



11 September 2018

Cabinet Submission Checklist – Appointments to Boards and Committees

All appointments made by the Governor in Executive Council must commence from the date of Executive Council approval or a later nominated date; appointments cannot be made retrospectively.

Submission Content

The body of the submission must include details on the following, quoting relevant sections of the legislation as required:

Submission details	Y/N
State the functions of the board	
Detail the conditions of appointment, including the permitted number of members to be appointed to the board	
List the current membership of the board, including the appointment and expiry dates	
Explain why the appointment is necessary and whether the appointment is for a new appointee or a reappointment of an existing member <i>For example:</i> <i>the appointment is being made due to the resignation of (insert name of current member), effective from....</i> <i>the appointment of (insert name of current member) will expire and they are being reappointed</i> <i>the appointment is being made to increase the number of members on the board to (insert reason)</i>	
Set out the statutory requirements for the position	
State who is being appointed and briefly summarise their relevant skills and experience and what this would bring to the board	
Include any details regarding consultation that has occurred during the selection process and if the member has been nominated by an industry, community or professional group in accordance with a statutory requirement	

Submission details	Y/N
Outline the gender balance of the board (what it was before the appointment and what it will be after the appointment)	
Indicate whether the Premier's Women's Directory was consulted in selecting candidates, and if not, why not	
If gender balance on the board has not been achieved, explain why	
State what remuneration, entitlements and conditions <u>all</u> positions on the board are entitled to, not just the position that the appointment is being made to	
If the appointee is not entitled to receive remuneration, explain why – for example, they are a government employee	
State that the appointment will be published in the Government Gazette on the day that it is made by the Governor in Executive Council	
Provide other details of any planned announcements of the appointment	

Recommendation

The recommendation must make reference to:

Recommendation details	Y/N
His Excellency the Governor in Executive Council making the appointment	
Full name of the proposed appointee, including middle names	
Full title of the position as set out in the relevant legislation	
If this is a deputy member role, the person to whom the appointee will deputise	
Full name of the board or committee as set out in the legislation	
Commencement and expiry dates of the proposed appointment or, if the appointment is to start from the date of Executive Council approval, the proposed term of the appointment	
Full name and year of the legislation under which the appointment is to be made	
Any relevant terms and conditions of appointment (where these are to be set by the Governor)	

Examples of different types of recommendations:

I recommend that Cabinet recommend that His Excellency the Governor in Executive Council appoint (insert full name of appointee) and (insert full name of appointee) as (insert title of positions to be held) of the (insert full name of body) for a term commencing on (insert date, month and year) and expiring on (insert date, month and year), pursuant to section (insert section) of the (insert full title and year of Act).

I recommend that Cabinet recommend that His Excellency the Governor in Executive Council appoint (insert full name of appointee) to the position of (insert title of position to be held) of the (insert full name of body) for a term of two years commencing from the date of Executive Council approval, pursuant to the (insert full title and year of Act).

I recommend that Cabinet recommend that His Excellency the Governor in Executive Council appoint the following persons to the (insert full name of body) for a term commencing from the date of Executive Council approval and expiring on (insert date, month and year), pursuant to section (insert section) of the (insert full title and year of Act):

- (insert full name of appointee) (Member)*
- (insert full name of appointee) (Deputy Member to (insert full name)).*

Attachments

The following attachments must be included, and must be listed in the following order:

Attachments	Y/N
Resignation letters	
Terms and conditions of appointment	
CVs/resumes	
Any other relevant background documents such as letters, minutes, etc.	

For more information:

Contact the Executive Council clerks

[Cabinet Coordination contact list](#)

