OFFICIAL: Sensitive//SA CABINET

**APPOINTMENT FOR CABINET**

**Title of Proposed Appointment**

**Recommendations**

I recommend that Cabinet:

1. This template is to be used for *all* appointments to be made by the Governor and for any *significant* appointments to be made by a Minister. For boards and committees, if you are unsure what needs to come to Cabinet, please see [Boards and Committees: What goes to Cabinet?](https://www.dpc.sa.gov.au/__data/assets/pdf_file/0017/18125/Boards-and-Committees-What-needs-to-come-to-Cabinet.pdf), which is also available on the DPC website; for other appointments, contact Cabinet Office.
2. Include all relevant detail in the recommendations, including the full name and year of the legislation (if any), the full name of the appointee (including any middle names) and the correct dates of appointment. Appointments made by the Governor must commence from the date of Executive Council approval or a later nominated date (appointments cannot be made retrospectively) Some examples are detailed below.
3. For appointments made by the Governor, the Minister needs to *recommend that Cabinet recommend* the appointment to the Governor.
4. For significant appointments made by the Minister, the Minister should be *recommending that Cabinet note* his or her intention to make the appointment. For executive level appointments refer to the [Premier’s Directive](https://publicsector.sa.gov.au/wp-content/uploads/Direction-of-the-Premier-Standard-Duration-of-Executive-Level-Employment-10-April-2018.pdf) regarding standard duration.

Example Recommendations:

Note my intention to appoint Dr Jane Angela Doe as a Member of the Imaginary Advisory Board for a period of two years, commencing on 1 June 2018 and expiring on 31 May 2020, pursuant to the *South Australia Act 1993*.

OR

Recommend that Her Excellency the Governor in Executive Council appoint Professor Jack Deer as the Commissioner for Examples of Things for a period of five years, commencing on 1 June 2020 and expiring on 31 May 2025, pursuant to the *Examples of Things Act 1993.*

OR

Recommend that, pursuant to the *Not a Real Board Act 2005*, Her Excellency the Governor in Executive Council appoint the following to the Not a Real Board for a term of three years, commencing from 1 June 2020 and expiring on 31 May 2023:

* + Jess Citizen (Member and Presiding Member)
  + Joe Public (Member)
  + Jill Person (Member).

OR

Recommend that, pursuant to the *Blank Spaces Act 1946*, Her Excellency the Governor in Executive Council appoint John Smith as the Guardian for Blank Spaces for a period of three years, commencing from 1 June 2020 and expiring on 31 May 2023, and upon the terms and conditions set out in the instrument of appointment.

**I declare that I have no actual or potential conflict of interest in relation to the proposals contained in this submission.**

**[or]**

**I declare the interests set out in Appendix X in relation to this submission.**

Minister

**PORTFOLIO**

/ / 20

**Discussion**

1. Specify the relevant legislation (if any) that establishes the board and detail the board’s functions.
2. Detail the conditions of appointment, including the membership of the board as specified in the legislation or terms of reference:
   * A chair appointed by…
   * X members appointed by…
   * …and so on.
3. Set out the statutory requirements for appointment.
4. List the current members, their positions, their initial date of appointment, and the dates of their most recent term. This could be done by inserting a membership table. For example:

|  |  |  |  |
| --- | --- | --- | --- |
| Person | Nominator | Initial appointment date | Appointment/Expiry date |
| Joseph Paul Anderson (Presiding Member) | Minister | 1/1/2015 | 1/7/2019 to 30/6/2021 |
| Helen Ann Hoffman | Local Government Association | 1/7/2017 | 1/7/2019 to 30/6/2020 |
| Phyllis Jane Wilson | Conservation Council of South Australia | 1/1/2019 | 1/1/2019 to 31/12/2021 |
| *(Vacant)* | Business SA |  |  |

1. 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 resignations.
2. 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.
3. Explain why the proposed candidate/s are considered suitable. If the proposed appointee/s were nominated by third parties and what consultation has occurred, note that here. Attach curriculum vitae/s for further evidence of suitability. If reappointments are being made to judicial office, CV’s are not required.
4. Tell Cabinet what the current gender balance of the board is, and what it will be once the appointments are made.
5. Some appointments require terms and conditions to be approved by the Governor; if that is the case, be sure to include those, and to check their accuracy thoroughly. 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.
6. Tell Cabinet what the remuneration arrangements are. If the appointment is to a board or committee, the submission should detail all positions on the board, not just the position that the appointment is being made to.

**Publicity**

1. Consider whether it is appropriate for this appointment to be discussed at the media debrief.
2. Advise Cabinet of any other announcements regarding the appointment. If the appointment is to be published in the Government Gazette (as it will be if it is made by the Governor), note that here.

Contact officer: A person who can quickly and authoritatively answer detailed questions about the appointments (usually the author)

Telephone number: Provide full office or mobile number

**Attachments**

* CV (not required for judicial reappointments)
* Any other relevant documents