

EA-CH01 CHECKLIST FOR GOVERNMENT BUSINESS ENTERPRISES (GBEs)

CEO Appointment

Business:		Expiry date:	
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This checklist is applicable for GBEs that don't employ under the *State Service Act 2000*.

Action	Indicative timing
I. Starting the process	6-9 months prior to expiry
Board decide whether to recommend reappointment of incumbent or appoint through a selection process.	Selection Process <input type="checkbox"/> Reappointment <input type="checkbox"/> N/A <input type="checkbox"/> (incumbent resigned/retired) NOTE: for reappointments, all steps must still be followed, excluding Step 5.
Board decided on the proposed remuneration package? Package within approved remuneration band range for the business?	Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> ↓ Will need to request exception under Step 3
Board wishes for the CEO to be a member of the Board?	Yes <input type="checkbox"/> No <input type="checkbox"/> ↓ Refer to the <i>Guidelines for Tasmanian Government Businesses - Appointing the CEO as a member of the Board</i>
2. Preparation of Instrument of Appointment and Contract of Employment	4-6 months prior to expiry
Draft Instrument of Appointment and Contract of Appointment prepared by the business (templates for these documents are available from Treasury on request)?	Yes <input type="checkbox"/>
Proposed termination provisions consistent with the standard terms in the template?	Yes <input type="checkbox"/> No <input type="checkbox"/> ↓ Will need to request exception under Step 3
3. Request Exception to the Guidelines	4-6 months prior to expiry
Business case for an exception to the <i>Guidelines for Tasmanian Government Businesses - Director and Executive Remuneration</i> submitted to the Treasurer and copy provided to Treasury (template available on Treasury website)?	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

This checklist should be used in conjunction with the *Guidelines for Government Businesses - Director and Executive Remuneration* available on the [Treasury website](#).

Approval from the Treasurer for requested exception to the Guidelines for the remuneration package and/or termination provisions?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <div style="text-align: center;">↓</div> Position should not be advertised until the remuneration package has been endorsed.
4. Consideration of Instrument of Appointment and Contract of Appointment and by Crown Law	4-6 months prior to expiry
Draft Instrument of Appointment and Contract of Employment submitted to Treasury?	Yes <input type="checkbox"/> Date: _____
Crown Law feedback on Instrument of Appointment and Contract of Employment provided and incorporated?	Yes <input type="checkbox"/>
5. Recruitment process	5-6 months prior to expiry
Recruitment process conducted by business? If required, the recruitment process can be conducted in parallel with the review of the contract by Crown Law, if this is considered necessary the business should discuss with Treasury.	Yes <input type="checkbox"/> N/A <input type="checkbox"/> (reappointment)
6. Consideration by Government	6-8 weeks prior to expiry
Recommendation made by Board to Portfolio Minister regarding the preferred candidate?	Yes <input type="checkbox"/>
Recommendation to the Premier from the Portfolio Minister on the preferred candidate (documentation to be prepared by Portfolio Department)?	Yes <input type="checkbox"/>
Proposed appointment noted by Cabinet (the Portfolio Department will coordinate this process)?	Yes <input type="checkbox"/> Date: _____
7. Execution of Instrument	3-4 weeks prior to expiry
Instrument of Appointment executed by the Premier?	Yes <input type="checkbox"/> Date: _____
8. Finalisation	
Appointment announced at the discretion of the Portfolio Minister/business.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Copy of final signed Instrument of Appointment and Contract of Employment provided to Treasury?	Yes <input type="checkbox"/>

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