5 October 2021

Cabinet Submission Checklist – Acting Minister Appointments

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.

# Premier’s Approval

When a minister intends to travel or take leave, approval must be sought from the Premier in the first instance.

A minute signed by the minister is sent to the Premier setting out the proposed travel or leave, along with various other information and requesting approval. Once the Premier has approved the travel or leave, a copy of the minute (with the approval) will be forwarded to the minister’s office for the preparation of the necessary Cabinet submission.

**Note:** ensure that the relevant template minute to the Premier is used when seeking approval.

## Content

The body of the submission must include details on the following:

|  |  |
| --- | --- |
| **Submission details** | **Y/N** |
| Summarise the reason for the appointment of the Acting Minister |  |
| Summarise the details contained within the minute to the Premier and refer to the document as being an attachment to the submission |  |
| State that the acting arrangements were approved by the Premier on *insert date* |  |
| State that the appointment will be published in the Government Gazette on the day that it is made by the Governor in Executive Council |  |

## Recommendation

The recommendation must make reference to:

|  |  |
| --- | --- |
| **Recommendation details** | **Y/N** |
| Her Excellency the Governor in Executive Council making the appointment |  |
| The Acting Minister’s full name and all portfolios |  |
| All portfolios that will be assumed by the Acting Minister (“Acting” must be placed in front of each portfolio) |  |
| The absent minister’s full name |  |
| The date(s) that the minister will be absent |  |

**Example of recommendation:**

*I recommend that Cabinet recommend that Her Excellency the Governor in Executive Council appoint the Honourable (insert full name of Minister), (MP or MLC), (insert all Ministerial portfolios in order of precedence) to be also Acting Minister for (insert portfolio) and Acting Minister for (insert portfolio) for the period from (insert date, month and year) to (insert date, month and year), inclusive, during the absence of the Honourable (insert full name of Minister), (MP or MLC).*

## Attachments

The following attachments must be included:

|  |  |
| --- | --- |
| **Attachments** | **Y/N** |
| Minute showing details of travel/leave and Premier’s approval |  |

|  |  |
| --- | --- |
| **For more information:** |  |
| Contact the Executive Council clerks | [Cabinet Coordination contact list](http://in.dpc.sa.gov.au/docs/Documents/Cabinet-Coordination-Contact-List.pdf) |