



Cabinet Office January/February Update

Welcome to the January/February Cabinet Office update!
While it may feel like a distant memory now, your friends in Cabinet Office hope you had a wonderful Christmas and New Year break and enjoyed spending time with family and friends!

Meetings

On what day does Cabinet meet? Is it always the same time?
What time does my Minister need to arrive for an Executive Council meeting?
What happens when there is a public holiday?
Where can I find meeting dates for Cabinet Committees?

Do you know the answers...? Check out our [website](#) to see if you're right!
We hope that you like the new layout!

Upcoming public holidays

Adelaide Cup Day

Due to the public holiday on Monday, 11 March 2019, Cabinet will meet on Tuesday, 12 March 2019.

Easter and ANZAC Day

Public holidays fall on the following dates in April this year:

- Friday, 19 April 2019
- Monday, 22 April 2019
- Thursday, 25 April 2019

Make sure you are aware of the following changes!

- Documents for the meeting on Tuesday, 23 April 2019 will be distributed on Thursday, 18 April 2019 at 12pm
- Registration deadline for the Cabinet meeting on Monday, 29 April moved to 2pm, Thursday, 18 April 2019
- Cabinet will meet on Tuesday, 23 April 2019
- There will be no strategic Cabinet meeting on Thursday, 25 April and this has not been rescheduled
- Executive Council will meet on Friday, 26 April 2019.

Upcoming Cabinet committee meeting dates

- 7 March 2019 – Social Affairs Cabinet Committee
- 12 March 2019 - Budget Cabinet Committee
- 14 March 2019 – Economic & Infrastructure Cabinet Committee
- 14 March 2019 - Justice & Legal Reform Cabinet Committee
- 15 April 2019 - Emergency Management Committee

Cabinet Committee dates are now located on the [Cabinet Committee page](#) on our website.

Terms of reference – BCC

The terms of reference for the Budget Cabinet Committee have been updated.

Check it out on our [website](#)!

Seeking to make regulations?

A friendly reminder that as of 1 February 2019 all reports addressed to the Legislative Review Committee with respect to regulations are required to have the following information:

- contact name
- position and department/agency
- contact number
- email address

Confused by classification?

Did you know we are required to appropriately classify and label all Cabinet documents?

What classification and label is appropriate for your Cabinet document?

At a minimum, all Cabinet documents should be classified as Sensitive:SA Cabinet.

Documents only require a "Protected" classification under certain circumstances.

Find out more by referring to the [Information Classification Guidelines](#).

Quiz time! Get on board!

How well do you know government board and committee requirements and processes? Read the scenarios below and see if you can pick out the errors and issues!

Scenario 1

A submission has been prepared to appoint Bob to the Wine and Cheese Tasting Board as a member for a term commencing on 1 February 2019 until 31 January 2021, and Betty as deputy member to Bob for a term commencing on 1 February 2019 until 30 June 2021.

Scenario 2

The submission prepared asks Cabinet to recommend to His Excellency the Governor in Executive Council that he appoint 'Bob Green' to the Wine and Cheese Tasting Board. Bob's full name, as outlined in his CV, is Robert Leon Green.

Scenario 3

Bob and Betty have been appointed to the Wine and Cheese Tasting Board however Bob now wishes to resign before the end of his term. He writes a letter to the Chair of the board advising of his resignation.

Scenario 4

Bob is no longer a member of the Wine and Cheese Tasting Board as he has resigned. Betty, who was appointed as Bob's deputy member intends to go to the next board meeting.

Scenario 5

A submission has been prepared to recommend that His Excellency the Governor in Executive Council appoint Basil to the Wine and Cheese Tasting Board commencing from 4 March 2019. The Cabinet meeting is on Monday, 4 March 2019 and the Executive Council meeting is on Thursday, 7 March 2019.

Did you find the issues?

Issue 1

Deputy member appointments should align with the terms of the member to which they are appointed.

In this instance Betty's appointment is likely to expire at the end of Bob's term (31 January 2021) despite the end date of her appointment exceeding that of Bob's (30 June 2021). Always refer to the legislation relevant to the board for information regarding deputy member appointments.

Issue 2

The full name of proposed appointees must be used.

The CV will often include the full name of an appointee. Always check the CV to ensure the name on the submission is written in full (and spelt correctly!)

Issue 3

The relevant legislation will outline how the office of an appointed member becomes vacant (e.g. resignation).

In this scenario, Bob (or the Executive Officer of the Board on his behalf) should check the relevant legislation as it is likely to say, "the office of an appointed member of the Board becomes vacant if the member resigns by written notice to the Minister". If so, his letter should be addressed and sent to the relevant Minister.

Issue 4

Deputy member appointments generally will end if the office of the member for whom they deputise becomes vacant. Always refer to the relevant legislation.

In this instance, Betty's appointment is likely to have ended on the day Bob's resignation become effective. If so, Betty is no longer a deputy member on the board and will be unable to attend a board meeting in that capacity (eg. she could not vote on any matter or get paid.)

Issue 5

The Governor cannot make retrospective appointments.

In this scenario, the commencement date must be amended to a date on or after the relevant Executive Council meeting (7 March 2019).

Did you receive this email from a colleague?

Why not [sign-up](#) yourself and receive it straight to your inbox?

For more information:
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