OFFICIAL: Sensitive//SA CABINET

**SUBMISSION FOR CABINET**

**Overseas Travel by [Name of Minister] and Appointment of Acting Minister**

**Recommendations**

This template is to be used to appoint an Acting Minister for the period of time of which another Minister is travelling overseas for work purposes.

Much of the information required in the submission document should have been included in the minute to the Premier seeking approval for overseas travel, and therefore this can be summarised in the submission document rather than repeated.

The first recommendation should ask Cabinet to approve the travel as approved by the Premier.

The second recommendation should ask Cabinet to note who will be accompanying the Minister on the trip.

The third recommendation should ask Cabinet to recommend that the Governor appoint an Acting Minister (or Acting Ministers).

EXAMPLE

1. Approve overseas travel to [location] by the Honourable [full name of Minister, MLC or MP], Minister for [portfolio name], as approved by the Premier on [date Premier approved travel], from [insert dates] to [insert dates].
2. Note that the Honourable [full name of Minister] will be accompanied on the trip by:
* Name, Position Title, Agency/Department
* Name, Position Title, Agency/Department
1. Recommends that Her Excellency the Governor in Executive Council appoint the Honourable [full name of Minister, MP or MLC], Minister for [portfolio], to be also Acting Minister for [portfolio], for the period from [date] to [date] inclusive, during the absence of the Honourable [full name of Minister, MP or MLC].

**I declare that I have no actual or potential conflict of interest in relation to the proposals contained in this submission.**

**[or]**

**I declare the interests set out in Appendix X in relation to this submission.**

Minister

**PORTFOLIO**

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**Discussion**

Reason for travel

1. Set out the reasons for travel: what will the Minister be doing while travelling, and why is this important? This can be summarised briefly as this information should be contained in the minute to the Premier seeking approval for travel.

Dates of travel

1. What dates will the Minister be travelling? Summarise them here and attach a draft itinerary.

Travelling party

1. Who will accompany the Minister, and why? Please detail the number of travellers (both departmental officials and ministerial advisers) and why it is necessary for all of them to attend.

Acting arrangements

1. Outline which Minister/s will be acting in the Minister’s portfolio/s.

**Budget**

Choice of airfare and provider

1. Confirm that:
	* The lowest logical fare has been or will be selected (see guideline)
	* The Minister will fly business class (unless offered an upgrade at no cost)
	* All other travellers will fly economy class (unless offered an upgrade at no cost or a specific approval to upgrade is granted by the Premier’s Chief of Staff)
	* Where possible, preference will be given to airlines flying direct to and from Adelaide

Cost of travel

1. Provide details of the total cost of the trip and state the source of the funding (for example, from the Minister’s budget, from the agency’s budget or a combination of both.)

**Publicity**

1. State that the appointment will be published in the Government Gazette on the day on which it is made by the Governor in Executive Council.

Contact officer: A person who can quickly and authoritatively answer detailed questions about the Cabinet submission (usually the author)

Telephone number: Provide full office or mobile number

**Attachments**

* Minute approved by the Premier
* Draft itinerary