5 October 2021

Cabinet Submission Checklist – Appointments to Boards and Committees

This checklist should be used for appointments to be made by the Governor or a Minister.

## Recommendation

The recommendation must make reference to:

|  |  |
| --- | --- |
| **Recommendation details** | **Y/N** |
| Governor appointed submissions should commence as follows:Recommend that Cabinet recommend that Her Excellency the Governor in Executive Council appoint ….. |  |
| Minister appointed submissions should commence as follows:Recommend that Cabinet note my intention to appoint ….... |  |
| All submissions should contain the following information: 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 Note: appointments made by the Governor cannot be made retrospectively |  |
| Full name and year of the legislation under which the appointment is to be made (if applicable) |  |
| Any relevant terms and conditions of appointment  |  |

**Examples of recommendations for appointments made by the Governor**

*I recommend that Cabinet:*

*Recommend that Her 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).*

*Recommend that Her 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, pursuant to the (insert full title and year of Act).*

*Recommend that Her 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)).*

**Example of recommendation made by the Minister**

*I recommend that Cabinet:*

*Note my intention to appoint (insert full name of appointee) as (insert title of position 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).*

## 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** |
| Specify the relevant legislation (if any) that establishes the board and detail the board’s functions |  |
| Detail the conditions of appointment, including the permitted number of members to be appointed to the board |  |
| Set out the statutory requirements for appointment (if any) |  |
| List of Members including current Members, Members who have resigned/retired or their terms have expired and any vacanciesThis needs to include names, positions, initial appointment dates and current term of appointment dates, for example: |  |
| **Name Position Initial Appointment Current Term of Appointment** John Smith Member 01/01/2015 20/01/2018 – 19/01/2020 Barry White Member 01/01/2015 20/01/2018 – 19/01/2020 (resigned  effective from 20 November 2019) Vacancy Member - - |  |
| Explain whether these are reappointments, new appointments and if the new appointments are to fill vacancies due to the expiry of current terms of appointment or due to resignationsNote: If the appointee/s are to replace member/s that have resigned, ensure the resignation letters are attached. If the legislation states that a Member can resign by written notice to the Minister, ensure the resignation letters have been addressed to the Minister |  |
| Explain why the proposed candidate/s are considered suitable. Detail if the proposed appointee/s were nominated by third parties and what consultation has occurred |  |

|  |  |
| --- | --- |
| **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 |  |
| If gender balance on the board has not been achieved, explain why |  |
| State what remuneration, entitlements and conditions all 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 CouncilProvide other details of any planned announcements of the appointment |  |

## Attachments

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

|  |  |
| --- | --- |
| **Attachments** | **Y/N** |
| Resignation lettersNote: if the legislation states that a Member can resign by written notice to the Minister, ensure the resignation letters have been addressed to the Minister |  |
| Terms and conditions of appointmentNote: If the terms and conditions of appointment are between the appointee and the Minister, ensure these documents have been signed by both parties prior to submission to Cabinet. |  |
| CVs/resumesNote: if appointments are being made to judicial office, CV’s are not required |  |
| Any other relevant background documents such as letters, minutes, etc. |  |

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