

SUB-COMMITTEE SUBMISSION ATTACHMENTS CHECKLIST

Attachments that must be provided when **sub-committee submissions** are registered on ECO

All accompanying documentation needs to be attached in the order set out below when registering a submission on ECO.

The documents listed below can be uploaded as one attachment or several attachments however one document is preferred (each attachment cannot exceed 19 MB).

NOTE: this is not a complete list of attachments but provides information regarding the most common types of submissions.

Bills - introduction (where the Bill has been drafted in accordance with the drafting instructions previously approved by Cabinet)

1. Submission
2. Copy of the Bill which has been settled by Parliamentary Counsel
3. Second reading speech and/or explanation of clauses

Proclamations - commencement and/or committal of an Act

1. Submission
2. Proclamation - on the rare occasion that the Proclamation has been drafted by Parliamentary Counsel prior to Cabinet approval
3. Any documentation associated with drafting of the Proclamation to assist Parliamentary Counsel

Proclamations – general matters

1. Submission
2. Proclamation - on the rare occasion that the Proclamation has been drafted by Parliamentary Counsel prior to Cabinet approval
3. Correspondence - evidence of any pre-conditions, evidence of a recommendation being made to the Governor or Minister (eg. letter addressed to the Governor from the Commissioner of Highways for Proclamation under Section 27AA of the *Highways Act 1926*)
4. Plans or maps
5. Any documentation associated with drafting of the Proclamation to assist Parliamentary Counsel

Notices

1. Submission
2. Notices - usually drafted and settled by Parliamentary Counsel prior to Cabinet approval
3. Correspondence - evidence of any pre-conditions, evidence of a recommendation being made to the Governor or Minister
4. Any documentation associated with drafting of the Notice to assist Parliamentary Counsel - on occasions when the Notice has not already been drafted

General regulations - making by the Governor (where approval to draft the regulations has been given in full Cabinet)

1. Submission
2. Report addressed to the Legislative Review Committee
3. Certificate of Validity signed by Parliamentary Counsel - for each set of Regulations
4. Certificate of Early Commencement signed by the Minister, if required - for each set of Regulations
5. Regulations initialled by the Minister, if required - one copy of each set
6. Correspondence - evidence of any pre-conditions, evidence of a recommendation being made to the Governor or Minister

NOTE: if there is more than one set of Regulations then a complete set of the documents must be attached to the submission in the order detailed above - each set of documents should be attached in the order that the Regulation names are listed in the recommendation section of the submission (for example, Certificate of Validity, Certificate of Early Commencement, one copy of Regulation, then repeat order for each set of Regulations).

Fees and charges regulations - making by the Governor (where approval to draft the regulations has been given by BPCC)

1. Second round fees and charges checklist
2. Submission
3. Report addressed to the Legislative Review Committee
4. Certificate of Validity signed by Parliamentary Counsel - for each set of Regulations
5. Certificate of Early Commencement signed by the Minister, if required - for each set of Regulations
6. Regulations initialled by the Minister, if required - one copy of each set
7. Correspondence - evidence of any pre-conditions, evidence of a recommendation being made to the Governor or Minister

NOTE: the checklist must be uploaded onto ECO as a separate document.

NOTE: if there is more than one set of Regulations then a complete set of the documents must be attached to the submission in the order detailed above - each set of documents should be attached in the order that the Regulation names are listed in the recommendation section of the submission (for example, Certificate of Validity, Certificate of Early Commencement, one copy of Regulation, then repeat order for each set of Regulations).

Appointments - boards and committees

1. Submission
2. Resignation letters
3. Terms and conditions of appointment
4. CVs/resumes
5. Advice received
6. Any other relevant background documents such as letters, minutes etc

NOTE: CVs/resumes must be attached in the same order as the names of the appointees appear in the recommendation section of the submission

Remuneration - boards and committees (where the remuneration is being amended, not set for the first time)

1. Submission
2. Determination by the Chief Executive of the Department of the Premier and Cabinet
3. Any other relevant background documents such as letters, minutes etc

Appointments - general

1. Submission
2. Terms and conditions of employment/appointment
3. Contracts of employment/employment agreements
4. Resignation letters
5. CVs/resumes
6. Determinations
7. Advice received
8. Any other relevant background documents such as letters (indicating concurrence), minutes etc

NOTE: CVs/resumes must be attached in the order as the names of the appointees appear in the recommendation section of the submission.

NOTE: contracts of employment / employment agreements must be signed by the appointee and the responsible Minister prior to the submission being registered on ECO.

Appointments – acting Ministers

1. Submission
2. Minute addressed to the Premier requesting approval for travel or leave, showing Premier's approval

NOTE: approval of the Premier must be sought prior to the submission being registered on ECO

Transfer of land from the Crown or Her Majesty to a Minister

1. Submission
2. Memorandum of transfer
3. Any other relevant background documents such as letters, minutes etc

University annual reports

1. Submission
2. Annual Report to be confirmed by the Governor

By-laws and statutes

1. Submission
2. By-laws and/or Statutes if documents are to be signed by the Governor in Executive Council
3. Report addressed to the Legislative Review Committee, if required

For more information:

Cabinet Advice

Email: CabinetOfficeandPublicValue@sa.gov.au

Web: www.dpc.sa.gov.au