

CABINET SUBMISSION CHECKLIST

Board and committee appointments

Cabinet requires specific information to be provided in order to note or make appoint board or committee members.

Use this checklist below to help you complete your submission or note.

Content

The body of a submission or note proposing board appointments should summarise the information in the recommendations, and must also include:

Submission details	Y/N
An outline of the functions of the board or committee	
The existing membership of the board or committee	
The permitted number of members.	
The criteria for filling the position.	
The basis for selecting the proposed appointees, including their qualifications for the role and a concise statement of relevant experience.	
Who the appointee is replacing, if relevant.	
The gender balance of the board, the effect of the appointment on that gender balance, and strategies to address any imbalance (including an indication of whether the Premier's Women's Directory has been consulted).	
Details of any remuneration and conditions.	
Whether there may be a real or perceived conflict of interest and how this will be dealt with.	
Details of any intended publicity, such as a press release.	

Recommendations

The recommendations of submissions or notes proposing board appointments must include:

Submission details	Y/N
The full names of the proposed appointee, including any middle names, and without nicknames or abbreviations.	
The full title of the position.	
The correct name of the board or committee.	
The appointment and expiry dates of the term.	
For statutory appointments, the Act under which the appointment will be made	
Appropriate reference to any separate documents (such as terms and conditions of appointment).	
For appointments to be made by the Governor, reference to His Excellency the Governor in Executive Council.	

Attachments

The following must also be attached to submissions and notes dealing with appointments:

Submission details	Y/N
For Subcommittees submissions only, the curricula vitae of the appointees (these should not be attached to notes).	
Where a member has resigned, copies of the resignation letter (noting that for many statutory boards, this letter must be addressed to the minister to be legally effective).	