order 13 provide the all information regarding the appointments does AusGovBoards exist?
8. Who has responsibility for AusGovBoards?
9. Where does the information for AusGovBoards come from?
10. Please provide all documents referenced on the <http://www.ausgovboards.gov.au/help> webpage including but not exclusive of Conditions for use of the AusGovBoards system (Word), Help Manuals Frequently Asked Questions (PDF) as well as the contents of the <http://www.ausgovboards.gov.au/help> webpage.
11. Provide us with all Board Appointments Since September 7th 2013 held on your system including all data held on these appointments.
12. What changes to staffing and resources have occurred at AusGovBoards?
13. The commission of audit suggests "Mandating listing of all boards and committees on a central register of Commonwealth bodies will improve transparency and reduce coordination and search costs for stakeholders" have these suggestions been implemented? Has the minister been briefed on expanding AusGovBoards, if so when?
14. How many boards have been removed or have no members from your database since September 7th, 2013?

15. Please list the boards that been removed or have no members from your database since september 7th, 2013.

16. Please detail the length of time it takes from listing a board vacancy to it being filled for all vacancies since September 7th, 2013.

Answer:

1. AusGovBoards.gov.au lists all Australian Federal Government boards, functions of boards, the names of board members and details of their appointments.
2. This would be appropriate where information sought was publically available in Senate Order 13 tabled documents.
3. Where the information exists in the public domain, the appropriate response would be to refer inquiries to the relevant source including ausgovboards.gov.au or Senate Order 13.
- 4.

AusGovBoards Public Facing

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5. AusGovBoards related meetings briefs and discussions have occurred on the following dates:

- 17 October 2013
- 15 November 2013
- 9 January 2014
- 26 February 2014
- 30 April 2014
- 2 May 2014

6. AusGovBoards and BoardLinks budgets are combined, with funding of (\$'000):

	2011- 12	2012- 13	2013- 14	2014- 15	2015- 16	2016- 17	Tota l
Total Funding	35	1,746	684	685	725	500	4,37 5

7. AusGovBoards provides Portfolios with a central point of storage for administering information required for whole-of-government board reporting (for example Office for Women Gender Balance Report, Senate Order 13). It replaces the need for each Portfolio to keep separate system of information regarding their boards.

8. The Department of Finance maintains the AusGovBoards IT infrastructure. Each Portfolio is responsible for maintaining the accuracy and completeness of the data for their Portfolio in the AusGovBoards system.

9. Each Portfolio is responsible for maintaining the accuracy and completeness of the data for their Portfolio in the AusGovBoards system.
10. Please See Attachment A.
11. Please refer to table one: “Board Appointments 7 September 2013 – 20 June 2014 which is at Attachment B. The table shows publically available data for all Board Appointments held on AusGovBoards from 7 September 2013 to 20 June 2014.

12. The profile of the average staffing level for which Finance has been resourced for this initiative is:

2012-13	2013-14	2014-15	2015-16	2016-17
7	3	3	3	3

The higher figures initially reflect the design and building of the IT system and websites.

13. No
14. Since 7 September 2013, 36 boards have been marked as inactive and 17 have no members.
15. Boards that have been made **inactive** in AusGovBoards between 7 September 2013 and 20 June 2014:
- 2015 Employment Services Reference Group
 - Climate Commission
 - Sugar Research and Development Corporation Selection Committee
 - International Education Advisory Council
 - Schools Disability Advisory Council
 - Early Years Quality Fund Advisory Board
 - Independent Review of the Port of Gladstone
 - Australian Animal Welfare Advisory Committee
 - Commonwealth Firearms Advisory Council
 - International Legal Services Advisory Council
 - International Pro Bono Advisory Group
 - National Alternative Dispute Resolution Advisory Council
 - National Intercountry Adoption Advisory Group
 - National Sustainability Council
 - Pulp and Paper Advisory Group
 - Prime Minister's Council on Homelessness
 - Innovation Australia - Innovation Grants Committee
 - Clean Technology Food and Foundries Investment Committee
 - Innovation Australia - Clean Technology Food and Foundries Investment Committee
 - Innovation Australia - Clean Technology Innovation Committee

- Innovation Australia - Clean Technology Investment Committee
- Antarctic Animal Ethics Committee
- First Peoples Education Advisory Group
- Australian Youth Forum Steering Committee
- Aged Care Standards and Accreditation Agency Ltd
- Aged Care Standards and Accreditation Agency Ltd Board of Directors
- Aged Care Reform Implementation Council
- Iconic Sites Taskforce
- Committee on Taxation Incentives for the Arts
- Anzac Centenary Advisory Board
- Prime Ministerial Advisory Council on Ex-Service Matters
- Innovation Australia - R&D Tax Incentive Advisory Committee
- National VET Equity Advisory Council
- Manufacturing Leaders Group
- Education Investment Fund Advisory Board (EIF)
- Services Leaders Group

Boards with **no members** on AusGovBoards since 7 September 2013 are:

- Aged Care Commissioner
- Aged Care Quality Advisory Council
- Australia International Cultural Council
- Australia-India Strategic Research Fund Advisory Panel
- Closing the Gap Clearinghouse Board
- Cotton Research and Development Corporation Selection Committee
- Emissions Intensive and Trade Exposed (EITE) Expert Advisory Committee
- Food Policy Working Group
- General Practice Recognition Appeal Committee
- General Practice Recognition Eligibility Committee
- Grains Research and Development Corporation Selection Committee
- Grape and Wine Research and Development Corporation Selection Committee
- Indigenous Business Policy Advisory Group
- Minister's Dementia Advisory Group
- Rural Industries Research and Development Corporation Selection Committee
- Small Business Advisory Committee
- Wine Australia Corporation Selection Committee

16. This information is not captured by AusGovBoards. Each portfolio is responsible for the posting of their own vacancy notices and recruitment processes.

AusGovBoards Terms and Conditions

1. Introduction

- 1.1. The Department of Finance (Finance) manages the AusGovBoards system (AusGovBoards).
- 1.2. These Terms and Conditions apply to all AusGovBoards users with privileged access to AusGovBoards, including System Administrators, Portfolio Administrators, Content Administrators and Report Administrators.

2. Account Management

- 2.1. Portfolios are to request access to AusGovBoards.
- 2.2. Portfolios are responsible for users within their Portfolio.
- 2.3. Finance:
 - 2.3.1. processes Portfolio requests for access to AusGovBoards; and
 - 2.3.2. performs account administration.

Responsible	Responsibility	Details
Portfolio	User access requests	Portfolios must: <ul style="list-style-type: none"> • verify users to ensure that they have a business need to access AusGovBoards; and • contact Finance to request user access.
	Removal of user access	Portfolios must: <ul style="list-style-type: none"> • ensure that they notify Finance immediately in order to request removal of accounts when an Administrator leaves or changes roles.
	Auditing user access	Portfolios must: <ul style="list-style-type: none"> • regularly audit user access.
Finance	Creating Accounts	Finance will: <ul style="list-style-type: none"> • create user accounts on request from Portfolios.
	Removal of Accounts	Finance will: <ul style="list-style-type: none"> • remove accounts upon Portfolio request.

3. Security

- 3.1. In using AusGovBoards, Administrators acknowledge and agree:
 - 3.1.1. user activity is monitored and audited for malicious or unauthorised use;
 - 3.1.2. not to share AusGovBoards accounts with another person;
 - 3.1.3. not to attempt to modify, adapt, translate, sell, reverse engineer, decompile or disassemble any portion of AusGovBoards;
 - 3.1.4. not to tamper with other persons' access to AusGovBoards or commit unauthorised intrusion into any part of AusGovBoards, including computers, files, accounts, networks and equipment;
 - 3.1.5. not to attempt to bypass the network firewall;
 - 3.1.6. not to use any part of AusGovBoards for which they are not authorised or devise ways to circumvent security in order to access part of AusGovBoards for which they are not authorised, including but is not limited to, scanning networks with the intent to breach and/or evaluate security, whether or not the intrusion results in access or not;
 - 3.1.7. not to attempt to misuse AusGovBoards, including but not limited to password cracking, social engineering (defrauding others into releasing their passwords),

- denial-of-service attacks, harmful and malicious destruction of data, injection of computer viruses, and intentional invasion of privacy; and
- 3.1.8. to be held accountable for actions on AusGovBoards originating from their account.
- 3.2. Portfolios need to have in place appropriate security policies and controls for protecting against files with malicious content.

4. Passwords

- 4.1. Administrators are required to change their password at first logon and thereafter every 90 days.
- 4.2. Administrators are to choose a password that conforms to the following:
 - 4.2.1. a minimum password length of 9 characters, consisting of at least 3 of the following character sets:
 - 4.2.1.1. lowercase characters (a-z)
 - 4.2.1.2. uppercase characters (A-Z)
 - 4.2.1.3. digits (0-9)
 - 4.2.1.4. punctuation and special characters Examples: ! @ # \$ % ^ &;
 - 4.2.2. not be sequential from the previous password;
 - 4.2.3. not be the same as any of the eight previously used passwords;
 - 4.2.4. not include personal details such as date of birth, family member's name, driver's license number, car registration or telephone number; and
 - 4.2.5. not based on a single dictionary word.
- 4.3. Password rules are enforced by AusGovBoards.
- 4.4. Administrators are to ensure they protect their password from unauthorised access, including but not limited to:
 - 4.4.1. passwords are not to be written down; or
 - 4.4.2. passwords are not to be provided to another individual at any time.

5. Administrator Responsibilities

- 5.1. Administrators acknowledge and agree:
 - 5.1.1. to comply with account administration and access management (refer to Account Management);
 - 5.1.2. only one account per person is permitted;
 - 5.1.3. to maintain the confidentiality of account and password details and for restricting access to their computer;
 - 5.1.4. to accept responsibility for all activities that occur under their account or password;
 - 5.1.5. to apply the need-to-know principle to ensure access to AusGovBoards is restricted to users with a business need; to comply with the relevant requirements of the [Australian Government Protective Security Policy Framework](#) (www.protectivesecurity.gov.au) and its Protective Security Protocols as amended or replaced from time to time, including in particular, guidelines for handling sensitive personal information (SENSITIVE:PERSONAL) relating to Candidate Information and AusGovBoards reports;
 - 5.1.6. to abide by the provisions of the [Privacy Act 1988 \(Cth\)](#), as an employee of an 'Agency' defined under that Act, including the [Information Privacy Principles](#) set out in that Act, in respect of Personal Information in that Act, as if the definition included Candidate Information, including:
 - 5.1.6.1. to do (or refrain from doing) anything required to ensure that the Commonwealth is able to comply with its obligations under the Act, including to use or disclose Candidate Information obtained only for the purposes of AusGovBoards;

- 5.1.6.2. they have no authority to do any act or engage in any practice that would breach an Information Privacy Principle, as that term is used in the Act;
- 5.1.6.3. if the they become aware of a possible breach or breach of any of obligations in relation to the Act, they will immediately notify info@ausgovboards.gov.au;
- 5.1.6.4. to comply with any directions, guidelines, determinations or recommendations of the [Privacy Commissioner](#); and
- 5.1.7. in relation to downloaded documents, in particular, Candidate CV's:
 - 5.1.7.1. they are from external sources;
 - 5.1.7.2. AusGovBoards scans and detects known viruses, however, they may still contain executable or other malicious content;
 - 5.1.7.3. Administrators should check with their IT Security Manager that Macro Security has been enabled and to NOT run Macro's if prompted when opening a document from an external source that may be 'untrusted'.



When do we have to show a position as ‘vacant’?

One of the key objectives agreed by the government in establishing the AusGovBoards website was to facilitate transparency.

In this light, all board position vacancies (regardless of whether they are expected to be filled or not) should show on AusGovBoards website.

That is, the number of board positions showing on AusGovBoards for the certain entity should be identical to the number in that board’s governing constitution.

Only changes to the governing constitution of a particular board should therefore lead to the removal or addition of board positions in AusGovBoards. Most changes in the AusGovBoards back-end to keep the data up to date will occur through changing appointments (i.e. the people appointed to each position rather than the positions themselves).

We understand that portfolios may hold concerns about this approach in relation to the upcoming Vacancies Report coordinated by Prime Minister and Cabinet (PM&C). Queries concerning this report should be discussed with PM&C directly. Their contact details are provided on the ‘Help’ tab on the back-end of AusGovBoards.

How do I show a position as ‘vacant’?

Board positions will show as ‘vacant’ when there is no current appointment attached to a board position. A vacant board position will appear as ‘vacant’ both in reports and on the front-end website.

There is no relationship in the database between vacant board positions and advertised vacancies on AusGovBoards. Consequently, a portfolio wanting to advertise a vacancy for an upcoming or current vacant board position will need to create and publish an advertisement under the ‘Vacancy’ section of the Dashboard – an advertisement will not be automatically generated when a position is showing as ‘vacant’. Vacant board positions are used for reporting in Senate Order 13 reports. Advertised vacancies are not included in reporting.

How do I hide a vacant position or appointment from the public -facing website?

The Government has agreed that information regarding all Australian Government boards be included on The AusGovBoards website.

If this information should be removed from the public facing website due to sensitivity issues, you have the option to ‘hide’ the board position. The “hide” option allows for an appointment or vacancy attached to the position to appear in reports but will not be visible to the public on the front end of the AusGovBoards website.



What is the difference between the initial start date and term start date?

Appointments have two start dates:

- Initial start date is the start date of the first appointment for the position.
- Term start date is the start date of the term of the appointment.

Initial start date and term start date will be the same date for the first appointment for any given appointee.

Is an initial term classified in AusGovBoards as term “one” or term “zero”?

The initial term on a board should show as term zero in AusGovBoards, under the appointments information. This is consistent with the “Information for Portfolios: Gender Balance on Australian Government Boards” published by the Office for Women.

Do I need to de-activate an expiring record to stop it showing on the public AusGovBoards site?

No. The record will automatically be removed from the site after its end-date expires/passes.

How do I update a record which is published?

When a board, appointment or vacancy record is published on the front-end website, it can be removed by selecting ‘Unpublish’ the record. You will unpublish a record when you do not wish for that record to be displayed on the front-end website, or appear in reports.

If a record is published, and the record is subsequently updated, two versions of the record will exist, the ‘published’ version (displayed on the front-end website) and the more recent version (visible at the back-end of the website).

Only published records will be included in reports.

How do I record a future appointment?

When published, the appointment for a position with the latest end date will be displayed on the front-end website. Thus, if you have a future appointment, you can draft the record for the appointment into the system, however, you should not publish the record until that record is the current appointment/or the appointment has been announced.

During a Caretaker period, it is recommended that all portfolios publish all appointment decisions that have been made in order to maintain the integrity and transparency of the Australian Public Service and the AusGovBoards system. This is a similar approach to making transparent all of the items in the Contingency Reserve under the *Decisions Taken But Not Yet Announced* in the Pre-election Economic and Fiscal Outlook (PEFO).



How do I enter a new term for an existing appointee?

You will not be able to alter the end date of an existing appointment. Therefore, you will need to create a new appointment for that position, with the Initial Start Date to be transposed from the old record.

- Edit the board page.
- Under the list of board positions, create new appointment for the position in the board list.
- Be sure to increase the “term” value by one increment.

How do I record a short extension to a term – e.g. by 1 month?

When an appointment term is extended, the appointment record will need to be updated. To prevent the loss of historical data, you can no longer amend the end date of an existing appointment. Please contact the help desk – info@ausgovboards.gov.au who will do this change for you.

- Initial Start Date – Do not change
- Terms – **do not** increase the value by 1 increment.

NB: The Initial start date should remain unchanged, this must reflect the start date of the very first term of the appointment.

The table below includes details of the fields in the appointment record.

Initial start date	Date	Start date of the appointee’s first term in the board position
Terms	Number (0-99)	The number of completed consecutive terms the appointee has served. From the beginning to the end of their first term, this number will be 0 for an appointment, then at the commencement of their second consecutive term, set to 1 and so on.
Term start date	Date	Start date of the appointee’s current term
Term end date	Date	End date of the appointee’s current term. Where the appointment is an ex-officio appointment and the end date is unknown, the end date should be set to 01/01/2099.



How do I change an appointee from one position to another position on the same board?

Eg: What do I do if an existing member of a board has just been made Deputy Chair of the same board?

Appointments are tied to board positions. If an appointee changes positions on a board, you must end-date the appointment for the position eg “non-executive director” which the appointee will vacate and create a new appointment against the new position eg “Deputy-Chair”.

Generally no changes to positions are required in this situation unless there is a change to the governing Constitution of that board. If there was a constitutional change and say a second Deputy Chair role was created and the total number of board positions remained the same then it would be necessary to deactivate an existing Non-Executive Director Position and instead create a second new Deputy Chair Position.

How do I record remuneration?

You can either enter the value of the remuneration, or use free text to reference to the ruling for the remuneration, for example “as per the Remuneration Tribunal”.

Can I print?

Yes, you can print the page you are viewing using the browser print function. Alternatively, you can access the Reports tab from the Dashboard, and use the extract data function for either boards or appointments. This will export your records in a CSV format to allow you to manipulate and extract the data in an Excel format.

What are the timeframes for reporting?

Gender Balance Report: data is extracted as at 30 June. The report (compiled by the Office for Women) is at their discretion as to when it is released).

Senate Order 13: Reporting occurs for a set period from the day after the previously reported data to 2 weeks (or 10 working days) prior to the next Senate hearing); data is only reported once. Senate Estimates occurs three times per year. Reporting and tabling dates can be found at the following location: http://www.dpmc.gov.au/accountability/senate_order_apps/index.cfm.

Why are some fields enforced as mandatory, but not indicated as such with a red asterix?

There are a number of fields in the system which are conditionally mandatory; they are only mandatory under certain conditions. The fields are as follows:

- Appointment postcode: the Postcode for an appointment is a mandatory field when the appointment state is not equal to ‘N/A’.
- Remuneration: when remuneration is applicable, the remuneration field must be completed.



Can there be more than one version of a record?

For board, appointment and vacancy records there can be up to two versions of each record.

Two versions will exist when there is a published version of the record (displayed on the front-end) and a version of the record, updated since the record was last published, which is yet to be published (i.e. in a state of 'Draft' or 'Needs Review').

When there are two versions of the record; the published version will be displayed on the front-end website and included in reports; and the more recent version (Draft or Needs Review version) will be visible at the back-end of the website.

Will published records always display on the front-end website?

No. In order to appear on the front-end website, records must first be published and in some cases, there are additional conditions which must be met, which are as follows:

1. When an appointment end date has passed, the appointment will not be displayed on the front-end website, even if it is published.
2. When multiple appointments are published for a single board position, the appointment with the latest end date is the appointment which is displayed on the front-end website. Note: If an appointment has no end date, that appointment will be considered the appointment with the latest end date.
3. Records for boards, appointments and vacancies must be published to display on the website.
4. If a board is published, all board positions for that board will be displayed (board positions are published as part of a board).

When will records be included in reports?

Board / Board Position / Appointment records will be included in reports when the following is true:

1. Records will be reported if they are 'published' and the associated board or body record is also 'published'
2. For the "Gender Balance Report", "Biannual Gender and Geographic Diversity" report and "Senate Order 13" report, the records must also be indicated as reportable for the relevant report in order to appear on that report.

Please note, unpublished boards and hidden positions will still be captured in current and historical reports. Inactive boards will be captured in historical reports only.

When should I delete data?

Data should ONLY be deleted if it has been incorrectly entered. For example, if you accidentally created one-too many Positions for a board. All other changes to data should simply be removed from the front end.

Further guidance is provided below:

Boards: Boards will be displayed on the website provided the record is both 'active' and published. Should a board no longer be required, the board record can be retained in the system by undertaking the following steps:

1. The board can be made inactive. Inactive boards are not displayed on the front-end website.
2. When a board is made inactive, it can still appear in reports which report on data prior to the inactive date, however the board must continue to be 'published' to appear in reports.



3. If you no longer wish to report board data, you may unpublish the board record.
4. **Important:** Unpublishing the board will result in board positions and appointments for those positions no longer being included in any reports (regardless of the report date range).

Board Positions: Board positions will be displayed on the front-end website, and included in reports, provided that the board record is 'published'.

For example, a change in the constitution to reduce the number of board members from 12 to 9 can simply be actioned by removing these positions from the front-end site, with the back-end record reflecting why this has occurred.

This is because when deleting board positions, all appointments associated with the board position are also deleted. If an appointment should be retained in the system for historic purposes, that appointment should be associated with a position which is to remain in the system.

Appointments: when an appointment end date is reached the appointment will no longer be displayed on the front-end website. If an appointment is to be excluded from reports and removed from the front-end website when it is still current, the appointment must be unpublished.

Vacancies: Advertised vacancies are created when a vacancy is to be advertised. When published, vacancies will be displayed on the website until the vacancy closing date. If a vacancy record is no longer required, it can be unpublished from the website. If a vacancy is unlikely to be filled, it can also be "hidden" from the public facing website, however will still be recorded in reports and available on the back end website.

If an appointee for one board position automatically gets appointed to a position in a different board, how should this be reflected in the system?

If both positions would normally be reportable, they should both be reflected in the AusGovBoards website. Regardless of the appointment process, both positions may still count for reporting purposes and this would not be considered double counting.

What if a board's governing constitution/governing legislation requires that a Chairperson also occupy a member position how should this be reflected in the system?

In this instance only the Chairperson position would be reportable and reflected in the board's composition. This is to ensure that this accurately reflects the true gender balance of a board and that individuals have not been double counted.



Australian Government
Department of Finance

AusGovBoards User Guide for Portfolio Users

Document Version and Authorisation

Document Version

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1 Introduction

1.1 Background

The *Gender Balance on Australian Government Boards Report 2011-12* published by the Office for Women reports that as at 30 June 2012, there were 457 Australian Government boards and 4,129 appointments to Australian Government boards. The percentage of women on Australian Government boards at the same time was at 38.4 per cent.

The Government has made a commitment to achieve 40 per cent women on Australian Government boards by 2015 (measured at the portfolio level).

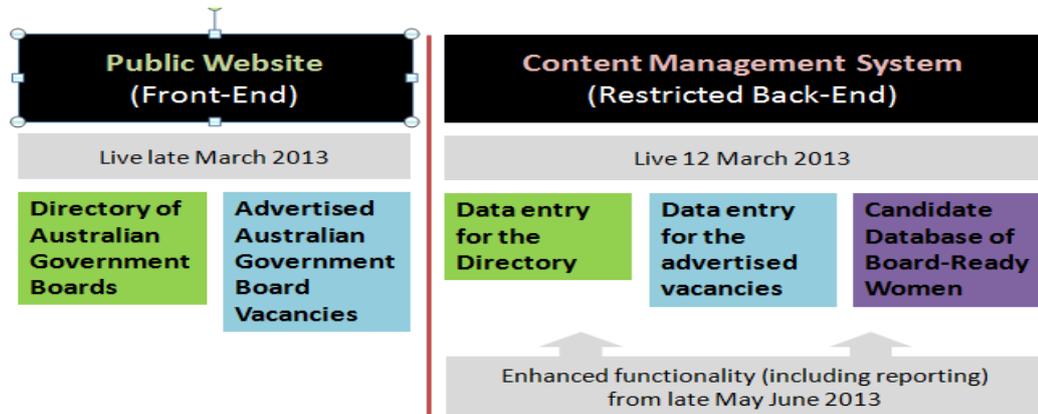
The Government has also commissioned a single entry point website to provide:

- a description of all Australian Government Boards (including the names and expiry dates of position holders); and
- upcoming board vacancies, including links to advertisements.

This functionality has been built on a website named AusGovBoards (AGB).

1.2 Structure of the AusGovBoards site

The AusGovBoards site has both public (front-end) and restricted (back-end) elements:



The front-end provides the general public with a single consolidated source of information regarding Australian Government boards, including a description, location and a list of board members and the dates of their current terms. It also provides a single location to access all advertised vacancies, enabling people to subscribe to receive notification of advertised vacancies.

The back-end enables authorised officials that are involved in Australian Government board appointments, access to:

- the underlying board data, in order to keep it current; and
- the Candidate Database – a pool of board-ready women who can be considered for appointment to board vacancies, as a tool to assist portfolios meet the 40 per cent gender balance target by 2015 .

1.3 Responsibility for content on the AusGovBoards site

Responsibility for the general content on the Public Website (front-end) is with the Government Businesses Advice Branch in the Department of Finance.

However, each portfolio is responsible for the accuracy of information relating to the boards, positions and appointments within its portfolio.

1.4 Structure of this guide

This document is a user guide for authorised persons accessing the back-end Content Management System of the AusGovBoards system.

AusGovBoards User Guide

The AusGovBoards User Guide will cover:

- Navigation and accessing the back-end Content Management System
- Portfolio Administrator and Portfolio Administrator Approver functions

Each of the above will be covered in separate sections and will include screenshots, business rules and processes to provide the user with an understanding of each of the roles and the functionality of the system.

1.5 Privacy Information

Candidate information is subject to the Privacy Act 1998 (Cth) and therefore cannot be used or disclosed without the consent of the candidate, other than as required by law.

The information provided by candidates to the Department of Finance for inclusion in the Candidate Database has been provided only for use by Commonwealth officers, Ministers and ministerial staff that are directly involved in the consideration of appointments to Australian Government boards, and for the sole purpose of considering their suitability for current or forthcoming vacancies. Consequently this information cannot be accessed by staff who are not involved in board appointment processes and cannot be utilised for any purpose other than filling Australian Government board appointments (unless the prior explicit written agreement from the candidate is sought and received).

As the back-end of the AusGovBoards website contains personal information, it is classified at the in-confidence/sensitive:personal level. As such, portfolios are required to:

- to appropriately classify material containing personal information extracted from the back-end of the site (including in both paper and electronic form);
- to only allow persons involved in board appointments access personal information extracted from the site;
- to ensure that persons accessing the information do so only in relation to Australian Government board appointment processes; and that
- this personal information is held in appropriately classified electronic or paper filing systems, in appropriately classified storage and destruction receptacles.

CVs and personal details are not to be disclosed beyond the candidate's reasonable expectations without consent. It must be noted that informed consent by a candidate is required in advance if a candidate's race, ethnicity or disability is to be disclosed. It is unacceptable for information of such a sensitive nature to be disclosed with notice given after the fact. Portfolio Administrators are encouraged to take a precautionary approach to double check that a candidate is happy for their details to be disclosed if there is any uncertainty about this.

In addition, portfolios are responsible for undertaking additional checks to ensure that the information provided by each candidate (contained in the candidate database) is accurate. Responsibility for ensuring the appropriateness of the candidate for any specific position is the responsibility of each portfolio.

1.6 Definitions

The following table provides definitions for terms used in the AusGovBoards system:

Term	Definition
Board	<p>An entity which the Australian Government has some control or influence over for the selection or approval of board members.</p> <p>There are various definitions of “board” according to different whole-of-government reports, eg. the annual Gender Balance on Australian Government Boards Report, Senate Order 13, the geographical report etc. Please note a board comprises many board positions – the number being set by decision-makers to in enabling documentation (eg constitutions).</p>
Position	<p>The board position is defined as the ‘seat’ on the board. This could be the Chairperson, Deputy Chairperson, Director, Non-Executive Director, Member etc.</p>
Appointment	<p>An appointment is an individual occupying a position on a board. All board appointments are associated with a particular board position.</p>
Candidate	<p>An individual who has been endorsed by a BoardLinks champion or mentor; or endorsed by a minister; or portfolio-nominated for consideration for current or future board vacancies.</p>
Endorser	<p>An individual who endorses candidates as board ready (ie possessing the required skills and experience to be appointed to an Australian Government board) for inclusion in the database and is a non-system user.</p>

2 General Navigation and Access

This section of the user guide will provide information for Portfolio Administrators and Portfolio Administrator Approvers on how to:

- obtain access to the AusGovBoards back-end Content Management System;
- log on to the back-end Content Management System and password requirements; and
- the dashboard view and how to navigate through it.

2.1 Access to the back-end Content Management System

Portfolios are required to complete a user registration form which can be obtained from the Government Business Advice Branch in the Department of Finance. The email address is:

- Email: info@ausgovboards.gov.au

On submission of the completed form, the relevant user logon and access will be created.

Under the security arrangements for this site, Portfolios are required to provide the public internet IP address so it can be included in the whitelist for the system. Each time a user logs on the system will check the IP address against that on the list. If it matches, the user will successfully logon. If there is no match, the logon attempt will be unsuccessful and the user denied access to the system.

Users will be advised of logon and password details once they have been created.

A user can only have one role within the back-end Content Management System.

There are two roles available for Portfolio users:

- Portfolio Administrator:
 - Create and maintain board information (boards, positions and appointments); and
 - Create and maintain advertised vacancies.
- Portfolio Administrator Approver:
 - Create, maintain and publish board information; and
 - Create, maintain and publish advertised vacancies.

2.2 Logging on

The URL to logon to the AusGovBodies back-end Content Management System is <http://ausgovboards.gov.au/user>

A logon screen will display as follows:

LOG IN TO AUSGOVBOARDS

Note: fields marked with * are required.

Username *

Enter your AusGovBoards username.

Password *

Enter the password that accompanies your username.

Forgot your password? [Email me a password reset link](#)

2.3 Password requirements

Users will be prompted to change their password when logging onto the back-end Content Management System for the first time.

Other useful tips to be aware of regarding passwords are:

- Passwords should be at least **9 characters long** and contain three or more of the following:
 - Lower case **a to z**
 - Upper case **A to Z**
 - Numbers **0 to 9**
 - Special characters
- Passwords will expire every 90 days,
- A password should not be re-used within 8 password changes
- Sequential passwords should not be used, ie changing P@ssW0rD23 to P@ssW0rD24 is not acceptable
- Users cannot change their passwords more than once a day.

An email alert will be sent to users advising that their password is due to expire and the password change screen will display when you logon if your password is due to expire within 7 days. Entering your Username or email address will allow you to change your password.

User access will be suspended for 30 minutes after 3 unsuccessful attempts to logon.

Functionality exists for users to request an auto password reset when:

- Password has been forgotten;
- Entered password is incorrect; or
- Password has been entered incorrectly three times.

On the **Log in to AUSGOVBOARDS** dialog box a hyperlink displays which when selected will automatically generate an email request for a password reset link:

LOG IN TO AUSGOVBOARDS

Note: fields marked with * are required.

Username *

Enter your AusGovBoards username.

Password *

Enter the password that accompanies your username.

Forgot your password? [Email me a password reset link](#)

The email received by the user will include a link and when selected the **Password reset** screen will display. To complete the process, the user will enter a new password and then confirm the new password. The system will perform a validation to confirm the password meets the password requirements configured in the system. If the password passes the validation the Content Administrator Dashboard will display.

If you require assistance with your logon or password you can contact the Government Business Advice Branch on:

- Email: info@ausgovboards.gov.au

2.4 Current Data Requirements

The AusGovBoards back-end Content Management System will be available for Portfolios users to access from 12 March 2013. As part of the release of the system to Portfolios, data migration has been conducted to populate the database with data based on the Office for Women 2011/12 report. The data migrated has been:

- All boards
- All appointments

Portfolios are required to access the AusGoveBoards back-end Content Management System, review the data that has been migrated and confirm it is correct. To do this, Portfolios will need to:

- Open each record for the Portfolio and confirm the data is correct for the Portfolio's boards and appointments.
- Update data for existing boards, positions and appointments.
- Add new board that have been set up in the last 12 months and are reportable.
- Add new positions that have been set up in the last 12 months.
- Add new appointments that have been made or changed in the last 12 months.
- Deactivate any boards that been deactivated in the last 12 months.

With the development of the AusGovBoards system, there are some mandatory fields that have not been populated as part of the data migration. These fields will need to be updated by Portfolios.

A data guide has been developed by the Department of Finance to assist Portfolios in this task. The guide includes information on the:

- Fields for each screen in the AusGovBoards back-end Content Management System;
- Which fields are mandatory;
- Which fields are published; and
- Business work-around for entering or updating mandatory information.

The data guide can be found at **Appendix A** to this document.

The initial review and updating of the migrated data to enable AusGovBoards to go live at the end of March 2013 was completed by Agencies.

2.5 Navigation

When users access the back-end Content Management System, the dashboard is the first screen displayed. The dashboard will provide Portfolio users with easy access to manage the board-related information they are responsible for.

The back-end Content Management System allows users to create, modify and publish content to the public website. Content covers:

- Boards
- Board appointments
- Vacancies

Content created or modified cannot be viewed in the public website until it is published. The Portfolio Administrator Approver role has access to publish.

To view published content on the public website, users will need to log out of the back-end Content Management System, and go to www.ausgovboards.gov.au.

2.5.1 Portfolio Administrator and Portfolio Administrator Approver – Dashboard view

The following dashboard will display for Portfolio users:

Dashboard home | Create Board | Create Vacancy | Find candidates

Dashboard home

Find BoardLinks candidates

Search OR Show all

Your Tasks

- You have 1 appointment which has expired or will expire shortly
- You have 1 vacancy expiring within 7 days

Your Vacancies

There are no current vacancies in your portfolio.

Create new vacancy Show closed vacancies

Your Boards

TITLE	STATUS	REPORTABLE
Albury-Wodonga Development Corporation	Published View moderation history	ORW, Geographic, Senate Order 13
ASC Pty Ltd	Published View moderation history	ORW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust	Published View moderation history	ORW, Geographic, Senate Order 13
Australian River Co. Limited	Published View moderation history	ORW, Geographic, Senate Order 13

From this screen users can:

- Search for a candidate to fill an existing or upcoming board vacancy;
- View and access tasks awaiting action;
- View and create advertisements for board vacancies in their Portfolio; and
- View, update and create the following board information for their Portfolio:
 - Boards
 - Board positions
 - Board appointments.

The detailed description of the functionality available for the Portfolio Administrator and Portfolio Administrator Approver roles at in Section 3 of this document.

2.5.2 Your Tasks

The AusGovBoard back-end Content Management System has been designed to send system-generated alert messages advising users there is a task in the system that requirements their action.

Portfolios will be sent alert messages:

- To review board information that has been modified or created for:
 - Boards
 - Board appointments;
- When Board appointments are:
 - 90-83 days prior to the expiry date
 - 50-43 days prior to the expiry date
 - 20-13 days prior to the expiry date
 - 0-7 days post the expiry date; and
- On the date vacancies are due to expire and will continue to show until 7 days post the expiry date.

Users will be able to monitor and manage tasks assigned to their Portfolio in the system by using the **Your Tasks** section on the Dashboard:

Your Tasks

- There are [2 items awaiting your review](#)

Tasks that are assigned to a user for review of board information or advising expiry of board appointments, will display as a hyperlink. To view simply click on the hyperlink and the record will display in View mode.

For vacancies that are due to expire, the user can filter on the Vacancies list on the Dashboard by date and click on the link to view the details.

Portfolios will need to monitor the **Your Tasks** area on the Dashboard for new alerts advising of content for review or expiry of appointments and vacancies as email notifications will not be sent to users.

To see the format of the alerts generated by the system, see Section 2.6.2 of this user guide.

2.5.3 Your Boards

The Dashboard view provides users with a summary list of boards for their Portfolio:

TITLE	STATUS	REPORTABLE
123 Limited	Unpublished View moderation history	Senate Order 13
Albury-Wodonga Corporation Board	Needs Review View moderation history	OFW, Geographic, Senate Order 13
ASC Pty Ltd Board	Published View moderation history	OFW, Geographic, Senate Order 13
Australian Electoral Commission - The Commission	Published View moderation history	OFW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust Board	Published View moderation history	OFW, Geographic, Senate Order 13
Australian River Co. Limited Board	Published View moderation history	OFW, Geographic, Senate Order 13
Comcover Advisory Council	Published View moderation history	OFW, Geographic, Senate Order 13
Commonwealth Superannuation Corporation Board	Draft View moderation history	OFW, Geographic, Senate Order 13
Defence Housing Australia	Draft View moderation history	OFW, Geographic, Senate Order 13
FSD Division Turakopp	Published View moderation history	OFW, Senate Order 13

1 2 next - last >

[Create new board](#) [Show inactive boards](#)

Portfolio Administrators and Portfolio Administrator Approvers only view the boards associated with their Portfolio and this section will be titled **Your Board**.

Portfolio Administrators have access to create and edit boards and Portfolio Administrator Approvers have the access to publish a board. Once published, the board will display on the public website.

AusGovBoards User Guide

This list is sorted alphabetically and users are able to move through the list by using the page links at the bottom of the list:



The board title displays as a hyperlink which users can click on to view the details of a specific board. From this view, users are able to:

- update existing board information;
- create new boards, positions and appointments; and
- filter on inactive boards.

Users are also able to view deactivated boards by selecting the **Show inactive boards** button and the list of deactivated boards will display. Once a board is deactivated it is removed from the public website view.

The full functionality for boards is covered in Section 3 of this document.

2.5.4 Moderation State functionality

The content pages to be published to the public website will require the **Moderation State** field to be completed. This is a dropdown list with the following values:

- Draft (default value);
- Needs review (ready for clearance by a Portfolio Administrator Approver);
- Published (content will be uploaded to the public facing website and captured in reports); and
- Unpublished (removes from the public facing website but still captured in reports)

The Portfolio Administrator must change the value to **Needs review** when the content drafted is ready to be published. Setting the **Moderation State** field to **Needs review** will trigger an alert to the Portfolio Administrator Approver that content is ready for the review process.

The alert will display in the **Your tasks** section of the Dashboard view for the Portfolio Administrator Approver. The Portfolio Administrator Approver must open the content in Edit mode and change the value for the **Moderation State** field to **Published** for the content to be published to the public website.

To **unpublish** content, Portfolio Administrator and Portfolio Administrator Approver roles have access to unpublish the content for their Portfolio. The process for this is:

- open the content in Edit mode;
- change the value for the **Moderation State** field to **unpublish**; and
- save the changes.

Once the **Unpublish** value has been selected in the **Moderation State** field and save, the content will be removed from the public website.

2.5.5 Your Vacancies

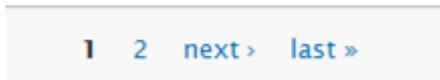
On the Dashboard a list of board vacancies for the Portfolio will display:

Your Vacancies			
TITLE	BOARD NAME	CLOSING DATE	STATUS
Board Member	Australian River Co. Limited	22/03/2013	Needs Review

Portfolio Administrators and Portfolio Administrator Approvers only view the vacancies that your Portfolio has created and this section will be titled **Your Vacancies**.

From the Dashboard view, Portfolio users are able to create new vacancies and link them to a board and Portfolio. Portfolio Administrators have access to create and edit vacancies however the Portfolio Administrator Approver role has the access to publish a vacancy. Once published, the vacancy will display on the public website.

This view is sorted by the **Closing Date** column which allows users to monitor those vacancies that are approaching their closing date. If the list is extensive, users can move through the list by using the page links at the bottom of the list:



The description of the advertised vacancy will display as a hyperlink which users can click on to view the details of the advertisement.

To view advertisements that have expired, users can select the **Show closed vacancies** button and the list of expired vacancies will display.

The full functionality for advertising and managing board vacancies is covered in Section 3 of this document.

2.6 Features

Other features available within the AusGovBoards back-end Content Management System are:

- Password expiry warnings; and
- Alerts.

2.6.1 Password expiry warnings

Password expiry warnings will be issued in the form of an on-screen message and emails to the user. Emails will be sent 7 days and 1 day prior to password expiry; warnings will appear on-screen from 7-days to 0-days prior to password expiry.

The warnings will display as follows:

- **Email wording:**
Subject: Password expiration warning for <Username> at www.AusGovBoards.gov.au
Content:
 <Username>
 Your password at www.AusGovBoards.gov.au.au will expire on <Expiry Date>.
 Please go to <link to users password change page> to change your password.
- **On-screen message** (for less than one day):

"Your password will expire in less than one day. Please change it."

- **On-screen behaviour** (for less than seven days):
On logon, if password is within the period of expiry, that is, <7days prior to expiring, user will be presented with password change screen and the above on-screen message.

3 Portfolio Administrator and Portfolio Administrator Approver Roles

This section provides information on the functionality and the processes to be followed by the Portfolio Administrator and Portfolio Administrator Approver roles in the AusGovBoards back-end Content Management System (CMS).

These two roles are specifically for Portfolio users within the system and allow users to manage and maintain the board information associated with their Portfolio including:

- Updating and creating boards, board positions and appointments
- Advertising board vacancies.

The Portfolio Administrator role has access to:

- Create and modify boards, including board positions and appointments
- Create advertised vacancies for board positions
- Generate mandatory reports

The Portfolio Administrator Approver role has the same access to create and modify boards and vacancies, however this role also has access to publish this content to the public website (content cannot be viewed on the public website until published).

The Portfolio Administrator and Portfolio Administrator Approver roles can maintain this information within their Portfolio through the **Your Boards** list on the Dashboard.

In addition to the creation and modification of boards and vacancies, these roles have access to search and view all candidate records within the system.

3.1 BoardLinks Candidate Database

3.1.1 Candidates

A candidate in the AusGovBoards system is an individual who has been endorsed or Portfolio-nominated as a candidate for consideration to current or future board vacancies.

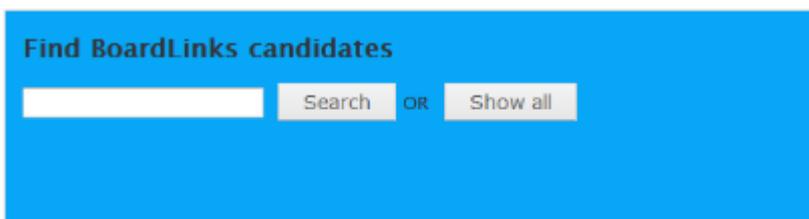
3.1.2 Search for candidates

A candidate in the AusGovBoards system is an individual who has been:

- endorsed by a Boardlinks champion; or
- affiliate; or
- endorsed by the member of a top 50 ASX company; or
- endorsed by a minister; or
- Portfolio-nominated as a candidate for a board position.

Users are able to search for candidates by entering:

- A partial or full name; or
- Select the **Show all** button to view all candidates; or
- Executing an advanced search.



Find BoardLinks candidates

Search OR Show all

When the **Search** or **Show all** buttons are selected users will be directed to the **Find a candidate** screen.

Users are able to refine the search criteria by entering up to three key words in the free text field (please do not insert commas) and also applying filters to the dropdown fields within the **Advanced Search** section of the screen:

The key words entered in the free text field refine the search by matching the key words against candidate CVs. The drop down box next to the free text field also provides users with the following search options:

- **Is equal to** - Matches content with exact search phrase/word
- **Contains** - Matches content which contains the phrase/word including sub phrases/words (i.e. search for the word 'bake' and will return results with 'bake', 'abaker', 'baker', etc)
- **Contains any word** - Matches content which contains the phrase/words including sub phrases/words
- **Contains all words** - Matches content which contains the phrase/words including sub phrases/words.

The **Advanced Search** dropdown lists work in conjunction with the free text field and refine the search criteria by searching the registration form only for matching skills and expertise.

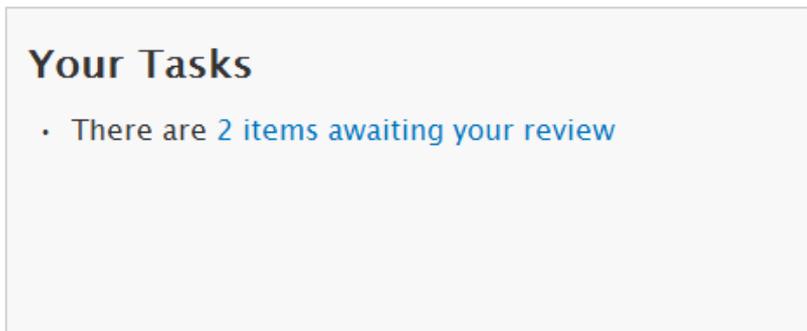
The results returned will display the candidate name and candidate CV results as hyperlinks. Users can select the hyperlinks to view the candidate record or CV. The candidate record displays as:

Please note that Portfolios are responsible for undertaking additional checks to ensure that the information provided by each candidate (contained in the candidate database) is accurate. Responsibility for ensuring the appropriateness and suitability of the candidate for any specific position, including with respect to conflict of interest remain the responsibility of each Portfolio.

3.2 Board Information

3.2.1 Tasks

The **Your Tasks** section on the Dashboard will allow users to monitor and manage tasks that have been assigned to them.



The task alerts for content that requires review will display as a hyperlink which the user can click on to access the content view or if more than one task has been assigned to the Portfolio, the **Items awaiting review** screen will display:

Items awaiting review

Find an item

▶ ADVANCED SEARCH

TITLE	TYPE	REVISED BY	LAST UPDATED
Women in Government	Board	JanePA	1 min 58 sec ago
Board Member	Vacancy	JanePA	6 min 45 sec ago

The list of items awaiting review is sorted by the **Last Updated** column which has the most recent record at the top. The title of the content is displayed as a hyperlink which users can click on to view the content in View mode.

To complete the review of any content the user will need to change the **Moderation State** field for the record. To do this, click on the **Edit** tab and the record will display in Edit mode.

3.2.2 Alerts

Alerts will display in **Your Tasks** for:

- Content to be reviewed;
- Appointments due to expire; and
- Vacancies due to expire.

The alerts for content and appointment expiry will display as hyperlinks, which when selected will display the **Items awaiting review**.

Alerts are presented in the Dashboard view under the **Your Tasks** section. The **Your Tasks** section presents the following alerts:

- Appointment:
 - “You have <Number of appointments> Appointment(s) with upcoming end dates or which have already ended.’
- Vacancy:

- 'You have <number of vacancies> Vacancy(s) with an expiry date of today or earlier.'

- Content Items:

'You have <number of items> awaiting your review.'

The alerts for vacancy expiry will display as text and Portfolios can identify upcoming vacancies through the **Your Vacancies** list.

Appointment alert messages have been flagged to display from:

- 90-83 days prior to the expiry date;
- 50-43 days prior to the expiry date;
- 20-13 days prior to expiry date; and
- 0-7 days post the expiry date.

The alert messages for vacancies will display on the date of expiry and show in the **Your Tasks** area of the Dashboard for 7 days post the expiry date.

Portfolios will need to monitor the **Your Tasks** area on the Dashboard for new alerts advising of content for review or expiry of appointments and vacancies.

3.2.3 Management of Board information

Portfolios are responsible for the management of board information within the back-end Content Management System.

The Portfolio Administrator and Portfolio Administrator Approver roles can maintain this information within their Portfolio through the **Your Boards** list on the Dashboard:

Your Boards

TITLE	STATUS	REPORTABLE
Albury-Wodonga Development Corporation	Published	OfW, Geographic, Senate Order 13
ASC Pty Ltd	Published	OfW, Geographic, Senate Order 13
Australian Electoral Commission	Published	OfW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust	Published	OfW, Geographic, Senate Order 13
Australian River Co. Limited	Published	OfW, Geographic, Senate Order 13
Comcover Advisory Council	Published	OfW, Geographic, Senate Order 13
Commonwealth Superannuation Corporation	Published	OfW, Geographic, Senate Order 13
Future Fund Board of Guardians	Published	OfW, Geographic, Senate Order 13
Medibank Private Ltd	Published	OfW, Geographic, Senate Order 13

Create new board

Show inactive boards

From this view, Portfolios are able to:

- Update existing board information for the Portfolio by clicking on a hyperlink for a board. This includes updating:
 - Boards;
 - Board positions; and
 - Board appointments;
- Create new boards, board positions and appointments by selecting the **Create new board** button; and
- View board information for deactivated boards by selecting the **Show inactive boards** button.

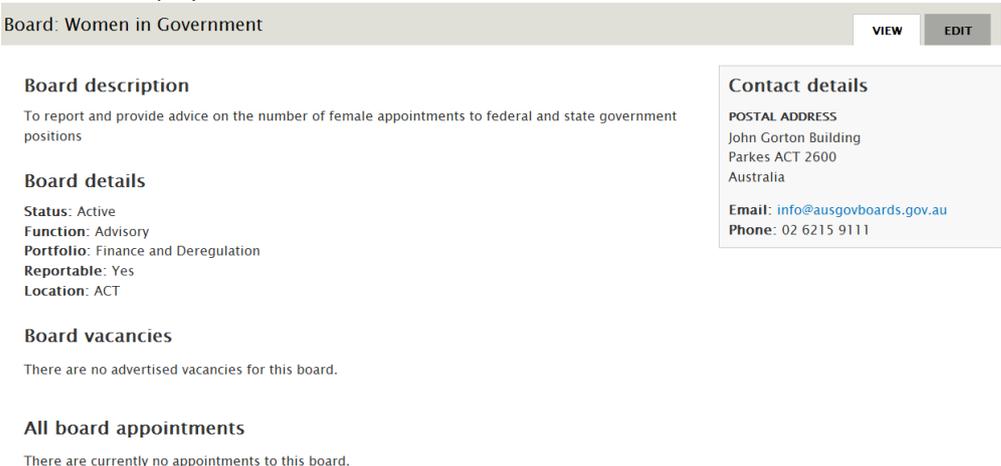
3.2.4 Modifying board information

Boards

Modifying board records is the main activity that Portfolios will perform. The need to create a board position or appointment will only occur if a specific decision has been made to create a new board or to create an additional position (eg through a change to a board’s constitution). It is the Portfolio’s responsibility to ensure board information including positions and appointments are kept up-to-date.

A board can be updated at any point by either of the Portfolio roles.

The table below describes the process to be followed to modify a board record:

Step	Process
1	<p>From the Your Boards section on the Dashboard, click on the hyperlink for the board to be modified.</p>  <p>Note: If the board has previously been published to the public website, the published content will continue to display on the public website until modified data has been published or the content has been unpublished.</p>
2	<p>The record displays in View mode:</p> 

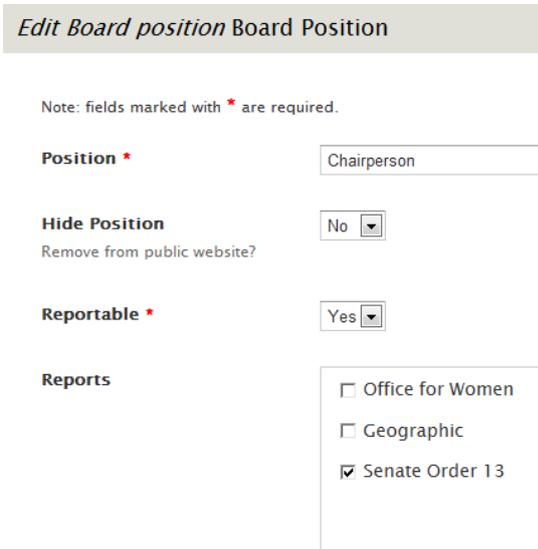
Step	Process
3	Click on the Edit tab in the top right corner and the record will display in Edit mode.
4	<p>Make the relevant changes to the details including changes to the Moderation State field and click on the Save button.</p> <p>Note: Any changes made to a published board will require the board details to be republished so follow the process described in the Reviewing and publishing a board section above.</p>

Portfolios access allows them to **unpublish** the board content from the public website by following the process in the above table and changing the **Moderation State** field to **Unpublish** and saving the changes. This will remove the content from the public website.

Board positions

The Portfolio Administrator or the Portfolio Administrator Approver roles have access to modify or update a board position.

The following table describes the process to be followed:

Step	Process
1	From Your Boards on the Dashboard view, click the hyperlink for the board to access the board position being modified. The board details will display in View mode
2	Click on the Edit tab and the board details will display in Edit mode.
3	<p>Scroll down to the Board Positions section on the Edit board screen:</p> 
4	<p>Click on the hyperlink in the Position column and the Edit Board Position screen displays:</p> 
5	Make the relevant changes and click on the Save button. The updated position details display in the Edit Board screen under Board Positions .

3.2.5 Hiding a vacant board position

The Government has agreed that information regarding all Australian Government boards be included on the AusGovBoards website.

If this information should be removed from the public facing website due to sensitivity issues, you have the option to 'hide' the board position. The "hide" option allows for an appointment or vacancy attached to the position to appear in reports but will not be visible to the public on the front end of the AusGovBoards website.

Board appointments

The Portfolio Administrator or the Portfolio Administrator Approver roles have access to modify or update a board appointment.

3.2.6 Reviewing and publishing a board information

Boards

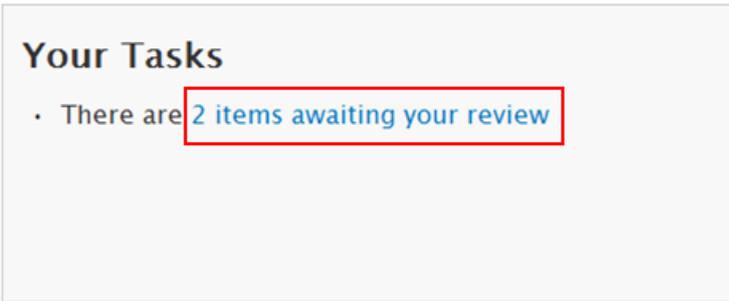
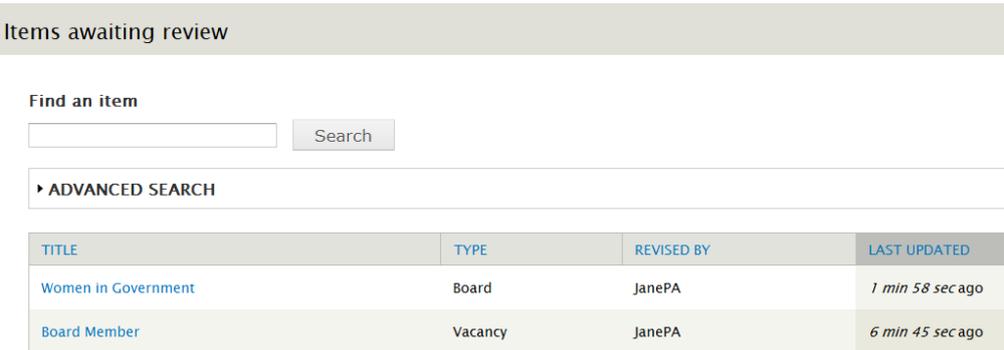
The Portfolio Administrator Approver is responsible for reviewing content and publishing it to the public website.

Data within the AusGovBoards back-end Content Management System will be ready to be reviewed by a Portfolio Administrator Approver when the **Moderation State** field value is set to **Needs review**. The selection of this value will trigger an alert message to display in the **Your Tasks** area on the Dashboard.

In addition, alert messages will be triggered when:

- Changes have been made to an existing board or board appointment record; or
- When a new board or board appointment has been created.

The table below describes the process to be followed to review and publish a board record:

Step	Process												
1	<p>From the Dashboard, click on the hyperlink for items awaiting your review under Your Tasks</p> 												
2	<p>The Items awaiting review screen will display:</p>  <table border="1"> <thead> <tr> <th>TITLE</th> <th>TYPE</th> <th>REVISED BY</th> <th>LAST UPDATED</th> </tr> </thead> <tbody> <tr> <td>Women in Government</td> <td>Board</td> <td>JanePA</td> <td>1 min 58 sec ago</td> </tr> <tr> <td>Board Member</td> <td>Vacancy</td> <td>JanePA</td> <td>6 min 45 sec ago</td> </tr> </tbody> </table>	TITLE	TYPE	REVISED BY	LAST UPDATED	Women in Government	Board	JanePA	1 min 58 sec ago	Board Member	Vacancy	JanePA	6 min 45 sec ago
TITLE	TYPE	REVISED BY	LAST UPDATED										
Women in Government	Board	JanePA	1 min 58 sec ago										
Board Member	Vacancy	JanePA	6 min 45 sec ago										

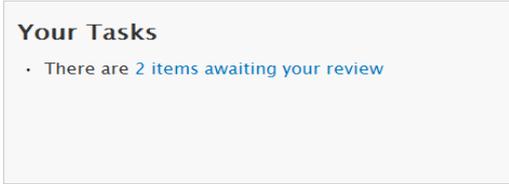
Step	Process
3	<p>Click on the hyperlink for the Board to be reviewed and the Board details will display in View mode:</p>  <p>Board: Women in Government VIEW EDIT</p> <p>Board description To report and provide advice on the number of female appointments to federal and state government positions</p> <p>Board details Status: Active Function: Advisory Portfolio: Finance and Deregulation Reportable: Yes Location: ACT</p> <p>Board vacancies There are no advertised vacancies for this board.</p> <p>All board appointments There are currently no appointments to this board.</p> <p>Contact details POSTAL ADDRESS John Gorton Building Parkes ACT 2600 Australia Email: info@ausgovboards.gov.au Phone: 02 6215 9111</p>
4	Click on the Edit tab in the top right corner to open the board details in Edit mode.
5	Review the details and make any necessary changes.
6	Change the Moderation State field to Published and then click on the Save button.

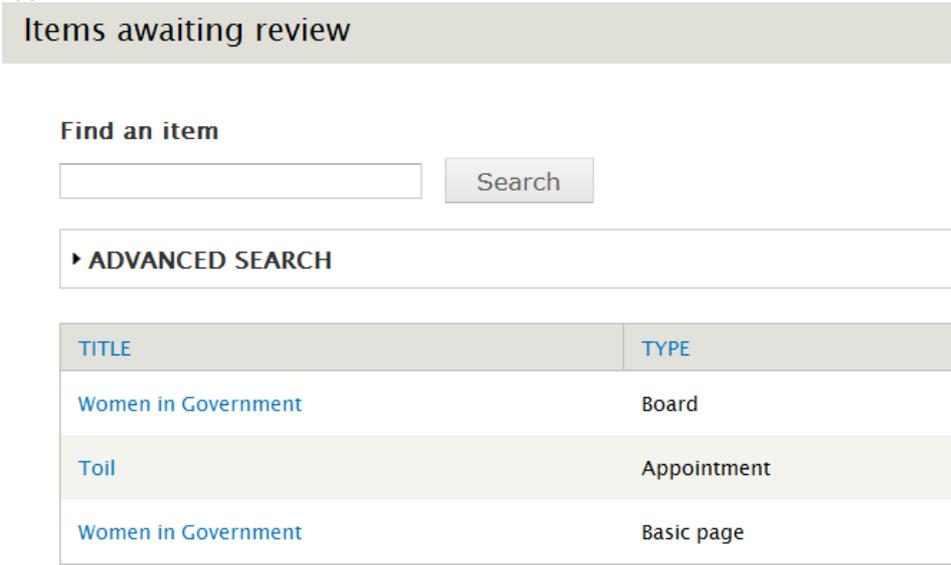
When the **Moderation State** field is set to **Published** the content will display in the public website.

Board appointment

When an appointment has been created by a Portfolio Administrator an alert will display in the **Your Tasks** for the Portfolio Administrator Approver to review and publish the content.

Follow the process described in the table below to review and publish an appointment to the public website:

Step	Process
1	<p>From the Your Tasks section on the Dashboard click on the hyperlink to review the content:</p>  <p>Your Tasks</p> <ul style="list-style-type: none"> • There are 2 items awaiting your review

Step	Process
2	<p>The Items awaiting review screen will display. Click on the hyperlink for the appointment to be reviewed:</p> 
3	<p>The appointment will display in View mode:</p> 
4	Click on the Edit tab and the Edit Appointment screen will display.
5	Review the content and change the Moderation State field value to Published .
6	Click on the Save button.

Portfolios access allows them to **unpublish** the board appointments from the public website by following the process in the above table and changing the **Moderation State** field to **Unpublish** and saving the changes. This will remove the board appointment from the public website.

Appointments have expiry dates and board content alerts for appointment records will display in **Your Tasks**:

- 90-83 days prior to the expiry date
- 50-43 days prior to the expiry date
- 20-13 days prior to the expiry date
- 0-7 day post the expiry date

Your Tasks

- There is 1 appointment that will expire in the next 90 days

3.2.7 Deactivating a board

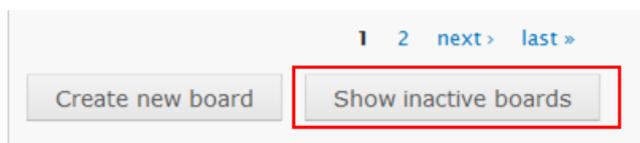
Records within the AusGovBoards system will not be deleted so functionality has been included to allow Portfolios to deactivate content if required.

An example of when a board will be deactivated is in the instance where a board has been abolished and should no longer be shown on the public facing website or be captured in future reporting. An inactive board will still be captured in historical reports. The board can be reactivated and updated if required.

To deactivate a board record within the system, follow this process:

Step	Process
1	From the Your Boards section on the Dashboard, click on the hyperlink for the board to be modified. The record displays in View mode.
2	Click on the Edit tab in the top right corner and the record will display in Edit mode.
3	Change the Status field to Inactive .
4	Keep the Moderation State field value as published. Note: A board should only ever be unpublished as a temporary option as it not only removes the board from the public website but will also not be captured in reports.
5	Click on the Save button. Note: When a board has been deactivated, each unexpired appointment will need to have the term end date amended to reflect the date of when the board became inactive. To modify the end date, please contact info@ausgovboards.gov.au .

Note: Deactivated boards can be viewed from the Dashboard by selecting the **Show inactive boards** button at the bottom of the list of boards for your Portfolio:



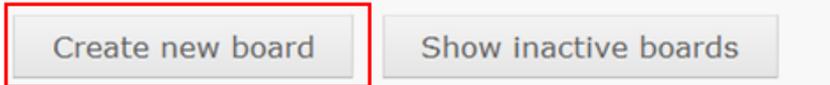
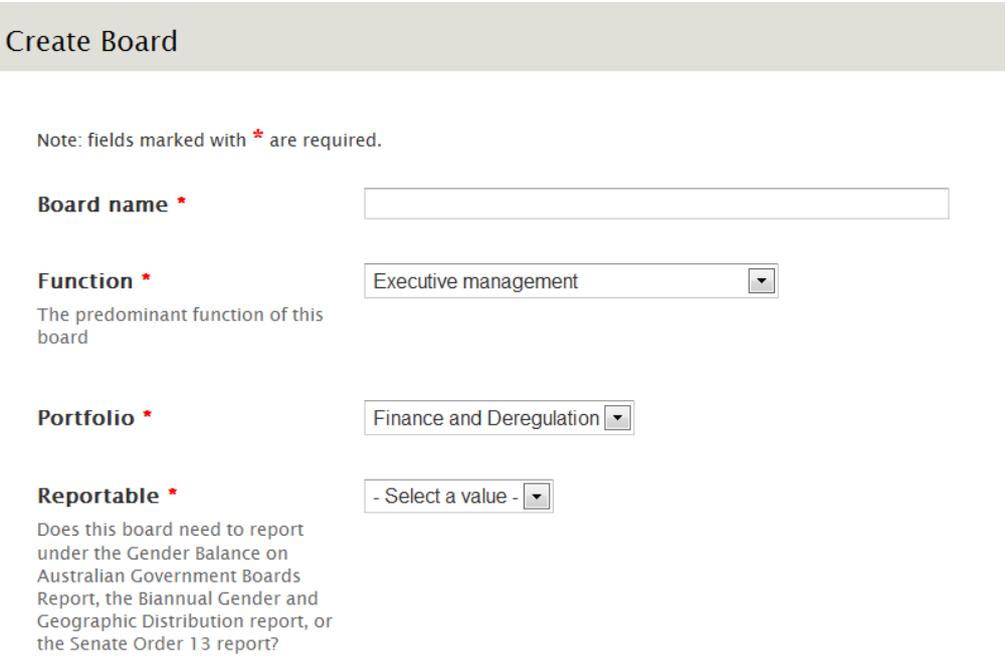
3.2.8 Creating board information

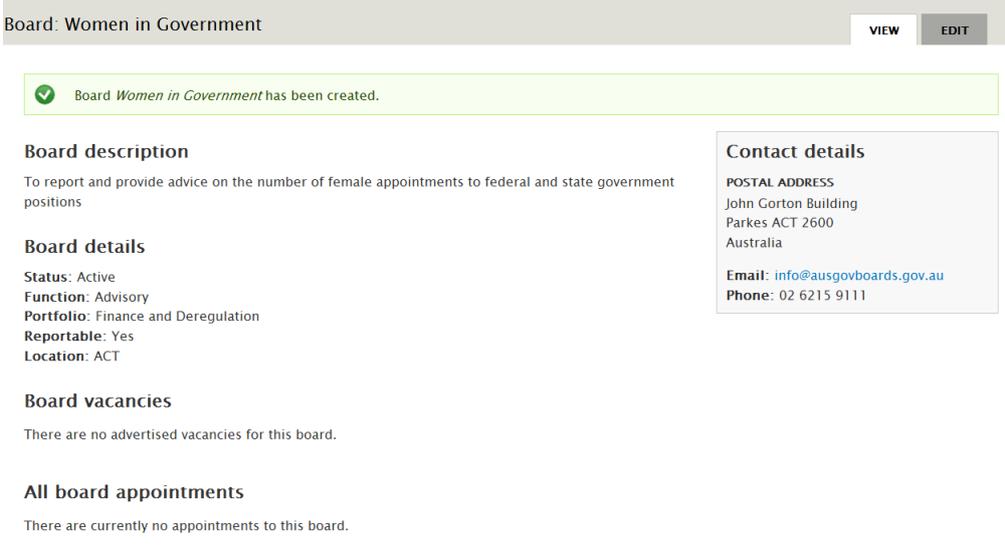
Creating a new Board

The creation of a board record in the AusGovBoards system will occur rarely however Portfolios have the access to create a new board when necessary.

The table below provides the process to follow in creating a new board for your Portfolio:

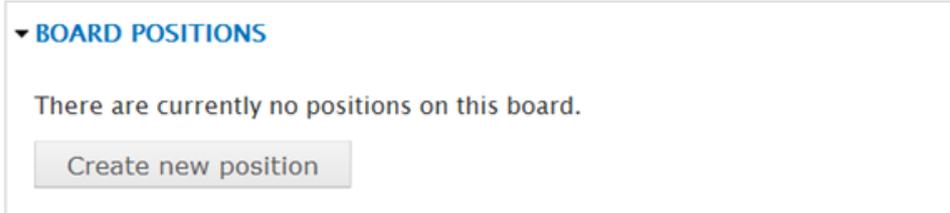
Step	Process
1	From the Dashboard view, click on the Create new board button at the bottom of the Your Boards list:

Step	Process
	
2	<p>A blank Create Board screen will display:</p>  <p>Note: fields marked with * are required.</p> <p>Board name * <input type="text"/></p> <p>Function * <input type="text" value="Executive management"/></p> <p>The predominant function of this board</p> <p>Portfolio * <input type="text" value="Finance and Deregulation"/></p> <p>Reportable * <input type="text" value="- Select a value -"/></p> <p>Does this board need to report under the Gender Balance on Australian Government Boards Report, the Biannual Gender and Geographic Distribution report, or the Senate Order 13 report?</p>
3	<p>The mandatory fields will display with a red * next to them. The mandatory fields on this screen are:</p> <ul style="list-style-type: none"> • Board name – free text field • Function – dropdown list: the predominant function of the board • Portfolio – dropdown list (defaults to your Portfolio and is the only value) • Reportable – dropdown list: The requirements on the board to report (Yes/No) • Reports – checkboxes: if Yes is selected for Reportable this selection must be made • Status – dropdown list: If the board is active or inactive • Description – free text field (This is published to the public website) • Location – drop down list: Where the board will sit. All state and territories are listed as well as an N/A option for those boards that sit outside of Australia • Contact Details – free text and dropdown fields <p>Mandatory fields must be completed before saving the new board details.</p> <p>Note: If the mandatory fields are not completed a validation is invoked and a list of the mandatory fields to be completed will be listed:</p> 
4	<p>Other fields on the Create board screen for users to complete if information is available:</p> <ul style="list-style-type: none"> • Relevant Legislation – free text field: To state any legislation that the board has

Step	Process
	<p>been set up under</p> <ul style="list-style-type: none"> • Custom Fields – free text fields: 4 fields available for any additional information relating to the board the user needs to include
5	<p>Change the value for the Moderation State field to Needs review.</p> <p>Note: The Moderation State field will default to Draft so the user needs to change the value to Needs review for the details to be sent to the Portfolio Administrator Approver for review.</p>
6	<p>Once the Create Board has been completed click on the Save button. The new board details will display in View mode:</p>  <p>Board: Women in Government VIEW EDIT</p> <p>✓ Board <i>Women in Government</i> has been created.</p> <p>Board description To report and provide advice on the number of female appointments to federal and state government positions</p> <p>Board details Status: Active Function: Advisory Portfolio: Finance and Deregulation Reportable: Yes Location: ACT</p> <p>Board vacancies There are no advertised vacancies for this board.</p> <p>All board appointments There are currently no appointments to this board.</p> <p>Contact details POSTAL ADDRESS John Gorton Building Parkes ACT 2600 Australia Email: info@ausgovboards.gov.au Phone: 02 6215 9111</p>

Creating a Board position

Creating a board position should only be used if specific approval has been given for an additional board position to be created (this is usually associated with a change in the board’s Charter or Constitution). The process to create a board position is described in the following table:

Step	Process
1	From Your Boards on the Dashboard view, click the hyperlink for the board the position being created. The board details will display in View mode
2	Click on the Edit tab and the board details will display in Edit mode.
3	<p>Scroll down to the Board Positions section on the Edit board screen:</p>  <p>▼ BOARD POSITIONS</p> <p>There are currently no positions on this board.</p> <p>Create new position</p>

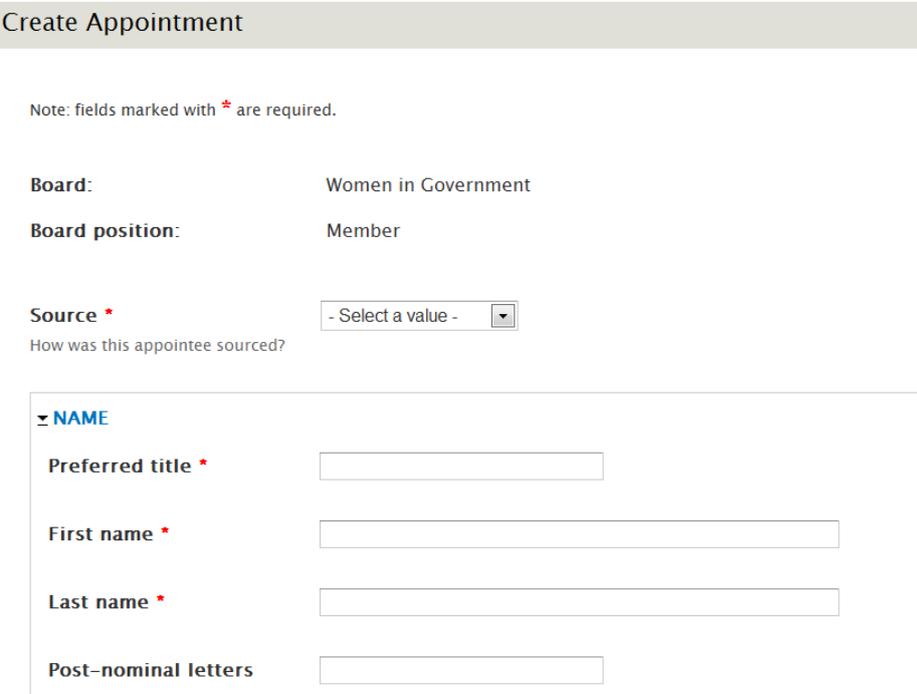
Step	Process						
4	<p>Click on the Create new position button and a blank Create Board Position screen will display:</p> <hr/> <p>Note: fields marked with * are required.</p> <p>Position * <input type="text" value="Member"/></p> <p>Hide Position <input type="text" value="No"/> Remove from public website?</p> <p>Reportable * <input type="text" value="Yes"/></p> <p>Reports</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office for Women <input type="checkbox"/> Geographic <input checked="" type="checkbox"/> Senate Order 13 <p>Work type * <input type="text" value="Part time"/></p> <p>Approval type * <input type="text" value="Other"/></p>						
5	<p>Mandatory fields will display with a red * next to them. The mandatory fields are:</p> <ul style="list-style-type: none"> • Position – dropdown list • Hide/unhide – this option will hide the position from the public facing website while continuing to be captured in reports. • Reportable – dropdown list • Reports – checkboxes: If Yes is selected for the Reportable field a selection must be made • Work Type – dropdown list: Fulltime or Part-time • Approval Type: dropdown list <p>Positions that are traditionally held by APS employees, for example, ex-officio, should always be set to Reportable – No.</p> <p>Note: if the mandatory fields are not completed a validation is invoked and the following message will display:</p> <div style="border: 1px solid red; padding: 10px; margin: 10px 0;"> <p> • Position field is required.</p> <p>• Reportable field is required.</p> </div> <p>The message will only include two of the mandatory fields as there are default selections on the other two fields.</p>						
6	<p>Other fields on the Create Board Position screen for users to complete if information is available are the Custom Fields. These are 4 fields available for any additional information relating to the board position the user needs to include.</p>						
7	<p>Complete the mandatory fields and select the Save button. The position details display in the Edit Board screen under Board Positions:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Board positions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">POSITION</th> <th style="text-align: left;">MOST RECENT APPOINTMENT</th> <th style="text-align: left;">WORK TYPE</th> </tr> </thead> <tbody> <tr> <td>Member</td> <td>Vacant</td> <td>Part time</td> </tr> </tbody> </table> </div>	POSITION	MOST RECENT APPOINTMENT	WORK TYPE	Member	Vacant	Part time
POSITION	MOST RECENT APPOINTMENT	WORK TYPE					
Member	Vacant	Part time					

Creating new Board appointments

A new board appointment cannot be created unless a board and a position exists in the system. Although there is a logical connection between vacancies and appointments, there is no link within the system between the two.

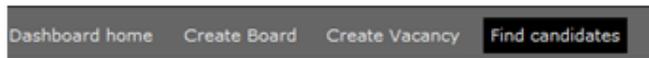
The Portfolio Administrator and the Portfolio Administrator Approver roles have access to create and manage board appointments for the boards within their Portfolio.

The table below describes the process to be followed in creating a new appointment:

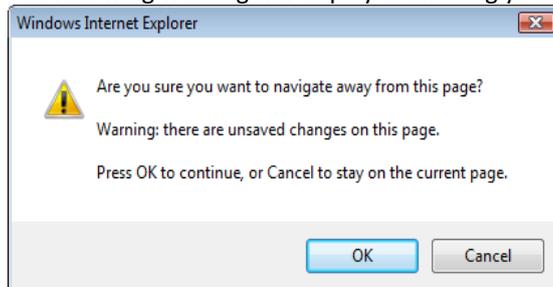
Step	Process
1	From Your Boards on the Dashboard view, click the hyperlink for the board the appointment being created. The board details will display in View mode
2	Click on the Edit tab and the board details will display in Edit mode.
3	<p>Scroll down to the Board Positions section on the Edit board screen:</p> 
4	<p>Click on the Create new appointment for this position hyperlink that displays in the Most Recent Appointment column:</p> 
5	<p>The Create Appointment screen displays with mandatory fields identified by the red * next to them:</p> 

Step	Process
6	<p>The mandatory fields for the Create Appointment screen are:</p> <ul style="list-style-type: none"> • Source – dropdown list • Name – free text fields: <ul style="list-style-type: none"> ○ Preferred title ○ First name ○ Last name • Initial start date – date of first appointment for position • Term start date – start date of the term of the appointment • Term end date – Users are unable to change this date once the entry has been saved. If you have entered the incorrect end date, please contact info@ausgovboards.gov.au to amend on your behalf. • Terms - initial term on a board should show as term zero • Location – dropdown list • Postcode – free text field: required if Location is not set to N/A • Remunerated field – dropdown list <p>Note: If the mandatory fields are not completed a validation is invoked and the following message will display:</p> <div data-bbox="400 824 1015 1122" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>A red-bordered box containing a list of validation errors. At the top left is a red 'X' icon. The list includes: 'Last name field is required.', 'First name field is required.', 'Source field is required.', 'Location field is required.', 'Remunerated field is required.', 'Preferred title field is required.', and 'Postcode field is required because "Location" is not set to "N/A".'</p> </div>
7	<p>Complete the mandatory fields and set the Moderation State field value to Needs Review.</p> <p>Note: An alert will display in the Tasks for the Portfolio Administrator to review and publish the appointment.</p>
8	<p>Click on the Save button and you will be redirected to the board summary page.</p>

Note: There is no Cancel option available on the **Create Board, Create Position or Create Appointment** screens. To navigate away from this screen without saving details, click on one of the options in the menu bar:



The following warning will display confirming you wish to exit the screen:

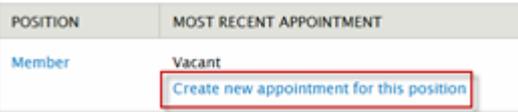
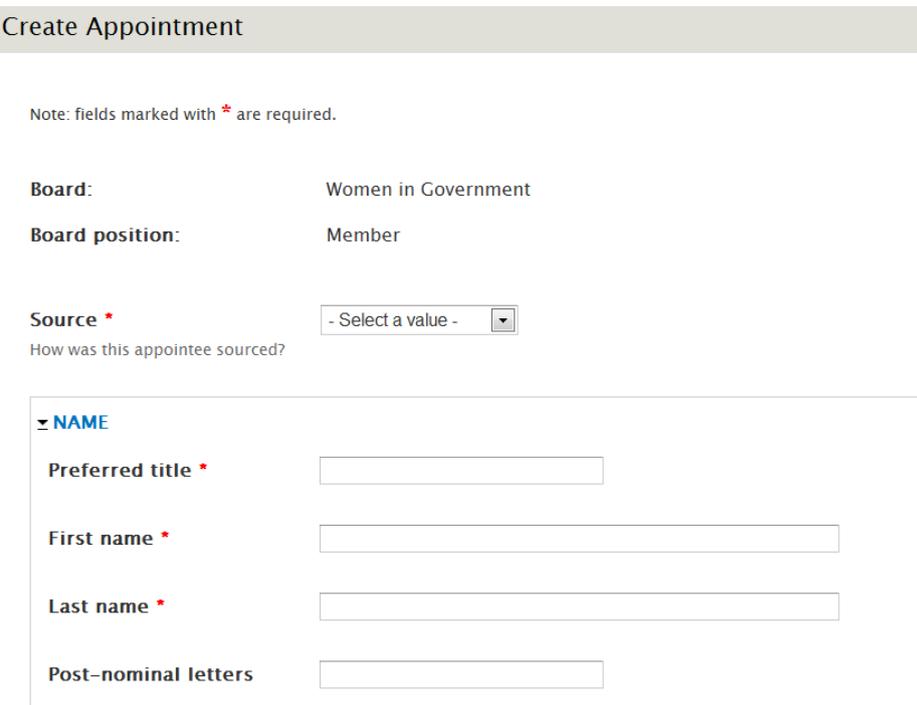


Click on **OK** to exit and **Cancel** to remain on the current screen.

Creating reappointments against the same position

A new appointment must be created for every reappointment.

The table below describes the process to be followed in creating a new record for a reappointment:

Step	Process
1	From Your Boards on the Dashboard view, click the hyperlink for the board the appointment being created. The board details will display in View mode
2	Click on the Edit tab and the board details will display in Edit mode.
3	<p>Scroll down to the Board Positions section on the Edit board screen:</p> 
4	<p>Click on the Create new appointment for this position hyperlink that displays in the Most Recent Appointment column:</p> 
5	<p>The Create Appointment screen displays with mandatory fields identified by the red * next to them:</p> 

Step	Process
6	<p>The mandatory fields to pay attention to when creating a reappointment to the same position are:</p> <ul style="list-style-type: none"> • Initial start date – must stay the same i.e. reflect the date of the appointee’s first appointment to that board. • Term start date – Start date of (new term) reappointment • Term end date – Users are unable to change this date once the entry has been saved. If you have entered the incorrect end date, please contact info@ausgovboards.gov.au to amend on your behalf. • Terms – Increase the value by 1 increment. <p>Note: An initial term is set at zero. A reappointment would be entered as follows:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>▼ APPOINTEE HISTORY</p> <p>Initial start date * <input type="text" value="18/07/2008"/></p> <p>Terms * <input type="text" value="1"/> ▼</p> <hr/> <p>▼ APPOINTMENT DETAILS</p> <p>Term start date * <input type="text" value="18/07/2011"/> <small>The date when this appointment started. If there is no formal start date, enter the date of the first meeting.</small></p> <p>Term end date <input type="text" value="18/07/2014"/> <small>The date when this appointment ended</small></p> </div>
8	<p>Complete the mandatory fields and set the Moderation State field value to Needs Review.</p> <p>Note: An alert will display in the Tasks for the Portfolio Administrator to review and publish the appointment.</p>
9	<p>Click on the Save button and you will be redirected to the board summary page.</p>

Creating reappointments to another position on the same board

The table below describes the process to be followed in creating a new record for a reappointment against another position on the same board i.e. if a board member is appointed as deputy chair:

Step	Process
1	<p>Scroll down the page to All board appointments and click on the appointment you would like to edit. Click on the Edit tab and the appointments details will display in Edit mode.</p>
2	<p>Contact info@ausgovboards.gov.au to amend the term end-date to reflect the date the appointee will vacate this position.</p>
3	<p>Click on the Save button and the Edit Board screen displays in Edit mode with the appointee name against the position.</p>
4	<p>From Your Boards on the Dashboard view, click the hyperlink for the board for which the appointment is being created. The board details will display in View mode</p>

Step	Process
5	Click on the Edit tab and the board details will display in Edit mode.
6	<p>Scroll down to the Board Positions section on the Edit board screen:</p> 
7	<p>Click on the Create new appointment for this position hyperlink that displays in the Most Recent Appointment column:</p> 
8	<p>The Create Appointment screen displays with mandatory fields identified by the red * next to them.</p> <p>The mandatory fields to pay attention to when creating a reappointment to another position on the same board are:</p> <ul style="list-style-type: none"> • Initial start date – must stay the same i.e. reflect the date of the appointee’s first appointment to that board? • Term start date – Start date of new term • Term end date – Users are unable to change this date once the entry has been saved. If you have entered the incorrect end date, please contact info@ausgovboards.gov.au to amend on your behalf. • Terms – Term should be set to 0 to reflect the first appointment to the new position. <p>Note: An initial term is set at zero. A re-appointment to a new position would be entered as follows:</p>

Step	Process
	<div style="border: 1px solid #ccc; padding: 10px;"> <p>▼ APPOINTEE HISTORY</p> <p>Initial start date * <input type="text" value="12/11/2009"/></p> <p>Terms * <input type="text" value="0"/></p> <hr/> <p>▼ APPOINTMENT DETAILS</p> <p>Term start date * <input type="text" value="12/11/2012"/> The date when this appointment started. If there is no formal start date, enter the date of the first meeting.</p> <p>Term end date <input type="text" value="10/07/2013"/> The date when this appointment ended</p> </div>
9	<p>Complete the mandatory fields and set the Moderation State field value to Needs Review.</p> <p>Note: An alert will display in the Tasks for the Portfolio Administrator to review and publish the appointment.</p>
10	Click on the Save button and you will be redirected to the board summary page.

Recording a short extension to a term

When an appointment term is extended as an interim measure while appointment decisions are being made, a new appointment record will be required. **Refer create new appointment, page 27.**

Note: The initial start date, term start date and number of terms remain unchanged. Only the term end date should change.

3.3 Advertising board vacancies

Portfolios are responsible for advertising board positions as they are identified. The AusGovBoards system provides functionality for users to manage the vacancies for board positions.

Please note not all positions will be publicly advertised.

3.3.1 Creating an advertisement

Portfolio Administrators and Portfolio Administrator Approvers have access to create advertisements in the system.

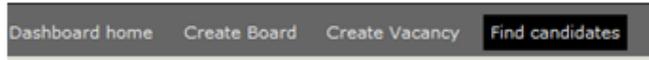
The table below describes the process to be followed:

Step	Process
1	From the Your Vacancies list on the Dashboard view, click on the Create new vacancy button:

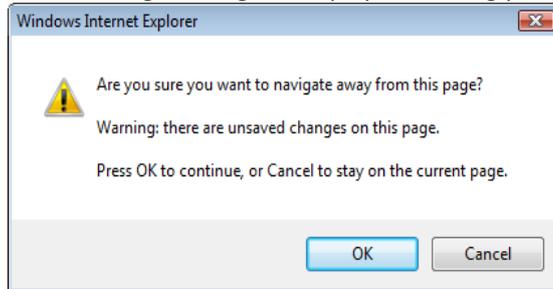
Step	Process								
	<div data-bbox="427 210 1102 479"> <p>Your Vacancies</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>BOARD NAME</th> <th>CLOSING DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Board Member</td> <td>Australian River Co. Limited</td> <td>22/03/2013</td> <td>Needs Review</td> </tr> </tbody> </table> <p> <input type="button" value="Create new vacancy"/> <input type="button" value="Show closed vacancies"/> </p> </div>	TITLE	BOARD NAME	CLOSING DATE	STATUS	Board Member	Australian River Co. Limited	22/03/2013	Needs Review
TITLE	BOARD NAME	CLOSING DATE	STATUS						
Board Member	Australian River Co. Limited	22/03/2013	Needs Review						
2	<p>A blank Create Vacancy screen will display with mandatory fields identified with a red * next to them:</p> <div data-bbox="414 568 1342 1173"> <p>Create Vacancy</p> <p>Note: fields marked with * are required.</p> <p>Vacancy title * <input type="text"/></p> <p>Board * <input type="text" value="Albury-Wodonga Development Corporation"/></p> <p>DESCRIPTION</p> <p>Expand or contract the description for this vacancy</p> <p>Description *</p> <p>A description of the vacancy</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> </div>								
3	<p>The mandatory fields are:</p> <ul style="list-style-type: none"> • Vacancy title – free text field • Board – dropdown list • Description – free text field • Categories – checkboxes • Remunerated – dropdown list • How to apply – free text field • Contact Details – free text field: <ul style="list-style-type: none"> ○ Preferred title ○ First name ○ Last name ○ Phone ○ Email <p>Note: As spellcheck is not available in the AusGovBoards system, Portfolio Administrators can create and spellcheck the text in Word. The text can then be copied into the Description field on the Create Vacancy screen.</p>								

Step	Process
4	<p>Leave the mandatory fields blank and click on the Save button. A validation check is triggered and the following error message will display:</p> 
5	<p>Other fields available for users to enter additional information are:</p> <ul style="list-style-type: none"> • Duties – free text field • Remuneration – free text field • Starting date – date field • Website – free text field
6	Complete the mandatory fields and set the Moderation State field value to Needs review .
7	<p>Click on the Save button.</p> <p>Note: An alert will be sent to the Portfolio Administrator Approver to review and publish the vacancy.</p>

Note: There is no Cancel option available on the **Create Vacancy** screen. To navigate away from this screen without saving details, click on one of the options in the menu bar:



The following warning will display confirming you wish to exit the screen:



Click on **OK** to exit and **Cancel** to remain on the **Create Vacancy** screen.

3.3.2 Reviewing and publishing an advertisement

The Portfolio Administrator Approver is responsible for reviewing and publishing the advertisement to the public website.

The table below describes the process to be followed:

Step	Process
1	Click on the hyperlink for items awaiting review in the Your Tasks section on the Dashboard:

Step	Process												
	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <h3>Your Tasks</h3> <ul style="list-style-type: none"> • There are 2 items awaiting your review </div>												
2	<p>If there is more than one record to be reviewed, click on the hyperlink for the vacancy in the list displayed on the Items awaiting review screen:</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Items awaiting review</p> <p>Find an item</p> <input type="text"/> <input type="button" value="Search"/> <p>▶ ADVANCED SEARCH</p> <table border="1"> <thead> <tr> <th>TITLE</th> <th>TYPE</th> <th>REVISED BY</th> <th>LAST UPDATED</th> </tr> </thead> <tbody> <tr> <td>Women in Government</td> <td>Board</td> <td>JanePA</td> <td>1 min 58 sec ago</td> </tr> <tr> <td>Board Member</td> <td>Vacancy</td> <td>JanePA</td> <td>6 min 45 sec ago</td> </tr> </tbody> </table> </div>	TITLE	TYPE	REVISED BY	LAST UPDATED	Women in Government	Board	JanePA	1 min 58 sec ago	Board Member	Vacancy	JanePA	6 min 45 sec ago
TITLE	TYPE	REVISED BY	LAST UPDATED										
Women in Government	Board	JanePA	1 min 58 sec ago										
Board Member	Vacancy	JanePA	6 min 45 sec ago										
3	The selected vacancy record will display in View mode												
4	Click on the Edit tab and the Edit Vacancy screen will display.												
5	<p>Modify the details for the vacancy as required and change the Moderation State field value to Published.</p> <p>Note: Portfolio Administrator Approvers should pay particular attention to the spelling prior to publishing advertisements as spell-check is not available within the AusGovBoards system.</p>												
6	<p>Click on the Save button.</p> <p>Note: The changes will be saved and the vacancy details will display in View mode. The vacancy content will be published to the public website.</p>												

3.3.3 Modifying vacancy details

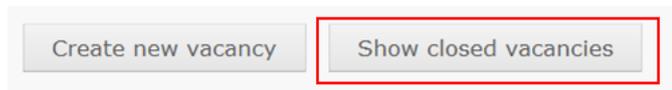
Vacancy details can be updated by either of the Portfolio admin roles and the following table describes the process to follow:

Step	Process
1	Click on the hyperlink for items awaiting review in the Your Tasks section on the Dashboard
2	If there is more than one record to be reviewed, click on the hyperlink for the vacancy in the list displayed on the Items awaiting review screen
3	From the View mode of the vacancy details click on the Edit tab
4	Make the necessary changes to the vacancy details and save. Note: Any changes made will need to be reviewed and re-published by the Portfolio Administrator Approver so ensure the Moderation State field value has been changed to Needs review .

Portfolios access allows them to **unpublish** the board vacancies from the public website by following the process in the above table and changing the **Moderation State** field to **Unpublish** and saving the changes. This will remove the board vacancy from the public website.

3.3.4 Expired vacancies

Portfolios can continue to view vacancies that have expired by selecting the **Show closed vacancies** button at the bottom of the vacancies list:



3.4 Search board appointees

All board appointees can be searched through the public facing website of AusGovBoards by entering the name in to the free text search field at the top of each page.

Appendix A Data Guide for Portfolios

The following tables specify, for each data type, the fields, descriptions, whether the field is mandatory and whether the information will be published (on the front-end website).

Portfolio

Portfolio details are entered by the IT System Administrator from the Department of Finance.

The following table describes the information that will be created and modified for each Portfolio.

Field	Field type	Description	Mandatory	Published
Portfolio name	Text	The full name of the Portfolio	Yes	Yes

Board

The following table includes all the information to be provided for a Board.

Field	Field type	Description	Mandatory	Published	Default position used in the transfer of data into AusGovBoards; and Business work-around for mandatory data in the system
Board Name	Text	The board name	Yes	Yes	<ul style="list-style-type: none"> - For imported data this field has been set to the value provided to the OFW data at 30 June 2012. - No business work around – please enter the correct name.
Board function	List options are: <ul style="list-style-type: none"> • Executive management • Advisory • Regulatory/Review/Inquiry /Commission • Other 	The primary function of the board	Yes	Yes	<ul style="list-style-type: none"> - For imported data this field has been set to the value provided to the OFW data at 30 June 2012. - No business work around – please enter the correct function.
Portfolio	Automatically set to the Portfolio administrators Portfolio	The Portfolio to which the board belongs	Yes	Yes	<ul style="list-style-type: none"> - For imported data this field has been set to the value provided to the OFW data at 30 June 2012. - No business work around.
Reportable	List, options are: <ul style="list-style-type: none"> • Yes • No 	Indicates whether the board is reportable for one or more of the following reports: <ul style="list-style-type: none"> • Gender Balance on Australian Government Boards Report 	Yes	No	<ul style="list-style-type: none"> - For imported data this field has been set to yes as the boards imported are part of the OFW report. - No business work around. - Set to 'Yes' even if only some

Field	Field type	Description	Mandatory	Published	Default position used in the transfer of data into AusGovBoards; and Business work-around for mandatory data in the system
		<ul style="list-style-type: none"> Senate Order 13 Biannual Gender and Geographic Distribution Report 			positions (members) of a particular board are reportable and the rest are not.
Reports	Multi select field, options are: <ul style="list-style-type: none"> OfW Geographic Senate Order 13 	Specifies the reports for which the board is reportable.	Yes* (if reportable is "Yes")	No	<p>For imported data reportable has been set to 'Yes' and all reports selected for the 'Reports' field.</p> <p>Agencies should ensure that they have checked the reporting requirements related to each Board. Please note that the Office for Status of Women is able to provide assistance in matters relating to the different reporting definitions. Email women@fahcsia.gov.au or phone 1300 653 277.</p>
Status	List, options are: <ul style="list-style-type: none"> Active Inactive 	<p>Status of the board. When a board becomes inactive, the Portfolio should ensure that the board is no longer published.</p> <p>The board will only appear only in reports with report dates prior to the date the board becomes inactive.</p>	Yes	No	For imported data , Status has been set to "active".
Inactive date	Date	<p>The date on which the board became inactive.</p> <p>The board will only appear in reports with report dates within the boards active period.</p>	Yes* (If active_status is "Inactive")	No	N/A.
Description	Text (1000 character limit)	Detailed description of the board	Yes	Yes	A small number of imported boards did not include a Board Description. If you have a board without a description, please complete the field.

Field	Field type	Description	Mandatory	Published	Default position used in the transfer of data into AusGovBoards; and Business work-around for mandatory data in the system
Location	List, options are: <ul style="list-style-type: none"> • ACT • NSW • NT • QLD • SA • TAS • VIC • WA • N/A 	The location where the Board convenes.	Yes* (N/A is an option)	Yes	If the location where the board meets is not known, or the board meets in multiple locations please set to N/A.
Relevant legislation	Text	Relevant legislation – including subordinate legislation – applicable to the board. Under what legislation was the board formed, and under what legislation does the board operate? Note: not all boards are formed under legislation	No	No	Field is not mandatory. If information is not to hand, please show as TBA.
Group: contact details					
Phone	Text	Contact phone for the board	Yes	No	If you are unable to determine a phone number which is specifically for the Board, please provide an appropriate phone number for the Portfolio Administrator, or the relevant Department/agency.
Email	Text	Contact email for the board	Yes	Yes	If you are unable to determine an email which is specifically for the Board, please provide an appropriate email address for the Portfolio Department or Administrator, noting that it will be published.

Field	Field type	Description	Mandatory	Published	Default position used in the transfer of data into AusGovBoards; and Business work-around for mandatory data in the system
Website	Text	Website for the board	No	Yes	If the board does not have its own website, please include the website of the Portfolio Department, noting that it will be published.
Sub group: Postal address (This is a sub group of contact details)					
(Postal) address line1	Text	Postal address line 1 for the board	Yes	No	If you are unable to determine a postal address which is specifically for the Board, please provide an appropriate postal address for the Portfolio Department or Administrator.
(Postal) address line2	Text	Postal address line 2 for the board	No	No	Use only if required.
(Postal) suburb	Text	Postal address suburb for the board	Yes	No	If you are unable to determine a postal address which is specific to the Board, please provide the postal address of the Portfolio Administrator, or the Department.
(Postal) state	Text	Postal address state for the board	Yes	No	If you are unable to determine a postal address which is specifically for the Board, please provide the postal address of the Portfolio Administrator, or the Department.
(Postal) postcode	Text	Postal address postcode for the Board	Yes	No	If you are unable to determine a postal address which is specifically for the Board, please provide the postal address of the Portfolio Administrator, or the Department.
(Postal) country	List, options are: (list of countries)	Postal address country for the board	Yes	No	If you are unable to determine a postal address which is specifically for the Board, please provide the postal address of the Portfolio Administrator, or the Department.

Field	Field type	Description	Mandatory	Published	Default position used in the transfer of data into AusGovBoards; and Business work-around for mandatory data in the system
Group: Custom fields					
Custom_1	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include. This may include, for example the name of the decision-maker making the appointment. Please note however that any cabinet information (eg cabinet decision numbers) are unable to be included in the system as it does not meet the relevant security requirements to store Cabinet information.
Custom_2	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information.
Custom_3	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information.
Custom_4	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.

Board Position

Once a board and board position have been created, you can create an appointment. The following table includes all the information to be provided for a board position.

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Position	List, options are: <ul style="list-style-type: none"> • Chairperson • Deputy Chairperson • Director / Non-Executive Director • Member • CEO / Executive Director / Managing Director • Other 	The position type	Yes	Yes	Imported data has copied from the OFW report of 30 June 2012.

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Reportable	List, options are: <ul style="list-style-type: none"> • Yes • No 	Indicates whether the board position is reportable for one or more of the following reports: <ul style="list-style-type: none"> • Gender Balance on Australian Government Boards Report • Senate Order 13 Biannual Gender and Geographic Distribution Report	Yes	No	<ul style="list-style-type: none"> - For imported data this field has been set to yes as the boards imported are part of the OFW report. - No business work around.
Reports	Multi select field options are: <ul style="list-style-type: none"> • OfW • Geographic ▪ Senate Order 13 	Specifies the reports for which the board position is reportable.	Yes* (if reportable is "Yes")	No	For imported data reportable has been set to 'Yes' and all reports selected for the 'Reports' field. Agencies should ensure that they have checked the reporting requirements related to each Board. Please note that the Office for Status of Women is able to provide assistance in matters relating to the different reporting definitions. Email women@fahcsia.gov.au or phone 1300 653 277.
Work type	List, options are: <ul style="list-style-type: none"> • Full time • Part time 	The work type of the position	Yes	Yes	For imported data, Work Type has been set to part-time.
Approval type	List, options are: <ul style="list-style-type: none"> • Prime Minister only • Cabinet • Governor-General in Council • Ministerial ▪ Other 	The approval type applicable to the board position	Yes	No	Imported data has copied from the OFW report of 30 June 2012. Where no value existed, this field has been set to "Other".
Group: Custom fields					
Custom_1	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.
Custom_2	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
					include.
Custom_3	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.
Custom_4	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.

Appointment

Once a board and board position have been created, you can create an appointment.

The following table includes all the information to be provided for an appointment.

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Source	List, options are: <ul style="list-style-type: none"> Database endorsed (candidate sourced from BoardLinks Candidate database) Database Portfolio (sourced by the portfolio) Other 	How was the appointee sourced? Specifies whether the appointee was sourced from the candidate database (and if so, were they externally endorsed, or Portfolio nominated) or sourced from elsewhere.	Yes	No	For imported data this field has been set to "other".
Group: Name					
Preferred title	Text	Appointee's preferred title	Yes	Yes	This field was not populated for all OFW 30 June 2012 data. Where known please insert/update.
First name	Text	Appointee's first name	Yes	Yes	Please check that the name is set correctly for imported data.
Last name	Text	Appointee's last name	Yes	Yes	Please check that the name is set correctly for imported data.
Post-nominal letters	Text	Appointee's post-nominal letters	No	Yes	Please include post nominal information as relevant, e.g. CA, CPA, MBA, OAM. This information should be contained in a person's CV.

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Group: Contact Details					
Location	List, options are: <ul style="list-style-type: none"> • ACT • NSW • NT • QLD • SA • TAS • VIC • WA • N/A 	The state in which the appointee lives. Use N/A for appointees without a permanent Australian address or those living outside of Australia.	Yes* (N/A is an option)	No	This information should be contained in a person's CV.
Postcode	Text	Appointee's residential address postcode	No	No	if the Appointee location is in Australia the Postcode is required, where known, please set the postcode; if not known, please set the Postcode as follows: '0000'
Phone 1	Text	Appointee's phone 1	No	No	Not mandatory. Please include if known, to assist your portfolio in contacting appointees.
Phone 2	Text	Appointee's phone 2	No	No	Not mandatory. Please include if known, to assist your portfolio in contacting appointees.
Email	Text	Appointee's email address	No	No	Not mandatory. Please include if known, to assist your portfolio in contacting appointees.
Group: Diversity Details					
Gender	List options are: Male, Female	Appointee's gender	Yes	Yes	Nil.
Indigenous Status	List, options are: <ul style="list-style-type: none"> • Aboriginal • Torres Strait Islander • Both • None • -Not Specified- 	Indicates whether the appointee identifies as Aboriginal and/or Torres Strait Islander	Yes	No	For imported values: <ul style="list-style-type: none"> • 'Indigenous' has been set to 'Aboriginal' • 'Non-indigenous' has been set to 'None' • 'Not Stated' has been set to 'Not Specified'

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Disability	List, options are: <ul style="list-style-type: none"> • Yes • No • -Not Specified- 	Indicates whether the appointee identifies as having a disability.	No	No	Please include if known
Non English Speaking Background	List, options are: <ul style="list-style-type: none"> • Yes • No • -Not specified- 	Indicates whether the appointee is from a Culturally and Linguistically Diverse or Non-English speaking background.	No	No	Please include if known
Group: Appointee History					
Initial start date	Date	Start date of the appointee's first term in the board position	Yes	No	Please include if known – will help distinguish between different terms. ,
Terms	Number (0-99)	The number of completed consecutive terms the appointee has served. From the beginning to the end of their first term, this number will be 0 for an appointment, then at the commencement of their second consecutive term, set to 1 and so on.	Yes	No	This value should be set to zero, unless the appointee has served consecutive terms in the same board position.
Group: Appointment Details					
Term start date	Date	Start date of the appointee's current term	Yes	Yes	For imported data, term end date has been set to the value in the data.
Term end date	Date	End date of the appointee's current term. The end date should not be set to 01/01/2099. For example, If an end date is not known or an appointment is "until death", the end date should not be set.	Required for reporting purposes.	Yes	For imported data, term end date has been set to the value in the data, or where the term did not end, it will show 2099.
Remunerated	List, options are: <ul style="list-style-type: none"> • Yes • No 	Indicates whether the appointment is remunerated	Yes	No	Value has been defaulted to 'No' and should be changed if remuneration is applicable to the appointment.

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Remuneration	Text	The value of the remuneration, if the appointment is remunerated	Yes* (if remuneration application is Yes)	No	Please insert details of remuneration if known or TBA if not known.
Per diem	Text	The per diem that the appointee will receive	No	No	Please insert details of remuneration if known or TBA if not known.
Group: Approval Details					
Approval date	date	Approval date for the appointment. The date the approving body agreed to this appointment. This field is required for Senate Order 13.	Yes	No	If the value cannot be ascertained, please use the term start date.
Minister	List, options are: [list of ministers]	The Minister who approved the appointment, if the approval type is Ministerial.	Yes* (if appointment approval type is Ministerial)	No	Please select Unknown if the Minister that made the appointment is not known or not listed.
Selection process	List, options are: <ul style="list-style-type: none"> • Ex officio • Nominated • Advertised • Expression of Interest (including recruitment search) • Elected • Other 	Selection process and level of government control or influence for the appointment	Yes	No	Data that was included in OFW report of 30 June 2012 has been imported. If not known, please use "Other".
Decision method notes	Text (1000 characters maximum)	Information regarding the decision behind this appointment. E.g. list of applications, who was interviewed, etc.	No	No	Please include known information for reference within your portfolio.
Group: Custom Fields					

Field	Field type	Description	Mandatory	Published	Business work-around for mandatory data in the system
Custom_1	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.
Custom_2	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.
Custom_3	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.
Custom_4	Text	Refer to note on custom fields	No	No	These fields are for agency-specific internal information you may wish to include.

Advertisements

Please note not all vacancies will be Advertised.

Advertisements can be created for existing vacancies.

Please note, advertisements are not tied to board positions or appointments, so when a vacancy is filled, you will need to separately create an appointment for the relevant board position.

Create an advertisement by selecting “Create new vacancy” button (or “Add Vacancy” menu) on the Dashboard.

The following table includes all the information to be provided for a vacancy:

Field	Field type	Description	Required?	Published
Vacancy title	text	Title for the vacancy	Yes	Yes
Board	List of boards for the Portfolio	The board to which the vacancy belongs.	Yes	Yes
Group: Description				
Description	text_long	Description of the vacancy	Yes	Yes
Categories	Multi select list, options are: <ul style="list-style-type: none"> Accounting/Finance Management Advocacy/Lobbying Business Management Commercial Management Community Sector Management Construction/Infrastructure 	The categories for the vacancy	Yes	Yes

Field	Field type	Description	Required?	Published
	<ul style="list-style-type: none"> Management • Human Resources Management • Legal • Marketing/Communications Management • Project Management • Public Sector Management • Other (allow for free text) 			
Duties	Text_long	The roles and responsibilities for the position	No	Yes
Remunerated	List, options are: <ul style="list-style-type: none"> • Yes ▪ No 	Indicates whether the appointment is remunerated	Yes	Yes
Remuneration	Text	The value of the remuneration, if the appointment is remunerated	No	Yes
Starting date	Date	The date at which the appointment starts	No	Yes
Group: Application Details				
How to apply	Text_long	How to apply for this vacancy	Yes	Yes
Sub group: Contact Details				
Preferred title	Text	Contact name for the vacancy: Preferred title (e.g. Mr, Mrs, Dr)	Yes	Yes
First name	Text	Contact name for the vacancy: First name	Yes	Yes
Last name	Text	Contact name for the vacancy: Last name	Yes	Yes
Phone	Text	Contact phone number for the vacancy contact	Yes	Yes
Email	Text	Contact email for the vacancy contact	Yes	Yes
Website	Text	Website with information about the board or vacancy	No	Yes
Closing date	Date	Closing date for the vacancy	Yes	Yes



AusGovBoards Public Website

The AusGovBoards is a dedicated online, whole of government directory for Board related records and the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide describes the public website for AusGovBoards.

Accessing AusGovBoards

To access the AusGovBoards public website use URL <http://ausgovboards.gov.au>

The home page for AusGovBoards will display:



The home page provides a welcome message describing the content and purpose of the website:

Visitors to the website can select any of the following links to find out more about AusGovBoards:

- x **About –**
 - o What is AusGovBoards
 - o What is a board
 - o Appointment process
 - o Why it's great to be on a board
- x **Boards –** a full list of Australian Government boards. The default setting on this page is for all boards to display. However, visitors can filter the boards list by:
 - o Board name
 - o Board function
 - o Location
 - o Portfolio
- x **Vacancies –** visitors can view the full list of advertised vacancies for board positions for Australian Government Boards
- x **Diversity –**
 - o Importance of diversity
 - o Importance of gender diversity
 - o Importance of geographical diversity

- o The content for the website is managed and published by:
 - x Portfolios – for boards, appointments and vacancies specific to the Portfolio
 - x Department of Finance– for general content

Searching and FAQ

The AusGovBoards website includes search functionality for visitors to search for individual board members and filter the results once they are displayed.

Click on a link to filter by:

- x Item type
- x State
- x Function
- x Portfolio

Then click on the hyperlink for one of the results to display the information.

A link to **FAQ** for AusGovBoards will display at the top of the website and this information is managed by the Department of Finance.

Who is responsible for the content?

Each Portfolio is responsible for the accuracy of the board information on the site for the boards within its Portfolio. This includes:

- x Boards (including function and description)
- x Board positions
- x Board appointments

The management of this content is done through the back-end website.

The Department of Finance is responsible for all other website content.



Subscribing and contacts

Visitors to the AusGovBoards website are able to subscribe to the website for notification of vacancies as they are advertised by the Portfolios.

Visitors can also contact the Department of Finance for:

- x Answers to questions
- x Suggestions on improvements to the website

To subscribe to the website or ask a question, click on the info@ausgovboards.gov.au link that displays on any of the screens or via the **Contact Us** or **Subscribe** links.



Navigation and Access – Portfolio Administrator and Portfolio Administrator Approvers

The AusGovBoards is a dedicated online, whole of government directory for Board related records and the registration of endorsed candidates seeking appointment to government boards.

There are two ways to access the database:

- x Public website providing online information on Australian Government boards, their purpose and appointments to them; and
- x the back-end Content Management System (CMS) that provides Portfolios access to maintain board information and advertise vacancies for board membership.

This quick reference guide provides information on the navigation and access for the back-end CMS.

Accessing the AusGovBoards back-end CMS

To access the back-end CMS for the AusGovBoards on-line, Portfolio agencies will need log on details. See the **Contacts for Support** details below to obtain the user registration form.

Once log on details have been provided the URL to access the online application is:

<http://ausgovboards.gov.au/user>

There are two user roles available to Portfolio agency users:

- x Portfolio Administrator
- x Portfolio Administrator Approver

Portfolio Administrator access:

The Portfolio Administrator is able to:

- x Create and edit boards
- x Create and edit appointments
- x Create and edit vacancies

Once any of these are created and saved with the status of **Needs Review**, they will appear in the task list for the Portfolio Administrator Approver.

Portfolio Administrator Approver access:

This role is able to:

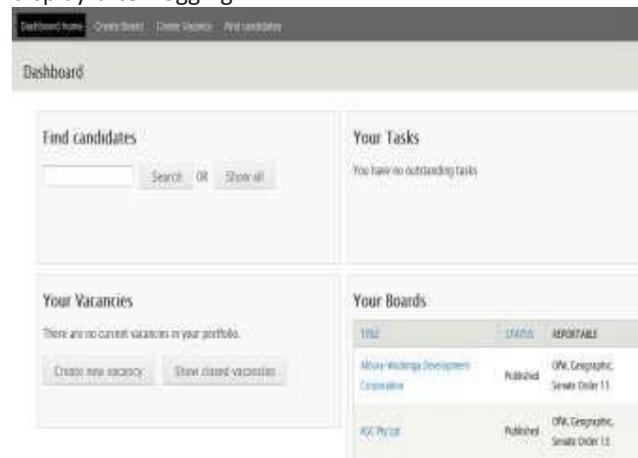
- x Create, edit and publish boards
- x Create, edit and publish appointments
- x Create, edit and publish vacancies

Until a board or vacancy is ‘published’ by a Portfolio Administrator Approver, the details will not display on the public interface for the AusGovBoards public website

For further information on the password requirements for accessing the application, see **Section 2.3** of the **AusGovBoards User Guide**.

AusGovBoards Dashboard

The Portfolio Administrator and Portfolio Administrator Approver have the same Dashboard display after logging in:



From the Dashboard view both user roles can:

- x Search by candidate
- x View and action tasks assigned to them
- x Create new board
- x View inactive boards
- x Create new vacancy
- x View expired vacancies

Candidate Search

There are two options available from the Dashboard for searching for a candidate:

- x Search by partial or full name
- x Show all





Both options will display the **Find a Candidate** screen:

Candidates

Find a candidate

Contains Search

ADVANCED SEARCH

Endorser type: Endorser: Gender: State: Indigenous: Disability:

Board experience: Areas/sectors of experience: Professional skills/experience:

Personal skills:

TYPE	ENDORSER	NAME	GENDER	LOCATION	DATE OF REGISTRATION	CANDIDATE CV	ACTIVE
Externally endorsed	Knox, David	Adams, Lesley	Female	QLD	Saturday, March 9, 2012	lesley.adams@parsons.com - LA Resume 2012.doc	Active
Externally endorsed	White, Julia	Bailey-Lord, Kathleen	Female	VIC	Saturday, March 9, 2012	kbailey001@optusnet.com.au - Kathleen Bailey - 1st board experience.docx 2011.doc	Active

On the **Find a Candidate** screen users can refine a search by entering key words using one of four options in the drop down box in the free text field and/or selecting the **Advanced Search** fields. These fields are drop down fields that allow filters to be applied to the search.

ADVANCED SEARCH

Status: Endorser type: Endorser: Gender: State:

Previous board: Current board: Areas/sectors of experience:

Professional skills/experience: Personal skills:

The results will display with the candidate name and the candidate CV as hyperlinks which will display the candidate details or CV when selected.

Note: Portfolio Administrators and Portfolio Administrator Approvers have access to view the full list of candidate records.

Viewing Tasks

Tasks that are assigned to a user for action will display in this section on the Dashboard:

Your Tasks

- There are 2 items awaiting your review

Tasks that are assigned to a user for review will display as a hyperlink. To view simply click on the hyperlink and the list of records for view will display.

Hyperlinks will also display for appointments due to expire.

For vacancies that are due to expire, the user can filter on the **Vacancies** list on the Dashboard by date and click on the link to view the details.

Note: Vacancies due to expire on the current date will show in the **Your Tasks** for 7 days.

Appointment alerts will display for 90 days prior to the date of expiry and for 7 days after expiry date.

Boards

Portfolio Administrators and Portfolio Administrator Approvers will only view the boards associated with their Portfolio.

From this view, users are able to create new boards and select to view inactive boards.

Portfolio Administrators have access to create and edit boards. However the Portfolio Administrator Approver has the access to publish a board.

Until a board is published, it cannot be viewed from the public website. Users will need to log out of the back-end CMS to see information on the public website that has just been published.

For further information on creating a board for your Portfolio, see **section 3.3** in the **AusGovBoards User Guide for Portfolio Users** or the **Create and Managing Boards** Quick Reference Guide.

Advertisements

Portfolio Administrators and Portfolio Administrator Approvers can only view the advertised vacancies associated with their Portfolio.

From the Dashboard, users are able to create new advertisements (and link them to a board) and view expired advertisements.

Portfolio Administrators have access to create and edit advertisements. However, the Portfolio Administrator Approver has the access to publish an advertised vacancy.

As with a board, until an advertisement is published it cannot be viewed from the public website.



For further information on creating a vacancy for your Portfolio, see **section 3.6** in the **AusGovBoards User Guide for Portfolio Users** or the **Create and Managing Vacancies** Quick Reference Guide.

Contacts for Support

For support or access to the AusGovBoards back end CMS, contact the Government Businesses Advice Branch in the Department of Finance:

- x Email: info@ausgovboards.gov.au

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Prime Minister and Cabinet:

- x Email kim.schultz@pmc.gov.au

Managing and Creating Boards

The AusGovBoards is a dedicated on-line, Whole of Government directory for Board related records and the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide provides information to manage and create boards through the AusGovBoards back-end Content Management System.

Accessing the AusGovBoards back-end Content Management System

To access the on-line application use URL:
<http://ausgovboards.gov.au/user>

Then follow the prompts to logon and the Dashboard view will display. **Note:** If you do not have logon details see the **Contacts for Support** details below.

Management of Boards

Portfolios are responsible for the management of board information for boards in their Portfolio.

An integral part of the management is for Portfolios to review their board information and make the necessary modifications and where necessary create new boards and positions.

Note: Almost all changes that Portfolios will be making in the back-end will be to edit existing boards and existing board appointments and less frequently, advertise a vacancy or update a board appointment. Unless a specific decision has been made to establish a new board or vary a position to a board, edits of that nature will be rare.

Modifying Board details

Board details can be updated at any point by either:

- Portfolio Administrators; or
- **Portfolio Administrator Approvers.**

From the Dashboard click on the link for a board and the record will display in view mode. Click on the **Edit** tab to update the records.

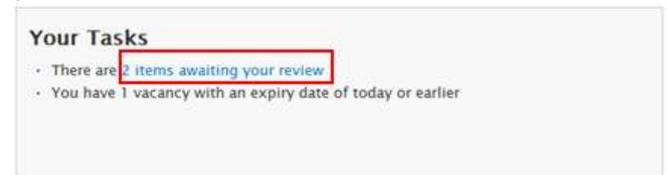
A board record that has been changed will need to be reviewed by the **Portfolio Administrator Approver.**

When a board record is ready for review, an alert will display in the **Portfolio Administrator Approver's** task list.

The information is then re-published by the **Portfolio Administrator Approver** so updates display on the public website.

Reviewing and Publishing a Board

From the Dashboard, the **Portfolio Administrator Approver** can select the hyperlink to review and publish the board record:



If there are more than one record to be reviewed, the **Portfolio Administrator Approver** can select from the list that is displayed:



The selected board record will display in View mode for the user:



The user must click on the **Edit** tab to modify and publish the details for the board. Before saving any updated details, the **Portfolio Administrator Approver** should change the **Moderation State** to **Published** and then select the **Save** button. The board details will then be published on the public website.

Creating a Board

The Portfolio Administrator and the **Portfolio Administrator Approver** roles have access to create a board.

From the Dashboard click on the **Create new board** button at the bottom of the list of boards for your Portfolio:

Your Boards

TITLE	STATUS	REPORTABLE
Albury-Wodonga Development Corporation	Published	OfW, Geographic, Senate Order 13
ASC Pty Ltd	Published	OfW, Geographic, Senate Order 13
Australian Electoral Commission	Published	OfW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust	Published	OfW, Geographic, Senate Order 13
Australian River Co. Limited	Published	OfW, Geographic, Senate Order 13
Comcover Advisory Council	Published	OfW, Geographic, Senate Order 13
Commonwealth Superannuation Corporation	Published	OfW, Geographic, Senate Order 13
Future Fund Board of Guardians	Published	OfW, Geographic, Senate Order 13
Medibank Private Ltd	Published	OfW, Geographic, Senate Order 13

Create new board Show inactive boards

A blank **Create Board** screen will display with mandatory fields identified with a red *:

Create Board

Note: fields marked with * are required.

Board name *

Function *

The predominant function of this board

Portfolio *

Reportable *

Does this board need to report under the Gender Balance on Australian Government Boards Report, the Biannual Gender and Geographic Distribution report, or the Senate Order 13 report?

The screen has a number of dropdown fields to select from. These lists will default to the top value for the field and the Portfolio field will default to your Portfolio:

Portfolio *

A validation error will display if the mandatory fields are not completed and the user selects the **Save** button:



Complete the mandatory fields and if logged on as a Portfolio Administrator, ensure that when the Board is ready to be published the **Moderation State** field has the **Needs Review** value selected.

When a board is ready for review, an alert will display in the **Portfolio Administrator Approver's** task list.

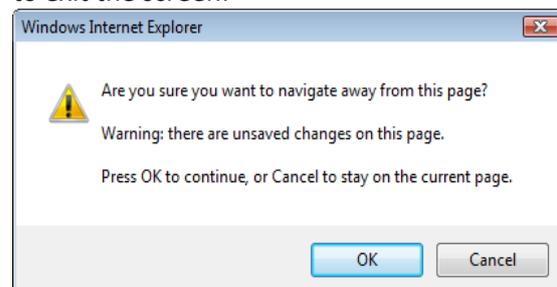
If the **Portfolio Administrator Approver** is creating the appointment, the **Moderation State** field value can be set to **Published** which will publish to board without an additional review step.

Select the **Save** button and the new board details will display in a preview screen.

Note: There is no Cancel option available on the **Create Board** screen. To navigate away from this screen without saving details, click on one of the options in the menu bar:



The following warning will display confirming you wish to exit the screen:



Click on **OK** to exit or **Cancel** to remain on the **Create Board** screen.

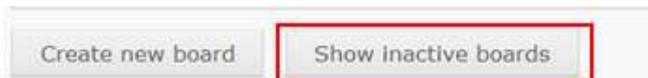
Deactivate a Board

A board can be deactivated by either role by changing the:

- **Status** field value to **Inactive**, and
- **Moderation State** field value to **Unpublish**.

Click on the **Save** button and the record will be removed from the public website.

Note: Deactivated can be viewed from the Dashboard by selecting the **Show inactive boards** button at the bottom of the list of boards for your Portfolio:



For further information on creating a board for your Portfolio, see **section 3.3** in the **AusGovBoards User Guide for Portfolio Users**.

Contacts for Support

For support or access to the AusGovBoards back-end Content Management System, contact the Government Businesses Advice Branch in the Department of Finance and Deregulation:

- Email: info@ausgovboards.gov.au

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Families, Housing, Community Services and Indigenous Affairs:

- Email: women@fahcsia.gov.au
- Phone: 1300 653 277



Managing and Creating Board Positions

The AusGovBoards is a dedicated online, whole of government database for the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide provides information on the management and creation of board positions through the AusGovBoards back end Content Management System (CMS).

Board positions determine the structure of a board. The configuration of board positions will typically remain the same throughout the life of a board.

Accessing the AusGovBoards back-end Content Management System

To access the on-line application use URL:
<http://ausgovboards.gov.au/user>

Then follow the prompts to logon and the Dashboard view will display. **Note:** If you do not have logon details see the **Contacts for Support** details below.

Management of Board Positions

Portfolios are responsible for the management of information for boards in their Portfolio.

An integral part of the management is for Portfolios to review their board information and make the necessary modifications and where necessary create new boards and positions.

Note: Almost all changes that Portfolios will be making in the back-end will be to edit existing boards and existing board appointments and less frequently, advertise a vacancy or update a board appointment. Unless a specific decision has been made to establish a new board or vary a position to a board, edits of that nature will be rare.

Modifying a Board Position

To modify or update a board position:

1. Click on the link for the board from the Dashboard view
2. Click on the **Edit** tab from the View mode of the board details
3. Scroll to the **Board Positions** section and click on the position link

POSITION	MOST RECENT APPOINTMENT
Chairperson	Vacant Create new appointment for this position
Create new position	

The **Edit Board Position** screen will display:

Note: fields marked with * are required.

Position *

Hide Position
Remove from public website?

Reportable *

Reports

Office for Women

Geographic

Senate Order 13

Make the relevant changes and click on the **Save** button.

The updated board position will display in the **Board Positions** section of the **Edit Board** screen:

POSITION	MOST RECENT APPOINTMENT	WORK TYPE
Chairperson	Vacant Create new appointment for this position	Part time
Create new position		

Creating a Board Position

The Portfolio Administrator and the Portfolio Administrator Approver roles have access to create positions for a board within their Portfolio.

From the Dashboard click on a link for an existing board from within the Board list:

Your Boards

TITLE	STATUS	REPORTABLE
Albury-Wodonga Development Corporation	Published	OfW, Geographic, Senate Order 13
ASC Pty Ltd	Published	OfW, Geographic, Senate Order 13
Australian Electoral Commission	Published	OfW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust	Published	OfW, Geographic, Senate Order 13
Australian River Co. Limited	Published	OfW, Geographic, Senate Order 13
Comcover Advisory Council	Published	OfW, Geographic, Senate Order 13



The selected board will display in View mode. Click on the **Edit** tab and the selected board will display in Edit mode.

Scroll down to the **Board Positions** section on the screen:



Click on the **Create new position** button and a blank **Create Board Position** screen displays:

Note: fields marked with * are required.

Position *

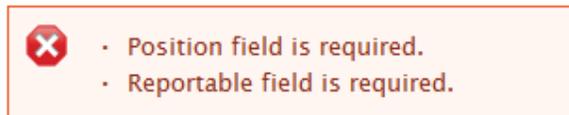
Hide Position
 Remove from public website?

Reportable *

Reports

- Office for Women
- Geographic
- Senate Order 13

A validation error will display if the mandatory fields are not completed and the user selects the **Save** button:



Complete the mandatory fields and select the **Save** button. The board position details are listed in the Edit screen for the board:

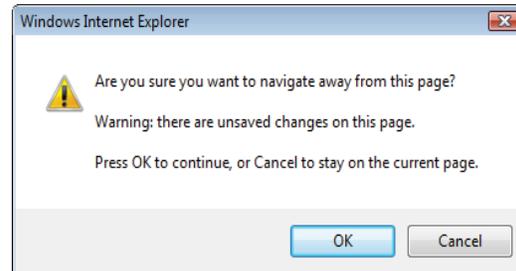
Board positions

POSITION	MOST RECENT APPOINTMENT	WORK TYPE
Member	Vacant	Part time

Note: There is no Cancel option available on the **Create Board Position** screen. To navigate away from this screen without saving details, click on one of the options in the menu bar:



The following warning will display confirming you wish to exit the screen:



Click on **OK** to exit and **Cancel** to remain on the **Create Board Position** screen.

For further information on creating and managing board positions, see **section 3.4** in the **AusGovBoards User Guide for Portfolio Users**.

Contacts for Support

For support or access to the AusGovBoards back end CMS, contact the Government Businesses Advice Branch in the Department of Finance:

x Email: info@ausgovboards.gov.au

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Prime Minister and Cabinet:

x Email: kim.schultz@pmc.gov.au



Creating and Managing Board Appointments and Re-appointments

The Gender Balance on Boards is a dedicated online, whole of government directory for board related records and the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide provides information on the creation and managing of board appointments through the AusGovBoards back end Content Management System (CMS).

Accessing the AusGovBoards back-end CMS

To access the on-line application use URL:
<http://ausgovboards.gov.au/user>

Then follow the prompts to log on and the Dashboard view will display. **Note:** If you do not have logon details see the **Contacts for Support** details below.

Creating a Board Appointment

The Portfolio Administrator and the Portfolio Administrator Approver roles have access to create and manage board appointments for the boards within their Portfolio.

A board and a board position must be created before an appointment can be created. See the **Creating and Managing Board** and **Creating and Managing Board Positions** Quick Reference Guides.

From the Dashboard click on a link for an existing board from the list:

TITLE	STATUS	REPORTABLE
Albury-Wodonga Development Corporation	Published	OfW, Geographic, Senate Order 13
ASC Pty Ltd	Published	OfW, Geographic, Senate Order 13
Australian Electoral Commission	Published	OfW, Geographic, Senate Order 13
Australian Government Employees Superannuation Trust	Published	OfW, Geographic, Senate Order 13

Click on the **Edit** tab for the board and scroll down to the **Board Positions** section.

Click on the **Create new appointment for this position** link that displays in the **Most Recent Appointment** column, even if it is a re-appointment:

Note: A new entry must be created for each reappointment. Do not modify an existing appointment or the historical record will be lost.

The **Create Appointment** screen displays:

A validation error will display if the mandatory fields are not completed and the user selects the **Save** button:

Note: Portfolios are now not able to modify the term end date of an existing appointment. If the end date should be amended after the entry has been saved, please contact info@ausgovboards.gov.au.



Creating a new term for an existing appointee (reappointments)

To ensure that no data is lost, you will need to create a new appointment for each new term of an existing board member, with the initial start date to be transposed from the old record.

- Edit the board page.
- Under the list of board positions, create new appointment for the position in the board list.
- Be sure to increase the “term” value by one increment.

Reminder: Portfolios are no longer able to modify the term end date of an existing appointment. If the end date should be amended, please contact info@ausgovboards.gov.au.

A short term extension – eg. 1 or 3 months

When an appointment term is extended, an updated new appointment record will be required as below;

- Initial start date: transposed from old record;
- No. of Terms: **do not** increase the value by 1 increment;
- Term start date: update to reflect the new term start date; and
- Term end date: update to reflect the new term end date.

If logged on as a Portfolio Administrator, ensure that when the Board is ready to be published the **Moderation State** field has the **Needs Review** value selected.

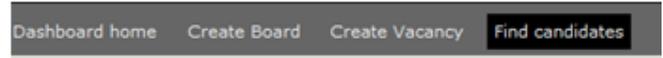
When a board is ready for review, an alert will display in the Portfolio Administrator Approver’s task list.

If the Portfolio Administrator Approver is creating the appointment, the **Moderation State** field value can be set to **Published** which will publish to board without an additional review step.

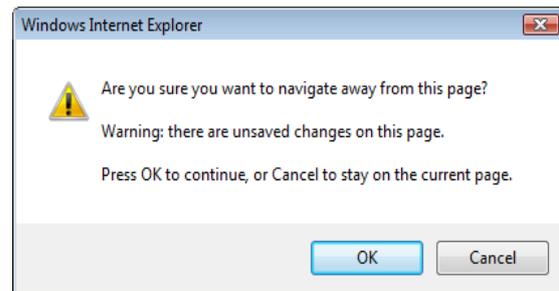
Select the **Save** button and the new appointment displays in the **Current Version** section of the **Edit Board** screen.

AusGovBoards – Quick Reference Guide

Note: There is no Cancel option available on the **Create Appointment** screen. To navigate away from this screen without saving details, click on one of the options in the menu bar:



The following warning will display confirming you wish to exit the screen:

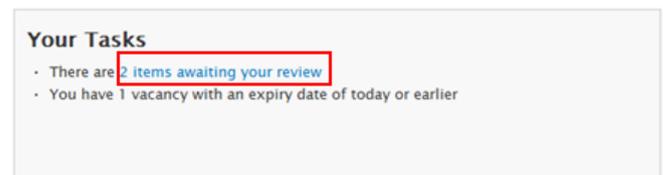


Click on **OK** to exit or **Cancel** to remain on the **Create Appointment** screen.

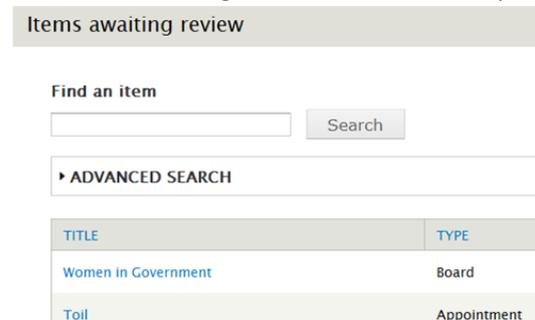
Reviewing and Publishing Board Appointments

An alert to review an appointment for a board appointment will be sent to the Portfolio Administrator Approver.

From the Dashboard the Portfolio Administrator Approver can select the hyperlink to review from the **Tasks**:



The **Items awaiting review** screen will display



The selected record will display in View mode for the user:



Toil

Ms Josephine Toil MBA

Source: Other

Diversity details

Gender: Female

Indigenous status: Not specified

Appointee history

Initial start date: Friday, March 8, 2013

Number of terms served: 0

Appointment detail

Term start date: Friday, March 8, 2013

Term end date: Friday, March 7, 2014

Remuneration applicable: Yes

Remuneration: 10000

Approval detail

Approval date: Friday, March 8, 2013

Minister: Penny Wong

Selection process: Advertised

Contacts for Support

For support or access to the AusGovBoards backend CMS, contact the Government Businesses Advice Branch in the Department of Finance:

- Email: info@ausgovboards.gov.au
- Phone: 02 6215 2842

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Prime Minister and Cabinet:

- Email: kim.schultz@pmc.gov.au

Click on the **Edit** tab and the **Edit Appointment** screen displays.

Change the **Moderation State** field value to **Published** and click on the **Save** button.

Note: Content Administrators and Content Administrator Approvers can create and modify appointments to board positions on behalf of a Portfolio if required. The Content Administrator Approver can publish appointments to board positions on behalf of a Portfolio.

Expiry of Board Appointments

Board appointments have an expiry date and alerts for these will display under **Your Tasks**:

Your Tasks

- There is 1 appointment that will expire in the next 90 days

Expiring appointments will show in the following categories:

- 90-83 days prior to the expiry date
- 50-43 days prior to the expiry date
- 20-13 days prior to the expiry date
- 0-7 days post the expiry date

For further information on creating an appointment for a board position for your portfolio, see **section 3.2.7** in the **AusGovBoards User Guide for Portfolio Users**.

How to advertise a vacancy

The AusGovBoards is a dedicated on-line, Whole of Government directory for Board related records and the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide provides information on the creation and managing vacancies through the AusGovBoards back-end Content Management System.

Accessing the AusGovBoards back-end Content Management System

To access the on-line application use URL:
<http://ausgovboards.gov.au/user>

Then follow the prompts to logon and the Dashboard view will display. **Note:** If you do not have logon details see the **Contacts for Support** details below.

Advertising a Vacancy

The Portfolio Administrator and the Portfolio Administrator Approver roles have access to advertise a vacancy.

From the Dashboard click on the **Create new vacancy** button at the bottom of the list of vacancies for your Portfolio:

Your Vacancies

TITLE	BOARD NAME	CLOSING DATE	STATUS
Board Member	Australian River Co. Limited	22/03/2013	Needs Review

Create new vacancy Show closed vacancies

A blank **Create Vacancy** screen will display with mandatory fields identified with a red *:

The screen has a number of dropdown fields to select from. These lists will default to the top value for the field.

A validation error will display if the mandatory fields are not completed and the user selects the **Save** button:

 • Vacancy title field is required.

• Phone field is required.

• Email field is required.

• Description field is required.

• How to apply field is required.

• First name field is required.

• Last name field is required.

• Remunerated field is required.

• Preferred title field is required.

• Categories field is required.

• Portfolio access field is required.

Complete the mandatory fields and if logged on as a Portfolio Administrator, ensure that when the Board is ready to be published the **Moderation State** field has the **Needs Review** value selected.

When a board is ready for review, an alert will display in the Portfolio Administrator Approver's task list.

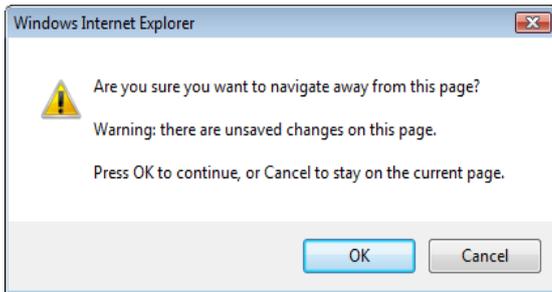
If the Portfolio Administrator Approver is creating the appointment, the **Moderation State** field value can be set to **Published** which will publish to board without an additional review step.

Select the **Save** button and the new board details will display in View mode.

Note: There is no Cancel option available on the **Create Vacancy** screen. To navigate away from this screen without saving details, click on one of the options in the menu bar:



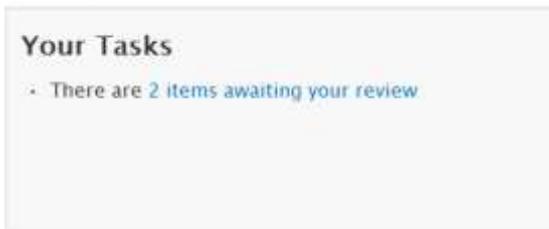
The following warning will display confirming you wish to exit the screen:



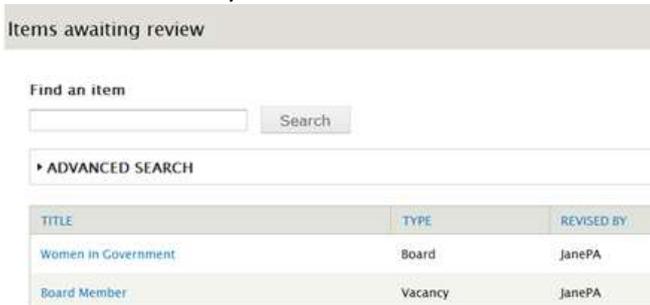
Click on **OK** to exit or **Cancel** to remain on the **Create Vacancy** screen.

Reviewing and Publishing a Vacancy

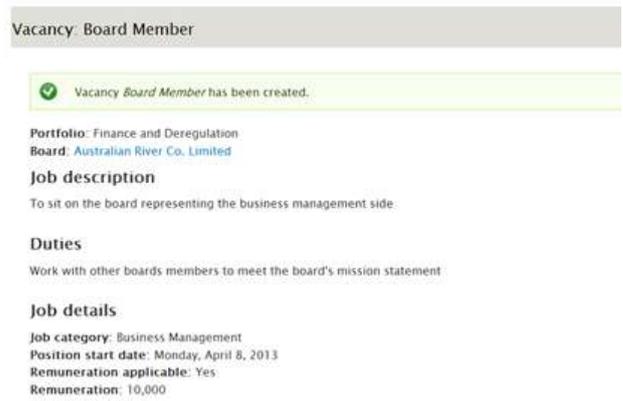
From the Dashboard the Portfolio Administrator Approver can select the hyperlink to review the vacancy details:



The **Items awaiting review** screen will display with a list of records ready for review:



Click on the hyperlink for the vacancy to be reviewed and the record will display in View mode:



The Portfolio Administrator Approver can click on the **Edit** tab to modify and publish the details for the vacancy. Before saving any updated details, the Portfolio Administrator Approver should change the **Moderation State** to **Published** and then select the **Save** button. The vacancy details will then display on the public website.

Modifying Vacancy details

Vacancy details can be updated by either role.

From the Dashboard click on the link for a vacancy and the record will display in view mode. Click on the **Edit** tab to update the records.

A vacancy record that has been changed will need to be:

- Reviewed by the Portfolio Administrator Approver
- Re-published by the Portfolio Administrator Approver so updates display on the public website.

Unpublishing Vacancies

Portfolios have access to unpublish vacancies from the public website.

Portfolio Administrators and Portfolio Administrator Approvers should:

- Select the vacancy from **Your Vacancies**
- Click on the **Edit** tab from the View mode display
- Change the **Moderation State** field value to **Unpublish**
- Click on the **Save** button.

This will remove the vacancy content from the public website.

Expired Vacancies

Alerts for vacancies due to expire on the current date will display in the **Tasks** on the Dashboard view. These alerts do not display as a hyperlink however a user can sort the list of vacancies by date to identify those vacancies that are due to expire.

The alerts for vacancies due to expire on the current date will display in the **Your Tasks** area of the Dashboard for 7 days after the expired date.

Expired vacancies can be viewed at any time by selecting the **Show closed vacancies** button at the bottom of the vacancies list:



For further information on advertising and managing vacancies for your Portfolio, see **section 3.6** in the **AusGovBoards User Guide for Portfolio Users**.

Contacts for Support

For support or access to the AusGovBoards back-end Content Management System, contact the Government Businesses Advice Branch in the Department of Finance and Deregulation:

- Email: info@ausgovboards.gov.au
- Phone: 02 6215 2842

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Families, Housing, Community Services and Indigenous Affairs:

- Email: women@fahcsia.gov.au
- Phone: 1300 653 277

Data Guidance for Portfolios for AusGovBoards: 12-22 March 2013

The AusGovBoards is a dedicated on-line, Whole of Government directory for Board related records and the registration of endorsed candidates seeking appointment to government boards.

This quick reference guide provides advice for portfolios on reviewing and updating data in AusGovBoards back-end Content Management System.

Accessing the AusGovBoards back-end Content Management System

To access the on-line application use URL:
<http://ausgovboards.gov.au/user>

Then follow the prompts to logon and the Dashboard view will display. **Note:** If you do not have logon details see the **Contacts for Support** details below.

Data migrated to AusGovBoards

The data in the AusGovBoards is based on the Office for Women 2011/12 report and the following data has been migrated associated with:

- All boards
- All appointments

Portfolio requirements

Portfolios are required to access the AusGovBoards back-end Content Management System and confirm the information that has been migrated is correct.

To do this, Portfolios will need to:

- Open each record and confirm the data is correct for boards and appointments
- Update data for existing boards, positions and appointments
- Add new boards that have been set up in the last 12 months and are reportable
- Add new positions that been set up in the last 12 months
- Add new appointments that have been made or changed in the last 12 months
- Deactivate any boards that have been deactivated in the last 12 months.

Guides to assist Portfolios

With the development of the new system, there are some mandatory fields that have not been populated as part of the data migration. These fields will need to be updated by Portfolios.

A data guide has been developed to assist Portfolios by identifying the:

- Fields for each screen in the AusGovBoards back-end Content Management System
- Which fields are mandatory
- Which fields are published
- Temporary business work-arounds for entering or updating mandatory information

The data guide can be found at **Appendix A** to the **AusGovBoards User Guide for Portfolio Users**.

A number of Quick Reference Guides have been produced to assist Portfolios in using the AusGovBoards back-end Content Management System. These are:

- Navigating and access
- Creating and managing boards
- Creating and managing board positions
- Creating and managing board appointments
- Creating and managing vacancy advertisements

The **AusGovBoards User Guide for Portfolio Users** also provides further information on each of these modules within the back-end Content Management System.

Contacts for Support

For support or access to the AusGovBoards back-end Content Management System, contact the Government Businesses Advice Branch in the Department of Finance and Deregulation:

- Email: info@ausgovboards.gov.au

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Families, Housing, Community Services and Indigenous Affairs:

- Email: women@fahcsia.gov.au
- Phone: 1300 653 277

Reporting Guidance for Portfolios for AusGovBoards

There are five(5) reports which can be produced by Portfolio Administrators using AusGovBoards. The reports are:

- The annual “Gender Balance on Australian Government Boards” report,
- Biannual Gender and Geographic Distribution Report,
- Senate Order 13,
- Data export of all Boards, and
- Data export of all Appointments

What data will be included in the reports?

In order to be included in reports, Board and Appointment data must be published
If a report includes appointment data, only ‘published’ appointments will be included in the report.
If a report includes board data, only ‘published’ boards will be included in the report.

Single Appointment data is captured for the Senate Order 13 report and is not published on the website. Single Appointment data will be included will be included in Senate Order 13 only if the Body for the Single Appointment is ‘Active’.

Data for your Portfolio only will be included in all reports that you generate.

What if an appointment has ended?

When the term of an appointment ends, that appointment will no longer appear on the front-end website, even if it is still a ‘published’ appointment. So, if the appointment needs to be reported, please do not ‘unpublish’ the appointment.

Annual Gender Balance on Australian Government Boards report

The annual Gender Balance on Australian Government boards report is produced by the OfW (FaCHSIA) each financial year. The final report is developed using data about:

- New Appointments: Any appointment made during the Financial Year, and
- Gender Balance Target Appointments: Any appointment which is current on the last day of the Financial Year.

AusGovBoards provides raw data to be used in order to create the report; when you select to generate the

report on AusGovBoards, two files will be created, one for New Appointments and a separate file for Gender Balance Target Appointments. The files will be in raw data (CSV) format and contain the following data fields:

- Row Count
- Portfolio Name
- Body name
- Body function
- Appointee first name
- Appointee Last name
- Board position
- Selection process
- Approval
- State
- Gender
- Indigenous status
- Initial start date
- Term start date
- Term end date
- New appointment for this financial year (Gender Balance Target file only)
- Active on 30 June (New appointments file only)

Biannual Gender and Geographic Distribution report

The biannual Gender and Geographic distribution report is produced by PM&C on an annual or biannual basis. The final report is developed using data about:

- Boards: Gender and geographic counts for the board
- Positions on Boards: Appointments which are vacant or are due to expire

AusGovBoards provides raw data to be used in order to create the report; when you select to generate the report on AusGovBoards, two files will be created, one for Boards and a separate file for Positions. The files will be in raw data (CSV) format.

The Boards file will contain the following data fields:

- Row Count
- Portfolio Name
- Organisation name (board name)
- Relevant legislation
- Gender count (Male)
- Gender count (Female)
- % Female appointments
- ACT (count of appointees resident in the state)



- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- N/A (count of appointees residing in location which is not in Australia)
- Vacant (count of vacant positions)

The Positions file will contain the following data fields:

- Row Count
- Portfolio Name
- Organisation name (board name)
- Position
- Full-time or Part-time
- Expiry date of the Appointment or if the position will be vacant
- Who makes the appointment
- Is it a significant appointment
- Remuneration (current)

Senate Order 13 report

Senate Order 13 is produced and tabled by each individual portfolio when requested for Budget Estimates, supplementary budget estimates and additional estimates hearings.

The final report is developed using data about:

- Board Appointments,
- Single Appointments,
- Vacant Board Positions and
- Vacant single appointments

AusGovBoards provides raw data to be used in order to create the report; when you select to generate the report on AusGovBoards, four files will be created, based on the four categories outlined above. The files will be in raw data (CSV) format.

The Board appointments and Single appointments files will both contain the following data fields:

- Row count
- Portfolio name
- Commonwealth body
- Position type
- First name
- Last name
- Initial start date
- Number of terms served
- Term start
- Term end
- Remuneration
- Per diem

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- Place of permanent residence

The Vacant board positions file will contain the following data fields:

- Row count
- Portfolio name
- Commonwealth body
- Vacant: Chairperson (count of vacant positions)
- Vacant: Deputy Chairperson
- Vacant: Director/Non-Executive director
- Vacant: Member
- Vacant: CEO / Executive Director / Managing Director
- Vacant: Other

The Vacant single appointments file will contain the following data fields:

- Row count
- Portfolio name
- Commonwealth body
- Vacant position count

Data export of all Boards

All Boards will be exportable from the system. The data export will be provided as raw data; when you select to generate the data export, a single data file will be created. The file will be in raw data (CSV) format.

The export of all Boards file will contain all information about each Board, the file will contain the following data fields:

- Row count
- Portfolio Name
- Board name
- Board function
- Reportable
- Reports
- Active status
- Inactive date
- Description
- Location state
- Board legislation
- Contact phone
- Contact email
- Website
- Postal address line 1
- Postal address line 2
- Postal address suburb
- Postal address state
- Postal address country
- Custom field 1
- Custom field 2
- Custom field 3

- Custom field 4

Data export of all Appointments

All Appointments on boards will be exportable from the system (excludes Single (non-board) Appointments). The data export will be provided as raw data; when you select to generate the data export, a single data file will be created. The file will be in raw data (CSV) format.

The export of all Appointments file will contain all information about each Appointment, the file will contain the following data fields:

- Row count
- Portfolio Name
- Board name
- Position type
- Position reportable
- Reports
- Work type (part-time or full-time)
- Approval type
- Appointment source data
- Name title
- First name
- Last name
- Name post nominals
- Location state
- Residential post code
- Phone
- Other phone
- Email
- Gender
- Indigenous status
- Disability status
- Non English speaking background
- Initial start date
- Terms served
- Appointment start date
- Appointment end date
- Remuneration applicable
- Remuneration details
- Per diem
- Appointment approval date
- Minister
- Selection process
- Decision method notes
- Appointment custom field 1
- Appointment custom field 2
- Appointment custom field 3
- Appointment custom field 4
- Position custom field 1
- Position custom field 2

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- Position custom field 3
- Position custom field 4

Contacts for Support

For support or access to the AusGovBoards back-end CMS, contact the Government Businesses Advice Branch in the Department of Finance and Deregulation:

- Email: info@ausgovboards.gov.au
- Phone: 02 6215 2842

For support and advice to determine if a board is reportable, contact the Office for Women in the Department of Families, Housing, Community Services and Indigenous Affairs:

- Email: women@fahcsia.gov.au
- Phone: 1300 653 277

GUIDELINES FOR THE GENDER BALANCE ON AUSTRALIAN GOVERNMENT BOARDS REPORT 2012-2013

Department of Families, Housing, Community Services and Indigenous Affairs
The Office for Women

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DRAFT

1. Introduction

In 2010 the Australian Government committed to achieving a target of at least 40 per cent women and 40 per cent men on Australian Government boards by 2015. To complement this commitment the Office for Women (OfW) is responsible for collecting the data to produce the *Gender Balance on Australian Government Boards Report* (the Report). The Report is produced annually and provides a comprehensive gender analysis of Australian Government boards and bodies. The Report also helps the Government track its progress towards the 40:40:20 commitment. The Report is a snapshot of the number women on Australian Government boards as at 30 June 2013.

The data for past *Gender Balance on Australian Government Boards Reports* was collected by officers from each portfolio and submitted to the OfW after 30 June 2013. The Department of Finance and Deregulation (DoFD) and OfW are currently building the AusGovBoards Website, a centralised location for data on Australian Government boards and a source of potential candidates women for Government board positions.

Government portfolios will be required to submit board appointments to the AusGovBoards database for all major gender-based reports, including the *Gender Balance on Australian Government Boards Report*, the *Biannual Gender and Geographic Distribution Report* and the Senate Order 13 report.

In previous years data was collated manually and submitted to OfW. Given the time constraints imposed by the Federal Election and the shutdown period in mid-August, the data collection process will be phased depending on the on portfolios appointment end dates. We will inform portfolios individually about how this process will be undertaken.

This document contains comprehensive guidance to data providers on definitions and how to complete the online forms provided by DoFD.

The gender balance target only takes account of the number of **active** appointments as at 30 June 2013. It does not analyse the gender balance on individual boards but instead analyses the gender of all reportable Australian Government board appointments as a whole.

2. Structure of the Gender Balance Report

The gender balance report collects relevant data on appointments made by each Government portfolio to Australian Government Boards within the scope of the gender balance target. This data is used to determine the Australian Government's progress towards its gender balance target of 40:40:20 by 2015.

The metadata in the Report is divided into two components:

1) Gender Balance as at 30 June 2013

Gender Balance is the core metadata that informs the progress towards the gender balance target. This represents the number of appointments from reportable boards that were active as at 30 June 2013.

2) New Appointments

New Appointments encompass those appointments made between 1 July 2012 and 30 June 2013. These appointments are not required to be active as of 30 June 2013, they must simply have been appointed during the reporting period.

A copy of the *Gender Balance on Australian Government Boards Report 2011-2012* is available at www.fahcsia.gov.au/women/news/2012/gender-balance-on-australian-government-boards-report-2011-2012.

3. Reportable Boards

Boards that are within the scope of the gender balance target are as follows:

- a) Bodies covered by the *Commonwealth Authorities and Companies Act 1997*.

A list of the relevant entities that are subject to the *Commonwealth Authorities and Companies Act 1997* is available at: www.finance.gov.au/publications/flipchart/index.html.

- b) Ministerial advisory committees

A ministerial advisory committee is an advisory body established by an Australian Government Minister/Attorney-General to provide advice on a particular issue or area. For example: International Pro Bono Advisory Group. This includes joint Commonwealth and State Bodies.

- c) Review committees where appointments are made by a Minister or the Cabinet.

A review committee is a committee established by the Government to review a particular area or issue relevant to the Government. This includes committees with transitory members, review panels and selection panels. Appointments to review committees made by a Minister or the Cabinet are reportable. For example: The Regional Telecommunications Independent Review Committee.

- d) Commonwealth statutory authorities

A Commonwealth statutory authority is a public sector entity created by a specific law of the Commonwealth. For reporting purposes, this includes a statutory agency having Statutory Office Holders. For example: The Pharmaceutical Benefits Advisory Committee established under the *National Health Act 1953*.

- e) Agencies under the *Financial Management and Accountability Act 1997*

A list of the relevant entities that are subject to the *Financial Management and Accountability Act 1997* can be found at: www.finance.gov.au/publications/flipchart/index.html.

4. Approval

Appointments included in the gender balance target are appointments where the Government has some level of control, influence or sign-off for the selection and/or approval of the appointment. The Report only includes appointments which have been approved at a high level of government, specifically:

- **Prime Minister;**
- **Australian Government Minister;**
- **The Attorney-General;**
- **Governor-General in Council; or**
- **Cabinet.**

This disqualifies appointments that were approved by the board, portfolio or other means.

This stipulation is to ensure that the reported appointments are those into which the Government has *some* input, whether through sign-off or involvement with the selection process.

5. Reportable appointments

Reportable appointments included in the gender balance target must be active as at 30 June 2013.

A reportable appointment is limited to those which do not fall into the following categories:

- The appointment is to a Commonwealth Court or Tribunal

The Council of Australasian Tribunals (COAT) is the peak body for all Commonwealth, State, Territory and New Zealand, defines a Tribunal as:

Any Commonwealth, State, Territory or New Zealand body whose primary function involves the determination of disputes, including administrative review, party/party disputes and disciplinary applications but which in carrying out this function is not acting as a court.

The determination of the tribunal is at the behest of the portfolio, as there is no strict definition of a tribunal. However, the description above explains that a tribunal is a body whose primary function is to determine disputes and disciplinary action, but not as a court.

- The appointee is formally elected and there is no formal Australian Government approval.

Some board members are elected by a board, committee or group without formal Australian Government approval, and as are not a reportable appointment.

- The appointee is nominated by a third party and the Australian Government is not required to provide approval of the appointment.

An appointment is made by a separate authority and does not require formal Australian Government involvement or sign-off should not be reported.

- The appointment of a particular office holder to a particular board or committee is required by legislation or regulation and the Australian Government is not required to provide approval of the appointment.

Legislation often requires a representative to be appointed without formal sign-off or consultation with the Australian Government. In these circumstances the appointment is not reportable.

- An organisation is appointed and the Australian Government does not specifically select or approve the individual person who will represent the organisation.

Organisations as a whole often become board “members” but their representative is chosen by the organisation without any input from the government. These types of appointments are not reported.

- The appointee is nominated by a State or Territory Government and not approved by the Australian Government.

The Gender Balance report only reports on appointments made at the Federal level, not at the State or Territory Government.

- The appointee is nominated by the government of another country and not approved by the Australian Government.

Australia shares numerous boards with other countries, in circumstances where members are selected by the respective nations but represent the same board. While the members selected by the Australian Government are reportable, the members selected by another country are not.

Other Criteria affecting whether Appointments are Reportable

A single appointment is a member of a board of only one person: they are not included in the gender balance target. For example, the appointed Director of the *Workplace Gender Equality Agency* is not within the scope of the gender balance target.

However, in a circumstance where a board has numerous members but only one falls within the reportable parameters, that appointment should be reported.

Similarly, a board which has numerous reportable members but due to circumstances has only one active appointment are also reported. Some selection committees have a permanent chairperson, but the other members are only active during the selection processes. If this is the case, the Chairperson will be counted if they are active at 30 June 2013 regardless of whether the other board members were active at that time.

Employees engaged under the *Public Service Act 1999* or other enabling legislation are not included unless the engagement is for the specific purpose of serving on a Commonwealth decision making or advisory board, committee, council or similar.

6. New Appointments

As part of the reporting requirements, the Gender Balance report also collates and publishes data on New Appointments. New Appointments are appointments made during the Financial Year, in the period between 1 July 2012 and 30 June 2013. New Appointments are an indicator of the appointment procedures utilised by portfolios and whether there have been changes in the proportion of women hired over the last Financial Year.

New Appointments have different reporting parameters which are as follows.

- New Appointments must have a start date after 30 June 2012.

An appointment that is made anywhere from (and including) 1 July 2012 to (and including) 30 June 2013, is a New Appointment. With the AusGovBoards database, a New Appointment is designated as a) having an identical Initial Start Date and Term Start Date and b) the start date is after 30 June 2012.

- The appointment is not a reappointment to the same position.

Reappointments made during the last Financial Year are not a New Appointment. However, if the member was promoted to another position within the same board during the same period, the new position would count as a New Appointment.

Furthermore, the parameters do not preclude an individual from being reported as a New Appointment multiple times in a single year.

For example, if X member was appointed to a board in July of 2012 as a Member, and in December was promoted to Deputy Chair, they would register as two New Appointments during the Financial Year.

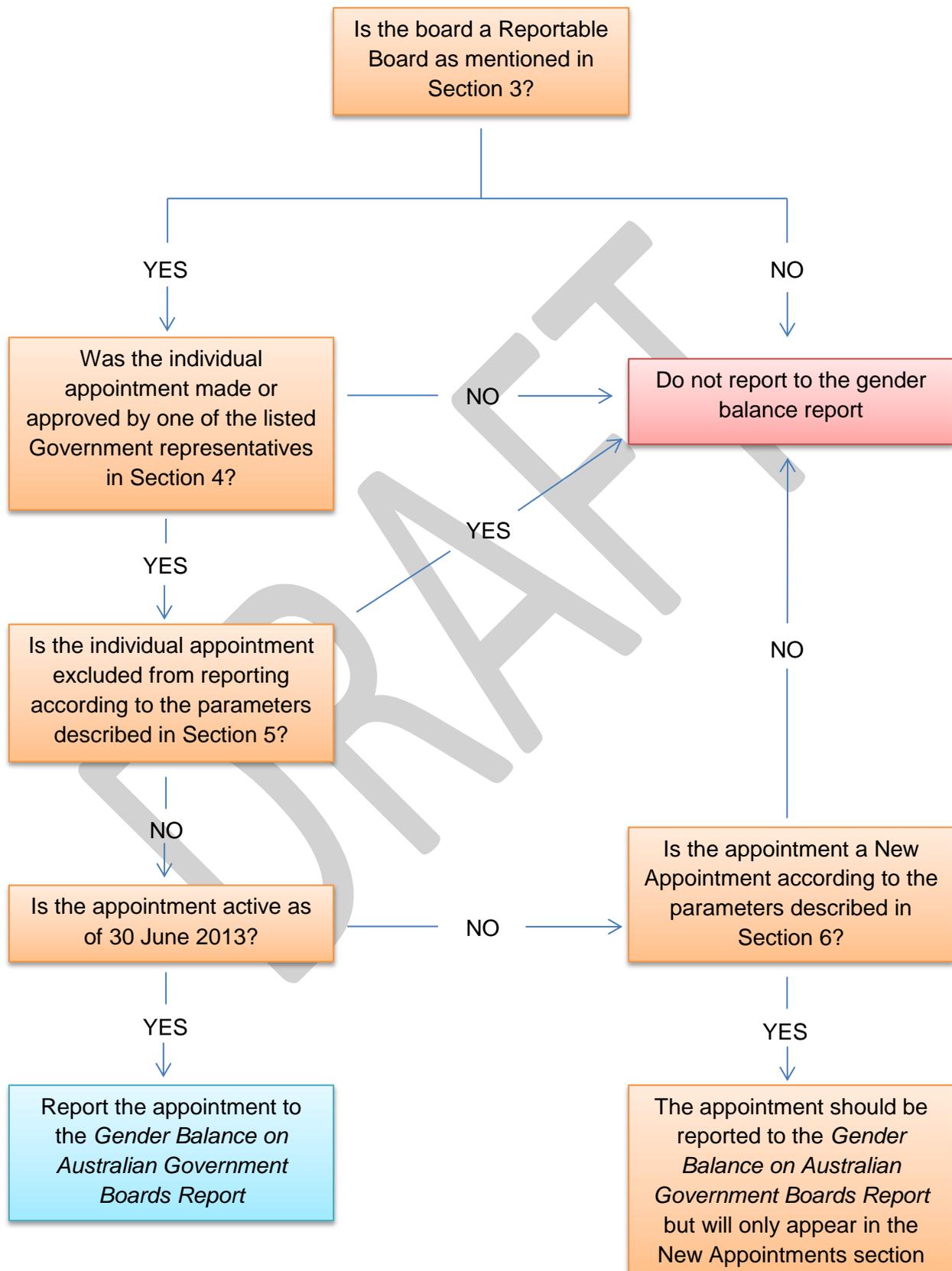
- New Appointments do not need to be active as of 30 June 2013 to be reported.

A New Appointment does not need to be active as of 30 June 2013. In the above scenario, as Member X was appointed in July 2012, then promoted in December 2012, the period of appointment as a Member would be reported as a New Appointment, as well as the period they were appointed as the Deputy Chair.

However, as the parameters for the Gender Balance report states, the Member appointment would not be reported to the Gender Balance total as it ceased before 30 June 2013.

7. Flow Chart – Which Appointments are Reportable

This flow chart provides the decision process of whether a particular board or appointment should be included in the *Gender Balance on Australian Government Boards Report*.



8. Field Definitions

The AusGovBoards website and database is a central location for procuring data for a variety of gender-based reports. Portfolios that produce reports will use the database to extract the data they require. OfW previously required portfolios to collate and submit data manually.

In previous reporting periods, data on a variety of fields was required. These fields, with additional new fields, are now mandatory fields as part of the AusGovBoards database and will be useful to further understand gender balance on boards.

DoFD has provided the data requirements that will be used for their online database. The database will accept data on a variety of fields, only some of which will be required for the gender balance report.

The AusGovBoards database has numerous “mandatory” fields (indicated by the red asterisk) which require data to be entered before the appointment can be finalised. OfW will use the back-end of the database to select individual appointments which have been labelled as reportable, and specifically to the Gender Balance report.

The DoFD database has five field sections: Portfolio, Board, Board Position, Appointment and Vacancy.

Below are details of some of the major fields required for the gender balance report, and where the field is located.

Field	Body Name
Location	Board/Board Name
Data Required	Free text, enter the board name. Consistent naming is imperative to identifying the exact number of boards per portfolio.

Field	Board Function
Location	Board/Board Function
Data Required	<p>Data in this field indicates the <i>predominant</i> function of the board of committee. The following values apply:</p> <p><i>Nominated:</i> The appointee is nominated by a third party or the Government, and the Government provides approval of the appointment.</p> <p><i>Advertised:</i> Where the position was advertised and the appointee was selected from the respondents.</p> <p><i>Expression of Interest (Including Recruitment Search):</i> Where an EOI (with or without a recruitment search of a data base) is used to generate an appointee.</p> <p><i>Elected:</i> The appointee is elected and approved by the Government.</p> <p><i>Other:</i> This category only applies where another category is not a suitable descriptor.</p>

Field	Reportable
Location	Board/Reportable
Data Required	Selecting "Yes" indicates that the board is reportable to any of the three Reports, including the Gender Balance report. "Yes" should be selected even if only some positions (members) of a particular board are reportable and the rest are not.

Field	Reports
Location	Board/Reports
Data Required	Multi select field, options provided are <i>OfW</i> <i>Geographic</i> <i>Senate Order 13</i>

Field	Approval
Location	Board Position/Approval type
Data Required	Data in this field provides information about the approval or authorisation of the appointment. The following values apply: <i>Prime Minister Only:</i> Approval given by the Prime Minister without referral to Cabinet. <i>Cabinet:</i> The Cabinet and Prime Minister provided approval of the appointment. <i>Governor-General in Council:</i> The Governor-General in Council provided approval of the appointment. <i>Ministerial:</i> A Minister or the Attorney-General provided approval of the appointment.

Field	Reportable Appointment
Location	Board Position/Reportable
Data Required	Select "Yes" to indicate the board position is reportable to the Gender Balance report.

Field	Reports
Location	Board Position/Reports
Data Required	Multi select field, options provided are <i>OfW</i> <i>Geographic</i> <i>Senate Order 13</i>

Field	Gender
Location	Appointment/Gender
Data Required	Found under: Gender list options are as follows <i>Female</i> <i>Male</i> <i>X (intersex/intersex/unspecified)</i>

Field	Initial Start Date
Location	Appointment/Group: Appointee History/Initial Start Date
Data Required	The initial start date is the start date of the appointees first term on the board, in that position. This category is supplemented with the “number of completed terms” field.

Field	Term Start Date
Location	Appointment/Group: Appointment Details/Term Start Date
Data Required	Term start date will be used to indicate the most recent term start date. If the appointee does not have a set date, their position is until retirement or death or the end date is unknown, the field should be left blank. Data officers should utilise the Custom_1 field under Board Appointment to indicate the circumstances of the appointment, such as “no known end date” or “until death”.

Further information

For those interested in the previous Gender Balance report it is available on the FaHCSIA website at: www.fahcsia.gov.au/women/news/2012/gender-balance-on-australian-government-boards-report-2011-2012.

If you have further questions regarding the gender balance reporting process or about specific appointments please contact Raymond Loi on (02) 6146 1881 or email at Raymond.Loi@fahcsia.gov.au.

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Agriculture	Australian Fisheries Management Authority Commission	Member	Denise	North	Female	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Member	Elizabeth	Montano	Female	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Member	Ian	Cartwright	Male	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Member	Jennifer	Goddard	Female	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Member	John	Glaister	Male	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Member	Keith	Sainsbury	Male	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Chairperson	Michael	Egan	Male	1/03/2014	31/05/2014
Agriculture	Australian Fisheries Management Authority Commission	Deputy Chairperson	Richard	Stevens	Male	1/03/2014	31/05/2014
Agriculture	Cotton Research and Development Corporation	Deputy Chairperson	Hamish	Millar	Male	12/11/2013	30/09/2014
Attorney-General's	Australian Human Rights Commission	Other	Timothy	Wilson	Male	18/02/2014	17/02/2019
Attorney-General's	Council of the National Library of Australia	Member	Zed	Seselja	Male	11/12/2013	10/12/2016
Attorney-General's	Council of the National Museum of Australia	CEO/Executive Director/Managing Director	Mathew	Trinca	Male	17/02/2014	16/02/2019
Attorney-General's	Old Parliament House Advisory Council	Chairperson	David	Kemp	Male	12/12/2013	11/12/2016

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Attorney-General's	Old Parliament House Advisory Council	Member	David	Smith	Male	12/12/2013	11/12/2016
Attorney-General's	Old Parliament House Advisory Council	Member	Margery Heather	Henderson	Female	12/12/2013	11/12/2016
Communications	NBN Co Limited	Director/Non-Executive Director	Simon	Hackett	Male	11/11/2013	10/11/2016
Communications	NBN Co Limited	Director/Non-Executive Director	Patrick	Flannigan	Male	11/11/2013	10/11/2016
Communications	NBN Co Limited	Director/Non-Executive Director	Justin	Milne	Male	11/11/2013	10/11/2016
Communications	NBN Co Limited	Chairperson	Zygmunt (Ziggy)	Switkowski	Male	3/10/2013	2/10/2016
Communications	NBN Co Limited	CEO/Executive Director/Managing Director	Bill	Morrow	Male	2/04/2014	1/04/2017
Defence	Defence Housing Australia	Director/Non-Executive Director	Vicki	McConachie	Female	23/11/2013	5/12/2016
Defence	Defence Housing Australia	Director/Non-Executive Director	John Alexander (Sandy)	MacDonald	Male	13/01/2014	13/01/2017
Education	Australian National University Council	Member	Stephen	Bottomly	Male	17/03/2014	29/09/2014
Education	Australian National University Council	Member	Cameron	Wilson	Male	18/03/2014	30/11/2014
Education	Australian Youth Forum Steering Committee	Member	Ben	Duggan	Male	1/01/2013	31/12/2013
Education	Australian Youth Forum Steering Committee	Member	Rosemarie	Sitorus	Female	1/01/2013	31/12/2013
Education	Deregulation Ministerial Advisory Council	Deputy Chairperson	Stephen	Baker	Male	10/04/2014	10/04/2016
Education	Deregulation Ministerial Advisory Council	Member	Joan	Cooper	Female	10/04/2014	10/04/2016
Education	Deregulation Ministerial Advisory Council	Member	Stephen	Elder	Male	10/04/2014	10/04/2016
Education	Deregulation Ministerial Advisory Council	Member	Frederick	Hilmer	Male	10/04/2014	10/04/2016

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Education	Education Investment Fund Advisory Board (EIF)	Other	Lisa	Paul	Female	10/02/2014	13/05/2014
Education	Education Services Australia	Director/Non-Executive Director	Brian	Croke	Male	1/12/2013	30/11/2016
Education	Education Services Australia	Director/Non-Executive Director	Sharyn	O'Neill	Female	1/12/2013	30/11/2016
Education	Review of the Australian Curriculum	Member	Kenneth	Wiltshire	Male	1/06/2014	31/08/2014
Education	Review of the Australian Curriculum	Member	Kenneth	Wiltshire	Male	10/12/2013	31/05/2014
Education	Review of the Australian Curriculum	Member	Kevin	Donnelly	Male	1/06/2014	31/08/2014
Education	Review of the Australian Curriculum	Member	Kevin	Donnelly	Male	10/12/2013	31/05/2014
Education	Schools Disability Advisory Council	Member	Angelo	Gavrielatos	Male	5/12/2011	23/10/2013
Education	Teacher Education Ministerial Advisory Group	Chairperson	Gregory	Craven	Male	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Ben	Jensen	Male	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Field Winston	Rickards	Male	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Michelle	Green	Female	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Kim	Beswick	Female	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Trevor	Fletcher	Male	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	John	Fleming	Male	17/02/2014	31/12/2014
Education	Teacher Education Ministerial Advisory Group	Member	Eeva	Leinonen	Female	17/02/2014	31/12/2014
Education	Tertiary Education Quality and Standards Agency	Member	Clifford	Walsh	Male	3/02/2014	2/02/2018
Education	Tertiary Education Quality and Standards Agency Advisory Council	Chairperson	Peter	Shergold	Male	22/04/2014	30/09/2015
Education	Tertiary Education Quality and Standards Agency Advisory Council	Member	Alan	Robson	Male	22/04/2014	30/09/2015
Education	Tertiary Education Quality and Standards Agency Advisory Council	Member	Greg	Craven	Male	22/04/2014	30/09/2015

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Education	Tertiary Education Quality and Standards Agency Advisory Council	Member	Karen	Thomas	Female	22/04/2014	30/09/2015
Education	Tertiary Education Quality and Standards Agency Advisory Council	Member	Phil	Honeywood	Male	22/04/2014	30/09/2015
Employment	Fair Work Building and Construction Advisory Board	Director/Non-Executive Director	Nigel	Hadgkiss	Male	21/10/2013	20/10/2018
Employment	Fair Work Building and Construction Advisory Board	Chairperson	John	Lloyd	Male	21/10/2013	20/10/2016
Employment	National Workplace Relations Consultative Council	Member	John	Osborn	Male	28/03/2014	27/06/2014
Employment	National Workplace Relations Consultative Council	Member	Dick	Grozier	Male	28/03/2014	27/06/2014
Employment	National Workplace Relations Consultative Council	Member	Mark	Lennon	Male	30/04/2014	29/04/2016
Employment	National Workplace Relations Consultative Council	Member	Mark	Lennon	Male	17/01/2014	16/04/2014
Employment	National Workplace Relations Consultative Council	Member	Brian	Duggan	Male	17/01/2014	16/04/2014
Employment	National Workplace Relations Consultative Council	Member	Marion	Terrill	Female	30/04/2014	29/04/2016
Employment	National Workplace Relations Consultative Council	Member	Marion	Terrill	Female	17/01/2014	16/04/2014
Employment	Safe Work Australia	CEO/Executive Director/Managing Director	Michelle	Baxter	Female	2/02/2014	1/11/2014
Employment	Safe Work Australia	CEO/Executive Director/Managing Director	Michelle	Baxter	Female	2/11/2013	1/02/2014
Employment	Safety, Rehabilitation and Compensation Commission	Chairperson	Barry	Sherriff	Male	27/05/2014	26/08/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Employment	Safety, Rehabilitation and Compensation Commission	Member	Michelle	Baxter	Female	2/02/2014	1/11/2014
Employment	Safety, Rehabilitation and Compensation Commission	Member	Michelle	Baxter	Female	2/11/2013	1/02/2014
Employment	Safety, Rehabilitation and Compensation Commission	Other	Anthony	Needham	Male	7/03/2014	6/12/2014
Employment	Safety, Rehabilitation and Compensation Commission	Other	Amanda	Grey	Female	25/03/2014	1/11/2014
Employment	Seafarers Safety, Rehabilitation and Compensation Authority	Member	Dale	Emmerton	Male	17/03/2014	16/06/2014
Employment	Seafarers Safety, Rehabilitation and Compensation Authority	Member	Malcolm	Hearnden	Male	21/05/2014	20/08/2014
Employment	Seafarers Safety, Rehabilitation and Compensation Authority	Other	Sarah	Cerche	Female	16/04/2014	16/06/2014
Employment	Seafarers Safety, Rehabilitation and Compensation Authority	Other	Richard	Berriman	Male	30/05/2014	20/08/2014
Environment	Alligator Rivers Region Advisory Committee	Member	Sally	Barnes	Female	1/02/2014	1/01/2099
Environment	Alligator Rivers Region Technical Committee	Member	Richard	McAllister	Male	1/03/2014	1/01/2099
Environment	Alligator Rivers Region Technical Committee	Member	Adam	Thompson	Male	15/11/2013	1/01/2099
Environment	Antarctic Science Advisory Committee	Other	Peter	May	Female	18/10/2013	1/01/2099
Environment	Booderee National Park Board of Management	Member	Julie	Freeman	Female	1/11/2013	1/11/2018
Environment	Booderee National Park Board of Management	Member	Wendy	Hills	Female	1/11/2013	1/11/2014
Environment	Booderee National Park Board of Management	Member	Joseph	Brown	Male	1/11/2013	1/11/2018
Environment	Booderee National Park Board of Management	Other	Stephen	Hussey	Male	20/01/2014	20/01/2019
Environment	Domestic Offsets Integrity Committee	Member	Brian	Keating	Male	30/03/2014	30/06/2014
Environment	Domestic Offsets Integrity Committee	Member	Rebecca	Burton	Female	30/03/2014	30/06/2014
Environment	Domestic Offsets Integrity Committee	Member	Shayleen	Thompson	Female	30/03/2014	30/06/2014
Environment	Domestic Offsets Integrity Committee	Member	Tony	Press	Male	5/12/2013	30/06/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Environment	Emissions Intensive and Trade Exposed (EITE) Expert Advisory Committee	Member	Lorraine	Stephenson	Female	18/05/2011	31/12/2013
Environment	Emissions Reduction Fund Expert Reference Group	Chairperson	Danny	Price	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Chairperson	David	Green	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Romilly	Madew	Female	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Cameron	O'Reilly	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Innes	Willox	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Adrian	Palmer	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Alex	Wonhas	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Neil	Hereford	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Brendan	Pearson	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Matthew	Warren	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Alex	Gosman	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Jennifer	Westacott	Female	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Gerald	Leach	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Gerald	Leach	Male	20/12/2013	30/06/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Environment	Emissions Reduction Fund Expert Reference Group	Member	Burchell	Wilson	Male	20/12/2013	30/06/2014
Environment	Emissions Reduction Fund Expert Reference Group	Member	Andrew	Macintosh	Male	20/12/2013	30/06/2014
Environment	Kakadu Board of Management	Chairperson	Ryan	Barrowei	Male	24/09/2013	15/09/2018
Environment	Kakadu Board of Management	Member	Tony	Mayell	Male	24/09/2013	15/09/2018
Environment	Murray-Darling Basin Authority	Member	George	Wayne	Male	30/04/2014	30/04/2018
Environment	Threatened Species Scientific Committee	Member	Stuart	Bunn	Female	11/11/2013	16/10/2016
Environment	Threatened Species Scientific Committee	Member	David	Keith	Male	11/11/2013	16/10/2016
Finance	Albury-Wodonga Development Corporation	Chairperson	Andrew	Watson	Male	1/01/2014	31/12/2014
Finance	ASC Pty Ltd	Director/Non-Executive Director	Paul	Rizzo	Male	13/12/2013	12/12/2016
Finance	ASC Pty Ltd	Director/Non-Executive Director	Peter	Iancov	Male	13/12/2013	12/12/2016
Finance	ASC Pty Ltd	Director/Non-Executive Director	Sophie	Mirabella	Female	13/12/2013	12/12/2016
Finance	Australian Electoral Commission	Other	Edward	Killesteyn	Male	5/01/2014	4/01/2019
Finance	Commonwealth Superannuation Corporation	Director/Non-Executive Director	Margaret	Staib	Female	2/05/2014	1/05/2017
Finance	Future Fund Board of Guardians	Member	John	Poynton	Male	4/02/2014	3/02/2019
Finance	Future Fund Board of Guardians	Chairperson	Peter	Costello	Male	4/02/2014	3/02/2019
Finance	Medibank Private Ltd	Director/Non-Executive Director	Christine	O'Reilly	Female	31/03/2014	31/03/2017
Finance	Medibank Private Ltd	Director/Non-Executive Director	Linda	Nicholls	Female	31/03/2014	31/03/2017
Finance	Medibank Private Ltd	Director/Non-Executive Director	David	Fagan	Male	31/03/2014	31/03/2017

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Foreign Affairs and Trade	ACIAR Policy Advisory Council	Member	Jim	Woodhill	Male	9/09/2013	
Foreign Affairs and Trade	Australia-China Council	Member	Sandra	Harding	Female	1/11/2013	31/10/2016
Foreign Affairs and Trade	Australia-China Council	Member	Frank	Tudor	Male	1/11/2013	31/10/2016
Foreign Affairs and Trade	Australia-China Council	Member	Suhanya	Raffel	Female	1/11/2013	31/10/2016
Foreign Affairs and Trade	Council for Australian-Arab Relations	Member	Mark	Vaile	Male	28/11/2013	27/11/2016
Foreign Affairs and Trade	Council for Australian-Arab Relations	Member	Debra	Counsell	Female	28/11/2013	27/11/2016
Foreign Affairs and Trade	Council for Australian-Arab Relations	Deputy Chairperson	Glen	Simpson	Male	1/01/2014	31/12/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Deputy Chairperson	Kevin	McCann	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Deputy Chairperson	Sandra	Harding	Female	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Kent	Anderson	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Suzette	Corr	Female	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Trevor	Goddard	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Phil	Honeywood	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Rob	Malicki	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Bill	Scales	Male	1/04/2014	31/03/2017

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Krishna	Sen	Female	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Warwick	Smith	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Vicki	Thomson	Female	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Paul	Wellings	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Tom	Williams	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Chairperson	Peter	Varghese	Male	1/04/2014	31/03/2017
Foreign Affairs and Trade	New Colombo Plan Reference Group	Member	Robert	Griew	Male	1/04/2014	31/03/2017
Health	Advisory Committee on Biologicals	Member	Brian	Creese	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Biologicals	Member	Anne	Mijch	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Biologicals	Member	Kenneth	Micklethwaite	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Biologicals	Member	Marian	Sturm	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Biologicals	Member	Annette	Trickett	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Complementary Medicines	Member	Simon	Spedding	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Complementary Medicines	Member	Marie	Pirota	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Complementary Medicines	Member	Xianqin	Qu	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Complementary Medicines	Member	Peter	Williams	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Charles	Fisher	Male	1/01/2014	31/12/2016

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Advisory Committee on Medical Devices	Member	Aiden	O'Loughlin	Male	1/01/2014	31/12/2015
Health	Advisory Committee on Medical Devices	Member	Jane	Dahlstrom	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Yvonne	Ho	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Anne	Keogh	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Graham	Mercer	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Anne	Simmons	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Joanna	Sutherland	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Medical Devices	Member	Elaine	Wong	Female	1/01/2014	31-12-1016
Health	Advisory Committee on Medical Devices	Member	Elaine	Wong	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	Maria	Apostolopoulos	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Non-prescription Medicines	Member	Lisa	Pont	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	Brian	Creese	Male	1/01/2014	31/12/2015
Health	Advisory Committee on Non-prescription Medicines	Chairperson	David	Newgreen	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	Genevieve	Gabb	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Non-prescription Medicines	Member	Joan	Faoagali	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	Henry	Kilham	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	John	Gullotta	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Non-prescription Medicines	Member	Michael	Dodson	Male	1/01/2014	31/12/2015

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Advisory Committee on Non-prescription Medicines	Member	Mary	Sharpe	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Non-prescription Medicines	Member	Andrew	Somogyi	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Jane	Goddard	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Prescription Medicines	Member	Robert	Hitchins	Male	1/01/2014	31/12/2015
Health	Advisory Committee on Prescription Medicines	Member	Andrew	Jabbour	Male	1/01/2014	31/12/2015
Health	Advisory Committee on Prescription Medicines	Member	Elizabeth	Merson	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Prescription Medicines	Member	Harry	McConnell	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Anne	Mijch	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	John	Riley	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Stewart	Kellie	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Allen	Cheng	Male	1/02/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	David	Smallwood	Male	1/02/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	John	Ziegler	Male	1/02/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Kee Meng	Tan	Male	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Heather	Tapp	Female	1/01/2014	31/12/2015
Health	Advisory Committee on Prescription Medicines	Member	Beverley	Vollenhoven	Female	1/01/2014	31/12/2016
Health	Advisory Committee on Prescription Medicines	Member	Dominica	Zentner	Female	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Barry	Allen	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Phil	Allen	Male	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Robyn	Clay-Williams	Female	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Dilipkumar	Gahankari	Male	1/01/2014	31/12/2015

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Advisory Committee on the Safety of Medical Devices	Member	Daniel	Garner	Male	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Alfred	Lam	Male	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Michael	Lovett	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Guy	Ludbrook	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Michael	McCleave	Male	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Diaa	Samuel	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Joanna	Sutherland	Female	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Elmer	Villanueva	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medical Devices	Member	Beverly	Vollenhoven	Female	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medical Devices	Member	Elaine	Wong	Female	1/01/2014	31/12/2015
Health	Advisory Committee on the Safety of Medicines	Member	Genevieve	Gabb	Female	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medicines	Member	Liam	Balkin	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medicines	Member	Arnagretta	Hunter	Female	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medicines	Member	Elizabeth	Merson	Female	1/01/2014	10/02/2014
Health	Advisory Committee on the Safety of Medicines	Member	Mark	Nicholls	Male	1/01/2014	31/12/2016
Health	Advisory Committee on the Safety of Medicines	Member	Heather	Tapp	Female	1/01/2014	31/12/2016
Health	Anti Doping Rule Violation Panel	Member	Peter	Fricker	Male	1/04/2014	31/03/2016
Health	Anti Doping Rule Violation Panel	Member	Tracey	Gaudry	Female	17/01/2014	31/03/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Anti Doping Rule Violation Panel	Member	Tracey	Gaudry	Female	21/10/2013	20/01/2014
Health	Anti Doping Rule Violation Panel	Member	Paul	Carey	Male	15/04/2014	14/04/2016
Health	Anti Doping Rule Violation Panel	Member	Andrew	Hughes	Male	17/01/2014	31/03/2014
Health	Anti Doping Rule Violation Panel	Member	Andrew	Hughes	Male	5/12/2013	16/01/2014
Health	Anti Doping Rule Violation Panel	Member	Stuart	Thorn	Male	15/04/2014	14/04/2016
Health	Anti Doping Rule Violation Panel	Member	Karen	Harfield	Female	17/01/2014	31/03/2014
Health	Anti Doping Rule Violation Panel	Member	Karen	Harfield	Female	26/10/2013	25/01/2014
Health	Anti Doping Rule Violation Panel	Member	Michelle	Gallen	Female	17/01/2014	31/03/2014
Health	Anti Doping Rule Violation Panel	Member	Michelle	Gallan	Female	26/10/2013	25/01/2014
Health	Australian Community Pharmacy Authority	Member	Kim	Bessell	Male	21/10/2013	
Health	Australian Radiation Protection and Nuclear Safety Agency - Radiation Health and Safety Advisory Council	Chairperson	Ray	Kemp	Male	1/01/2014	31/12/2014
Health	Australian Radiation Protection and Nuclear Safety Agency - Radiation Health and Safety Advisory Council	Member	Sylvia	Kidziak	Female	1/01/2014	31/12/2014
Health	Australian Sports Commission	Member	Jane	Halton	Female	18/09/2013	
Health	Australian Sports Commission	Deputy Chairperson	David	Gallop	Male	19/02/2014	17/01/2015
Health	Australian Sports Drug Medical Advisory Committee	Member	Charles	Howse	Male	1/06/2014	31/05/2016
Health	Australian Sports Drug Medical Advisory Committee	Chairperson	Susan	White	Female	1/06/2014	24/05/2015
Health	Australian Sports Drug Medical Advisory Committee	Chairperson	Susan	White	Female	1/03/2014	31/05/2014
Health	Australian Sports Drug Medical Advisory Committee	Chairperson	Susan	White	Female	1/03/2014	31/05/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Australian Sports Foundation	Director/Non-Executive Director	Kenneth	Ryan	Male	6/03/2014	30/06/2014
Health	Australian Sports Foundation	Chairperson	Margaret	Osmond	Female	4/04/2014	30/06/2014
Health	Australian Sports Foundation	Chairperson	Margaret	Osmond	Female	6/03/2014	1/04/2014
Health	Australian Sports Foundation	Chairperson	Magaret	Osmond	Female	27/09/2013	27/12/2013
Health	Australian Sports Foundation	Director/Non-Executive Director	Margaret	Osmond	Female	6/03/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Member	Ross	Andrews	Male	1/01/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Member	Nicole	Gilroy	Female	1/01/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Member	Joanne	Molloy	Female	1/01/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Chairperson	Terry	Nolan	Male	1/01/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Deputy Chairperson	Peter	Richmond	Male	1/01/2014	30/06/2014
Health	Australian Technical Advisory Group on Immunisation (ATAGI)	Member	David	Isaacs	Male	1/01/2014	30/06/2014
Health	Drug and Alcohol Prevention and Treatment Advisory Committee	Member	Peter	Carter	Male	25/09/2013	31/12/2014
Health	Gene Technology Regulator	Other	Michael	Dornbusch	Male	23/03/2014	22/06/2014
Health	Gene Technology Technical Advisory Committee	Chairperson	John	Rasko	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Jason	Able	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Craig	Atkins	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Gabrielle	Belz	Female	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Graham	Bonnet	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Ian	Godwin	Male	1/02/2014	31/01/2017

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Gene Technology Technical Advisory Committee	Member	John	Hayball	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Rodney	Mahon	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Michael	Michael	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Ross	Barnard	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Jacqueline	Batley	Female	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Gabrielle	O'Sullivan	Female	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Marie	Ranson	Female	2/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Kevin	Smith	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Jason	Smythe	Male	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Kelly	Shaw	Female	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Diane	Webster	Female	1/02/2014	31/01/2017
Health	Gene Technology Technical Advisory Committee	Member	Paul	Young	Male	1/02/2014	31/01/2017
Health	Health Ministerial Advisory Council	Chairperson	Peter	Dutton	Male	4/04/2014	
Health	Health Ministerial Advisory Council	Deputy Chairperson	Fiona	Nash	Female	4/04/2014	
Health	Health Ministerial Advisory Council	Member	Sheilagh	Cronin	Female	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Michael	Harrison	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	John	Horvath	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Glenn	Keys	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Rob	Knowles	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Rohan	Mead	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Noel	Hayman	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	David	Rosengren	Male	4/04/2014	30/09/2015
Health	Health Ministerial Advisory Council	Member	Rhonda	White	Female	4/04/2014	30/09/2015
Health	Medical Services Advisory Committee	Member	John	Atherton	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Chairperson	Robyn	Ward	Female	1/01/2014	30/06/2014

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Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Medical Services Advisory Committee	Deputy Chairperson	Federick	Khafagi	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Jim	Butler	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Kirsty	Douglas	Female	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Kwun	Fong	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Paul	Glasziou	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Scott	Jansson	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Russell	McGowan	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Bev	Rowbotham	Female	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Graeme	Suthers	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	David	Winlaw	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Michael	Bilous	Male	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Christine	Tippett	Female	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	Janette	Donovan	Female	1/01/2014	30/06/2014
Health	Medical Services Advisory Committee	Member	David	Little	Male	1/01/2014	30/06/2014
Health	National Lead Clinicians Group	Chairperson	Nicholas	Glasgow	Male	7/03/2014	30/06/2014
Health	National Mental Health Commission	Other	Ian	Hickie	Male	9/04/2014	30/04/2016
Health	National Mental Health Commission	Other	Kay	Patterson	Female	9/04/2014	30/04/2016
Health	National Mental Health Commission	Other	Lucinda	Brogden	Female	9/04/2014	30/04/2016
Health	National Mental Health Commission	CEO/Executive Director/Managing Director	David	Butt	Male	14/01/2014	
Health	National Mental Health Commission	CEO/Executive Director/Managing Director	Georgie	Harman	Female	10/10/2013	9/01/2014
Health	Pharmaceutical Benefits Advisory Committee	Member	Frances	Wilson	Female	1/10/2013	29/07/2017
Health	Private Health Insurance Ombudsman	Other	Samantha	Gavel	Female	1/04/2014	30/09/2014

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Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Health	Private Health Insurance Ombudsman	Other	Samantha	Gavel	Female	1/04/2014	30/09/2014
Immigration and Border Protection	Office of the Migration Agents Registration Authority Advisory Board	Member	Stephen	Ingram	Male	3/02/2014	1/07/2015
Industry	Advisory Council on Intellectual Property	Other	Patricia	Kelly PSM	Female	9/12/2013	9/12/2020
Industry	Australian Building Codes Board	Member	Robin	Fardoullys	Male	26/11/2009	26/11/2018
Industry	Australian Nuclear Science and Technology Organisation (ANSTO) Board	CEO/Executive Director/Managing Director	Adrian	Paterson	Male	1/03/2014	28/02/2017
Industry	Australian Nuclear Science and Technology Organisation (ANSTO) Board	Deputy Chairperson	James	McDowell	Male	12/12/2013	11/12/2018
Industry	Australian Renewable Energy Agency Board	Other	Glenys	Beauchamp	Female	18/09/2013	
Industry	Geelong Region Innovation and Investment Fund Advisory Committee	Chairperson	Robert	Costa	Male	15/11/2013	30/06/2016
Industry	Geelong Region Innovation and Investment Fund Advisory Committee	Member	Meredith	Crittenden	Female	18/11/2013	30/06/2016
Industry	Geelong Region Innovation and Investment Fund Advisory Committee	Member	Terry	Dyson	Male	27/10/2013	
Industry	Geelong Region Innovation and Investment Fund Advisory Committee	Member	Mike	Lawson	Male	27/10/2013	
Industry	Innovation Australia Board	Chairperson	Nicholas	Gruen	Male	27/09/2013	18/09/2014
Industry	Marine National Facility Steering Committee	Member	Graham	Peachey	Male	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Chairperson	Ian	Poiner	Male	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Member	Richard	Coleman	Male	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Member	Bob	Quarrill	Male	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Other	John	Gunn	Male	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Other	Toni	Moate	Female	18/11/2013	30/11/2015
Industry	Marine National Facility Steering Committee	Other	Nick	Gales	Male	18/11/2013	30/11/2015
Industry	National Skills Standards Council	Other	Peta	Furnell	Female	8/10/2013	16/08/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Industry	Prime Minister's Science, Engineering and Innovation Council	Deputy Chairperson	Ian	MacFarlane	Male	18/09/2013	18/09/2016
Industry	Prime Minister's Science, Engineering and Innovation Council	Chairperson	Tony	Abbott	Male	18/09/2013	18/09/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Member	Chris	O'Sullivan	Male	15/10/2013	14/10/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Chairperson	Lisa	O'Neill	Female	15/10/2013	14/10/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Member	Brendan	Nugent	Male	15/10/2013	15/10/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Member	Karen	Spark	Female	15/10/2013	15-10-1016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Member	Karen	Spark	Female	15/10/2013	14/10/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Member	Mary	Padbury	Female	15/10/2013	14/10/2016
Industry	Professional Standards Board for Patent and Trade Marks Attorneys	Other	Patricia	Kelly	Female	9/12/2013	
Infrastructure and Regional Development	Airservices Australia	Member	Anthony	Mathews	Male	4/06/2014	3/09/2014
Infrastructure and Regional Development	Australian Maritime Safety Authority	Deputy Chairperson	Stuart	Richey	Male	15/05/2014	14/04/2019
Infrastructure and Regional Development	Australian Maritime Safety Authority	CEO/Executive Director/Managing Director	Michael	Kinley	Male	15/05/2014	
Infrastructure and Regional Development	Civil Aviation Safety Authority	CEO/Executive Director/Managing Director	John	McCormick	Male	1/03/2014	31/08/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Infrastructure and Regional Development	Infrastructure Australia	Chairperson	Mark	Birrell	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Kerry	Schott	Female	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Peter	Newman	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Phil	Hennessey	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Nicole	Lockwood	Female	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Elana	Rubin	Female	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Martin	Parkinson	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Jim	Hallion	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	Infrastructure Australia	Member	Anthony	Kannis	Male	15/04/2014	30/10/2014
Infrastructure and Regional Development	International Air Services Commission	Chairperson	Jill	Walker	Female	9/02/2014	8/05/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Infrastructure and Regional Development	Moorebank Intermodal Company Limited	CEO/Executive Director/Managing Director	Ian	Hunt	Male	25/06/2013	1/01/2016
Infrastructure and Regional Development	National Capital Authority	CEO/Executive Director/Managing Director	Andrew	Smith	Male	5/10/2013	4/01/2014
Infrastructure and Regional Development	National Transport Commission	Chairperson	David	Anderson	Male	1/01/2014	31/12/2016
Infrastructure and Regional Development	National Transport Commission	Deputy Chairperson	Carolyn	Walsh	Female	1/01/2014	31/12/2016
Infrastructure and Regional Development	National Transport Commission	Other	Norman	McIlfratrick	Male	1/01/2014	31/12/2016
Infrastructure and Regional Development	National Transport Commission	Other	Nola	Bransgrove	Female	1/01/2014	31/12/2016
Infrastructure and Regional Development	National Transport Commission	Other	David	Anderson	Male	1/01/2014	31/12/2016
Infrastructure and Regional Development	RDA QLD Brisbane City	Member	John	Cowie	Male	31/10/2012	30/10/2014
Infrastructure and Regional Development	RDA QLD Far North Queensland & Torres Strait	Deputy Chairperson	William	Moller	Male	1/01/2014	30/06/2014
Infrastructure and Regional Development	RDA QLD Ipswich & West Moreton	Member	Beryce	Nelson	Female	23/12/2013	30/06/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Infrastructure and Regional Development	RDA QLD Ipswich & West Moreton	Member	Dave	Cockburn	Male	23/12/2013	30/06/2014
Infrastructure and Regional Development	RDA WA Kimberley	Chairperson	Graeme	Campbell	Male	1/01/2014	31/12/2014
Infrastructure and Regional Development	RDA WA Pilbara	Chairperson	Fiona	White-Hartig	Female	1/01/2014	31/12/2014
Infrastructure and Regional Development	RDA WA Pilbara	Deputy Chairperson	Lynette	Craigie	Female	1/01/2014	31/12/2014
Infrastructure and Regional Development	RDA WA Pilbara	Member	Jacqueline	Minney	Female	1/01/2014	31/12/2014
Prime Minister and Cabinet	Australian B20 Leadership Group	Member	Julian	Clarke	Male	14/11/2013	
Prime Minister and Cabinet	Australian B20 Leadership Group	Member	Andrew	Crane	Male	18/11/2013	
Prime Minister and Cabinet	Australian B20 Leadership Group	Member	Nicholas	Moore	Male	18/11/2013	
Prime Minister and Cabinet	Australian B20 Leadership Group	Member	Mark	Adamson	Male	18/02/2014	
Prime Minister and Cabinet	Business Advisory Council	Chairperson	Maurice	Newman	Male	19/09/2013	19/09/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Gary	Banks	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Michael	Chaney	Male	28/11/2013	28/11/2015

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Prime Minister and Cabinet	Business Advisory Council	Member	Peter	Fox	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	John	Hart	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Barry	Irvin	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Solomon	Lew	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Jacques	Nasser	Male	28/11/2013	28/11/2015
Prime Minister and Cabinet	Business Advisory Council	Member	Jane	Wilson	Female	4/12/2013	4/12/2015
Prime Minister and Cabinet	Business Advisory Council	Other	Ian	Watt	Male	16/12/2013	
Prime Minister and Cabinet	Business Advisory Council	Other	Martin	Parkinson	Male	16/12/2013	
Prime Minister and Cabinet	Civil Society 20 Steering Committee	Member	Ian	Callinan	Male	19/02/2014	
Prime Minister and Cabinet	Civil Society 20 Steering Committee	Member	Frank	Brennan	Male	19/02/2014	
Prime Minister and Cabinet	Civil Society 20 Steering Committee	Member	Kelvin	Alley	Male	19/02/2014	
Prime Minister and Cabinet	Labour 20 Steering Group	Member	Bill	Jackson	Male	19/02/2014	
Prime Minister and Cabinet	Labour 20 Steering Group	Member	Mark	Burgess	Male	19/02/2014	
Prime Minister and Cabinet	Labour 20 Steering Group	Member	Nathan	Safe	Male	19/02/2014	
Prime Minister and Cabinet	National Australia Day Council	Director/Non-Executive Director	Elizabeth	Kelly	Female	21/10/2013	20/10/2016

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Prime Minister and Cabinet	Youth 20 Planning Group	Member	Josh	Zwar	Male	21/01/2014	
Prime Minister and Cabinet	Youth 20 Planning Group	Member	Peter	Gregory	Male	21/01/2014	
Prime Minister and Cabinet	Youth 20 Planning Group	Member	Peter	Gregory	Male	21/01/2014	
Prime Minister and Cabinet	Youth 20 Planning Group	Member	Jordan	O'Reilly	Male	21/01/2014	
Prime Minister and Cabinet	Youth 20 Planning Group	Member	Rebecca	Healey	Female	21/01/2014	
Social Services	Aged Care Sector Committee	Chairperson	Peter	Shergold	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Glenn	Rees	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Louis	Dudley	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Gary	Barnier	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Other	Lynda	O'Grady	Female	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Netty	Horton	Female	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Ara	Creswell	Female	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Lin	Hatfield-Dodds	Female	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Michael	O'Neill	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Lee	Thomas	Female	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Ian	Yates	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Patrick	Reid	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	John	Kelly	Male	29/01/2014	29/01/2017
Social Services	Aged Care Sector Committee	Member	Martin	Laverty	Male	29/01/2014	29/01/2017
Social Services	Australian Multicultural Council	Chairperson	Rauf	Soulio	Male	1/01/2014	30/06/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Social Services	Australian Multicultural Council	Deputy Chairperson	Gail	Ker	Female	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Yassmin	Abdel-Magied	Female	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Tanveer	Ahmed	Male	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Hass	Dellal	Male	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Carmel	Guerra	Female	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Peter	Wertheim	Male	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Samina	Yasmeen	Female	1/01/2014	30/06/2014
Social Services	Australian Multicultural Council	Member	Talal	Yassine	Male	1/01/2014	30/06/2014
Social Services	Forced Adoptions Implementation Working Group	Chairperson	Nahum	Mushin	Male	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Sue	Boyce	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Christine	Cole	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Thomas	Graham	Male	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Leigh	Hubbard	Male	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Sue	MacDonald	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Claire	Moore	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Kathryn	Rendell	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Evelyn	Robinson	Female	1/07/2014	30/12/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Social Services	Forced Adoptions Implementation Working Group	Member	Rachel	Siewert	Female	1/07/2014	30/12/2014
Social Services	Forced Adoptions Implementation Working Group	Member	Bridget	McKenzie	Female	1/07/2014	30/12/2014
Social Services	National Accreditation Authority for Translators and Interpreters	Director/Non-Executive Director	Pino	Migliorino	Male	15/05/2014	14/05/2017
Social Services	Refugee Resettlement Advisory Council	Member	Carmel	Guerra	Female	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Member	Jasmina	Bajraktarevic-Hayward	Female	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Member	Jenny	Semple	Female	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Chairperson	Bruce	Baird	Male	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Member	Paris	Aristotle	Male	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Member	Rasoul	Ahmady	Male	1/01/2014	30/06/2014
Social Services	Refugee Resettlement Advisory Council	Member	Paul	Power	Male	1/01/2014	30/06/2014
Social Services	Welfare System Reference Group	Chairperson	Patrick	McClure	Male	9/12/2013	30/06/2014
Social Services	Welfare System Reference Group	Member	Wesley	Aird	Male	31/01/2014	30/06/2014
Social Services	Welfare System Reference Group	Member	Sally	Sinclair	Female	4/02/2014	30/06/2014
Treasury	Australian Reinsurance Pool Corporation	Member	Jan	Harris	Female	15/04/2014	14/07/2014
Treasury	Australian Statistics Advisory Council	Member	Glenys	Beauchamp	Female	22/02/2010	21/02/2013
Treasury	Australian Taxation Office	Member	Andrew	Mills	Male	12/12/2013	11/12/2020
Treasury	Companies Auditors and Liquidators Disciplinary Board	Chairperson	Howard	Insall	Male	10/06/2014	30/08/2014
Treasury	Companies Auditors and Liquidators Disciplinary Board	Chairperson	Howard	Insall	Male	1/12/2013	30/05/2014
Treasury	Companies Auditors and Liquidators Disciplinary Board	Member	Geoffrey	Brayshaw	Male	31/05/2014	30/08/2104
Treasury	Companies Auditors and Liquidators Disciplinary Board	Member	Geoffrey	Brayshaw	Male	1/12/2013	30/05/2014

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Portfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Treasury	Companies Auditors and Liquidators Disciplinary Board	Member	George	Georges	Male	31/05/2014	30/08/2014
Treasury	Companies Auditors and Liquidators Disciplinary Board	Member	George	Georges	Male	1/12/2013	30/05/2014
Treasury	Companies Auditors and Liquidators Disciplinary Board	Member	John	Keeves	Male	1/12/2013	30/05/2014
Treasury	Financial Reporting Council	Member	Jan	Harris	Female	4/04/2014	3/04/2017
Treasury	Financial Reporting Council	Chairperson	Michael	Coleman	Male	11/06/2014	10/09/2014
Treasury	Financial Reporting Council	Chairperson	Lynn	Wood	Female	11/03/2014	10/06/2014
Treasury	Financial Reporting Council	Member	Kevin	Lewis	Male	4/04/2014	3/04/2017
Treasury	Financial Reporting Council	Member	Kevin	Lewis	Male	4/04/2014	3/04/2017
Treasury	Financial Reporting Council	Member	Kevin	Lewis	Male	14/03/2014	13/06/2014
Treasury	Financial Sector Advisory Council	Member	Charles	Curran	Male	1/07/2013	30/06/2014
Treasury	Financial Sector Advisory Council	Member	Chris	MacKay	Male	1/07/2013	30/06/2014
Treasury	Financial Sector Advisory Council	Member	Mark	Bouris	Male	1/07/2013	30/06/2014
Treasury	Foreign Investment Review Board	Member	Patrick	Secker	Male	17/12/2013	16/12/2018
Treasury	Productivity Commission	Member	Wendy	Craik	Female	4/06/2014	31/12/2014
Treasury	Productivity Commission	Other	Paul	Lindwall	Male	25/11/2013	13/05/2014
Treasury	Productivity Commission	Member	Karen	Chester	Female	12/12/2013	11/12/2018
Treasury	Superannuation Complaints Tribunal	Chairperson	Jocelyn	Furlan	Female	4/06/2014	3/09/2014
Treasury	Takeovers Panel	Member	Karen	Evans-Cullen	Female	14/04/2014	7/03/2017
Treasury	Takeovers Panel	Member	Michelle	Jablko	Female	14/04/2014	7/03/2017
Treasury	Takeovers Panel	Member	Ian	Jackman	Male	14/04/2014	7/03/2017
Treasury	Takeovers Panel	Member	Christian	Johnston	Male	14/04/2014	7/03/2017
Treasury	Takeovers Panel	Member	John	Sheahan	Male	14/04/2014	7/03/2017
Treasury	Takeovers Panel	Member	David	Jones	Male	12/06/2014	30/09/2015

Table 1: Board Appointments 7 September 2013 – 20 June 2014

Porfolio name	Board name	Position type	First name	Last name	Gender	Appointment Start date	Appointment end date
Veterans' Affairs	Military Rehabilitation and Compensation Commission	Member	Anthony	Needham	Male	13/03/2014	12/03/2019
Veterans' Affairs	Military Rehabilitation and Compensation Commission	Member	Robyn	Walker	Female	17/02/2014	16/02/2019