

CHECKLIST FOR EXECUTIVE COUNCIL DOCUMENTS

All documents must be provided single sided and unstapled.

Executive Council Explanatory Note to Cabinet

- ☐ one A4 – signed by the Minister (not required for appointments if an appointment briefing has already been provided, resignations or proclamations)

NOTE: this is a Cabinet document (Cabinet-in-Confidence) and is to be provided the Cabinet Office.

Executive Council Minute

- ☐ one A3 original – signed by the Minister (used as the ‘folder/wrap around’ for all the other documents to be included)
- ☐ one A4 copy – not signed
- ☐ signature block must only include the relevant Ministerial portfolio
- ☐ relevant department listed
- ☐ correct dates quoted in the body of the text
- ☐ document not to be dated
- ☐ not hole punched or stapled

Executive Council Explanatory Memorandum

- ☐ one A4 original – each page initialled by the responsible Minister
- ☐ the section of legislation quoted has been checked against relevant Act
- ☐ relevant department listed
- ☐ the ‘subject’ heading clearly identifies the matter to be addressed
- ☐ for statutory rules/ subordinate legislation (for example regulations, proclamations, orders and notices) attachments are listed
- ☐ correct dates quoted in the body of the text
- ☐ if the document is more than a page long then the second and subsequent pages are to be on the same headed paper as the first page including the subject reference
- ☐ all the pages are to be sequentially numbered
- ☐ single sided
- ☐ document not to be dated
- ☐ not hole punched or stapled

Supporting documents

Regulations

- ☐ one copy of the regulations signed (but not dated) by the Minister directly above the Minister's signature block
- ☐ two unsigned copies of the regulations
- ☐ original advice given by the Office of Parliamentary Counsel under section 7(2) of the [Subordinate Legislation Act 1992](#)
- ☐ original certificate issued by the Secretary of the Department of Treasury and Finance in relation to section 5(1A) or 6(a) of the [Subordinate Legislation Act 1992](#)
- ☐ one signed Certificate of Compliance by the Minister if Treasury has issued a certificate under section 5(1A) of the [Subordinate Legislation Act 1992](#)

Proclamations

- ☐ one copy of the proclamation signed by the Minister directly above the Minister's signature block
- ☐ two unsigned copies of the proclamation
- ☐ original advice given by the Office of Parliamentary Counsel (if drafted by OPC)

Orders

- ☐ one copy of the order signed by the Minister directly above the Minister's signature block
- ☐ two unsigned copies of the order
- ☐ original advice given by the Office of Parliamentary Counsel (if drafted by OPC)

Appointments

If appropriate:

- ☐ instrument of appointment signed by the Minister
- ☐ certificate signed by both portfolio Ministers in the case of a Government Business Enterprise
- ☐ other relevant supporting documentation for the appointment – often a schedule

Management Plans

- ☐ three copies of the plan (one for the Governor, one for the agency and one for the Executive Council's records)

Resignations

- ☐ original or copy of letter of resignation