Disclaimer: This explanatory note has been prepared as an aid to understanding this Executive Council submission and must not be substituted for any part of the submission nor made available for public information.

**EXECUTIVE COUNCIL EXPLANATORY NOTE**

***TITLE***

**Proposal**

*[This section should clearly explain what the Governor is being advised to do; the legislative authority for the proposal; why the proposal is required; and any relevant background information. If the proposal includes a change to fees and charges, include the fees and charges table found in the Guidelines.]*

**Approval Process**

*[This section should clearly explain who has recommended and approved the proposal prior to its submission to the Executive Council.]*

**Regulatory Impact Assessment**

*[This section should clearly explain if the proposal is subject to the Government’s Better Regulation Program requirements and any consultation with the Department of Treasury’s Better Regulation Unit. If not, why not, and if yes, provide the Regulatory ID number.]*

**Consultation**

*[This section should clearly explain what consultation has been undertaken regarding the proposal; what was the outcome of the consultation, including details of positive and negative feedback; how the feedback will be addressed; and details of any legal advice received regarding the proposal.]*

**Appointments**

*[****This section is only applicable where the Governor is appointing a person to a board, commission etc.*** *It should clearly explain why the proposed appointee is considered the most suitable; and a brief background on the appointee.]*

**Relation to Policy**

*[This section should clearly explain how the proposal is related to Government policy or initiatives; and details of a public announcement if planned.]*

**Sensitivity**

*[This section should clearly explain if the proposal contains any sensitive or contentious issues; how the issues has been or will be resolved; and where it is a criminal matter, details of any victim or offender issues.]*

*The details contained in this submission* *are accurate and complete.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Director General*