

Cabinet Submission Checklist

For all submissions:

1. Have current templates been used?
 - Templates are available on the [WA Government website](#).
2. Are all documents, including attachments, single sided and unattached (not stapled or bound), ready for copying?
3. Is the title of the submission on all documents identical?
4. Have all questions on the summary sheet been answered (even if N/A)?
5. Is the title of the submission, the Minister's name and portfolio in bold and capitals?
6. Is only the relevant portfolio stated on all documents?
7. Are all headings contained in the minute?
 - Purpose; Background; Costing/Financial Implications; Relation to Government Policy; Urgency; Consultation; Regulatory Impact Assessment; Regional Impact; Media/Communications Strategy; Recommendation
 - If a heading doesn't apply, write "Not applicable" beneath the heading, **do not delete it**.
8. Have all acronyms been expanded on in the first instance?
9. Does the recommendation:
 - a. start with the word 'Cabinet';
 - b. contain numbered points if required (no dot points); and
 - c. stand alone? (i.e. can it be understood without referring to any other part of the document?)
10. For submissions requiring Executive Council approval, does the recommendation include the wording "His Excellency, the Governor, in Executive Council"?
11. Is the minute page numbered correctly (e.g. Page 1 of 2, Page 2 of 2 etc.)?
12. Are all the attachments:
 - a. single sided;
 - b. labelled correctly in the top right hand corner of the first page – e.g. 'Attachment 1' or 'Attachment A';
 - c. page numbered; and
 - d. referenced in the minute?
13. For coloured or bound attachments, have 30 additional copies been provided to Cabinet Services for distribution?
 - Additional copies of attachments may be double sided and bound/stapled.
14. Are the summary sheet, minute and consultation summary all signed (and dated where required)?
15. Is the font size no smaller than 10 point and no larger than 12 point?
16. Is the length of the Cabinet minute eight pages or less?

For general submissions only:

1. Is the purpose and recommendation on the summary sheet identical to the minute?
2. Does the purpose actually state the purpose of the submission or is it just a copy and paste of the recommendation?

3. Is the table under the heading 'Costing/Financial Implications' fully completed and verified?

For submissions seeking to draft a bill only:

1. Are drafting instructions attached?
2. Are the name, address, telephone number and email address of the instructing officer included in the drafting instructions?

For appointment submissions only:

1. Is the title of the submission on all documents the correct name of the Board? (do not include words such as 'Appointment to' in the title)
2. Are the 'Composition of Board' details accurate?
3. Does the heading 'Purpose of Board' state:
 - a. the purpose/function/objectives/role of the Board; and
 - b. the Act or authority to appoint?
4. Does the heading 'Current Membership' state:
 - a. all members' names in full (surnames in CAPITALS);
 - b. the position titles; and
 - c. any vacant positions?
5. Does the heading 'Changes to the Board Membership' contain:
 - a. who is being appointed/reappointed;
 - b. the term of appointment;
 - c. who is being replaced (if relevant); and
 - d. for those being reappointed, the number of years already served?
6. Are the fees and allowances detailed in the minute identical to those in the board pro forma?
7. Does the recommendation state:
 - a. appointee/s full name (surnames in CAPITALS);
 - b. position/s;
 - c. section/s of the Act; and
 - d. commencement and expiry date of term (commencement date can be from Cabinet approval or from a specific date which is to be after Cabinet's meeting – or after ExCo meeting, if relevant. Commencement dates will not be backdated).
8. Has the Board Proforma (Attachment 1) been fully completed, including details of all new, continuing and ceasing members?
9. Are all CVs attached and do they contain the information requested as per the CV Proforma (Attachment 2)? (maximum of two pages each)
10. If there are a large number of appointments that will not fit on the summary sheet use the special template for two or more pages (Minister to sign each page).