OFFICIAL: Sensitive//SA CABINET

**SUBMISSION FOR CABINET**

**Leave by [Name of Minister] and Appointment of Acting Minister**

**Recommendations**

This template is to be used to appoint an Acting Minister for the period that another Minister takes personal leave. Please note the distinction between overseas travel for work purposes and overseas travel during personal leave. This template should be completed for the latter noting there is no need to make reference to overseas travel or seek approval to do so.

The submission will have one recommendation, making reference to:

* 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 dates that the Minister will be absent.

EXAMPLE

I recommend that Cabinet:

1. Recommends that Her Excellency the Governor in Executive Council appoint the Honourable [full name of Minister, MP or MLC], Minister for [portfolio], to be also Acting Minister for [portfolio], for the period from [date] to [date] inclusive, during the absence of the Honourable [full name of Minister, MP or MLC].

**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**

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**Discussion**

1. Outline that the Minister will be taking leave from [date] to [date] and that this has been approved by the Premier on [date].
2. Outline which Minister/s has agreed to act in your portfolio/s during this period.

**Publicity**

1. State that the appointment will be published in the Government Gazette on the day on which it is made by the Governor in Executive Council.

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

Telephone number: Provide full office or mobile number

**Attachments**

* Minute approved by the Premier