

# CHECKLIST FOR EXECUTIVE COUNCIL DOCUMENTS

*All documents must be provided single sided.*

## **Explanatory Note to Cabinet - Future Executive Council item**

- ☐ 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 must be provided to 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 be 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 Memorandum**

- ☐ one A4 original – each page initialled/signed by the responsible Minister
- ☐ the section of legislation quoted has been checked against relevant Act
- ☐ relevant department listed
- ☐ the ‘subject’ 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
- ☐ document not to be dated
- ☐ 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 and all the pages are to be sequentially numbered
- ☐ single sided
- ☐ 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 records)

### **Resignations**

- ☐ original or copy of letter of resignation