11 September 2018

Cabinet Submission Checklist – General 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.

## 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 role of the position, quoting relevant sections of legislation as required |  |
| State who currently holds the position and why this appointment is necessary (for example, due to the resignation of the incumbent, the expiry of their term or creation of a new position) |  |
| Set out any statutory requirements for the position, such as qualifications |  |
| Set out any preconditions to the appointment (for example, nomination by, or consultation with, particular bodies or individuals) |  |
| Detail who is being appointed and briefly summarise their relevant skills and experience, what this would bring to the position and how they meet any statutory requirements |  |
| Include any details regarding consultation that has occurred during the selection process |  |
| Detail the terms and conditions of the position, including information regarding the length of the appointment and remuneration (there may be an instrument of appointment attached to the submission) |  |
| 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 |  |
| 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 |  |

**Note:** if the terms and conditions of appointment are to be signed by the Governor then they must be in their final form. If the terms and conditions are to be set out in an employment agreement/contract by the appointee and Minister, then they must also be in their final form and signed by both parties prior to lodgement for Cabinet consideration and referral to the Governor in Executive Council.

**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) to the position of (insert title of position to be held) for a term commencing on (insert date, month and year) and expiring on (insert date, month and year), pursuant to the provisions 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) for a term of (insert number) years commencing from (insert date, month and year or the wording “the date of Executive Council approval”), pursuant to the provisions 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) for a term commencing on (insert date, month and year) and expiring on (insert date, month and year) and upon the terms and conditions set out in the instrument of appointment, pursuant to the provisions 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) for a term for a term commencing on (insert date, month and year) and expiring on (insert date, month and year), upon the terms and conditions set out in the employment agreement between the said (insert full name of appointee) and the Honourable (insert full name of the Minister), MP/MLC, Minister for (insert portfolio), executed/signed on (insert date on document), pursuant to the provisions of the (insert full title and year of Act).*

## Attachments

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

|  |  |
| --- | --- |
| **Attachments** | **Y/N** |
| Terms and conditions of appointment |  |
| Contracts of employment/employment agreements |  |
| Resignation letters |  |
| CVs/resumes |  |
| Determinations |  |
| Advice received |  |
| Any other relevant background documents such as letters (indicating concurrence), minute, etc |  |

|  |  |
| --- | --- |
| **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) |