
CABINET HANDBOOK EXAMPLES

GOVERNMENT OF TASMANIA
DEPARTMENT OF PREMIER AND CABINET
CABINET OFFICE

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Example I – Cabinet Minute

Titles to be in hidden text

Minister	INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)
Minute Title	ENTER TITLE IN UPPER CASE AND BOLD. Title should be brief and specific. This will be used as the keyword identified for the life of the submission.
Purpose	State briefly the purpose of the Minute and the issues it seeks to resolve. This should replicate paragraph 1.1 of the Minute.
Date Signed	Date on which Minute was signed by the responsible Minister(s).
Relation to Existing Policy	Related Cabinet Decisions of the present Government must be cited by Decision number, Minute number and date. Do not quote consideration by previous Cabinets.
Likely Criticism	Indicate any expected criticism from the general public or from any interest group.
Priority and Timing	Indicate the reasons for any urgency and whether or not there are timing constraints. Where possible, indicate a timeframe for implementation or completion of the decision; or specific dates on which progress reports will be made to Cabinet.
Prior Consultation	Outline the scope of consultation undertaken during preparation of the submission.
Financial Impact	State briefly the financial implications (if any) and the amounts involved.
Outcome of Legislative Review	Outline the results of Legislation Review program (LRP) assessment
Announcement of Decision	Strategy and timing for announcement of the recommended action.
Action required before Announcement	Outline implementation necessary before public announcement.

Purpose

- 1.1 Clearly and concisely state the aim of the proposal.
 - What does the Minute do?
 - Why are you sending the Minute to Cabinet?
- 1.2 Identify any timing constraints relating to the recommendations

Recommendations

I RECOMMEND (WE RECOMMEND – if Minute to be signed by more than one Minister) that Cabinet:

- 2.1 Bear in mind that the wording of this recommendation will be used as the basis for the Cabinet decision – most important part of the Minute.
 - (i) precisely explain what it is that you want Cabinet's approval for;
 - (ii) confine it to the action proposed if approved; and
 - (iii) do not include argument or evidence or commentary.
- 2.2 Recommendations must stand alone – do not refer to proposals “as outlined in the body of the Minute”
 - (iv) provide the full title, date and relevant page reference if referring to information from reports or publications; and
 - (v) if extensive detail is required it may be included as an attachment to the decision. An attachment to the decision must be identified as a specific attachment to the Minute.
- 2.3 Cover all matters for which approval is required:
 - (vi) financial impact – what impact, where funds will come from;
 - (vii) who will be responsible for actioning the decision, especially if more than one Minister or agency is involved;
 - (viii) where the recommendations relate to a time-frame, the timeframe must be included in the recommendations. Cabinet must also be asked to agree to the timeframe for implementation or completion of the decision; or the specific dates on which progress reports will be made to Cabinet;
 - (ix) where the recommendations span more than one portfolio, it should be stated clearly which Minister is responsible; and
 - (x) details of any proposed announcement (if announcement is proposed a recommendation should be included to authorise a statement.)

- 2.4 A decision which involves recommending legislation be drafted must include the following recommendation:
- “ that the final Bill or a report on the progress on drafting be submitted to Cabinet by (insert date - six months hence).”
- 2.5 A decision which involves requests for funding must include the following recommendation:
- “ that the request for additional funds be referred for consideration by the Budget Committee.”

A PAGE BREAK MUST BE INSERTED AFTER THE FINAL RECOMMENDATION.

Background

- 3.1 Provide a summary of events leading up to the proposal being presented to Cabinet – include the relevant policy commitments made by government.
- 3.2 Provide decision numbers and dates if the Cabinet of this Government has previously considered this or similar matters.

Issues and Supporting Information

- 4.1 This section should identify, examine and analyse the issues for consideration and determination.
- 4.2 The information should be presented in a logical, concise way containing sufficient information for Ministers to focus on key issues they are to determine.
- 4.3 The list of impact statements can be used as a checklist to ensure that all basic issues have been covered. The policy analysis undertaken in this section should be summarised in the annexe statements.
- 4.4 Prior consultation with core agencies on draft minutes may provide constructive criticism – DPAC and DTF provide feedback on draft submissions.

Options

- 5.1 Identify the principal options and clearly identify which is preferred. key options should be stated and the preferred option clearly identified.
- 5.2 'status quo' or 'do nothing' should always be an option.
- 5.3 Briefly explain the alternatives and why a particular option is preferred.
- 5.4 What are the implications of each option? Is there a compromise?
- 5.5 "Do Option 1 or do nothing" is not adequate explanation of the options.

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister

Annexe Statements

Annexe Statements may be text under the relevant heading (if brief) or included as an attachment if the information is lengthy. Some Statements, may also require completion of a specific proforma which should be included at 6.8 Other Attachments Information on the completion of these proformas is included at 6.1 for the Financial Impact Statement, 6.4 Legislative and Regulatory Impact Statement and 6.6 Communications Strategy.

6.1 Financial Impact Statement

- 6.1.1 Discussions should be held with the Department of Treasury and Finance concerning any financial implications. Outline the outcome of such discussions.
- 6.1.2 Cabinet will not consider requests for additional funds less than 0.5% of agency discretionary funding.
- 6.1.3 Note the impact on your own and other agencies – the concurrence or otherwise with the proposal by other agencies should be noted.
- 6.1.4 If there is any financial impact, complete the Financial Impact Proforma (shown as Attachment I of this example) and include as an attachment to the Minute. Provide information for this financial year and three following years.
- 6.1.5 If there is no financial impact say so – “This proposal has no financial impact on this or any other agency”.

6.2 Economic and Employment Impact Statement

- 6.2.1 Note any implications for Tasmanian business and labour market implications for both public and private sectors. Include information on jobs created or lost, regional or local impact.
- 6.2.2 Describe how the proposal will lead to job creation and economic growth in Tasmania, including regional and local impacts. For example, how will the proposal:
 - provide support and greater certainty for business and investment in the State, (eg, by making it cheaper and easier to business, or improve access to economic opportunities);
 - stimulate and support a modern economy and build on our competitive strengths (eg, in the fields of agriculture and aquaculture, tourism, energy, and mining and forestry); and/or
 - support Tasmanians to equip themselves with the skills they need to fully participate in the Tasmanian economy, and ensure Tasmanian businesses have access to an appropriately skilled workforce.

- 6.2.2 There is no set format for an Economic and Employment Impact Statement.
- 6.2.3 A short statement can be made at 6.2 of the Cabinet Minute. If there is a large amount of information or attachments required these should be provided under 6.8 – Other Attachments.

6.3 Social/Community Impact Statement

- 6.3.1 Outline the particular groups such as small communities, families, single parents, and/or impact on access to government services, access to recreational or cultural activities. Environmental impacts should be noted in this Annexe.
- 6.2.2 There is no set format for a Social/Community Impact Statement.

- 6.2.3 A short statement can be made at 6.3 of the Cabinet Minute. If there is a large amount of information or attachments required these should be provided under Annexe 6.8.

6.4 Legislative and Regulatory Impact Statement

- 6.4.1 Does the submission comply with the legislation review process? If so, include the certificates as an attachment. If certificates are not available, explain why.
- 6.4.2 A Legislative Drafting Checklist must be included as an attachment (under Annexe 6.8) in all Minutes seeking approval for the drafting of legislation. A proforma and user's guide is shown as Attachment 2 to this example, and are available electronically from the Cabinet Office website.
- 6.4.3 If no impact – clearly say so “This proposal has no Legislative or Regulatory impact on this or any other agency”

6.5 Intergovernmental Relations Impact Statement

- 6.5.1 Describe how the proposal impacts on local government, Commonwealth or other State governments, and outline what negotiations have been undertaken or are proposed.
- 6.5.2 There is no set format for an Intergovernmental Relations Statement.
- 6.5.3 A short statement can be made at 6.5 of the Cabinet Minute. If there is a large amount of information or attachments are required these should be included under 6.8 – Other Attachments.

6.6 Community Consultation and Communications Strategy

- 6.6.1 Community consultation and community engagement should be undertaken in accordance with the Tasmanian Government Framework for Community Engagement.
- 6.6.2 Assess whether a communications strategy is required. . If in doubt about whether a communications strategy is required, consult with your agency's Communications Manager.

- 6.6.3 If a Communications Strategy is not proposed, include a short statement to this effect at 6.6 of the Cabinet Minute.
- 6.6.4 If a Communications Strategy is required, it will be necessary to include a brief description at 6.6 and the completed Communications Strategy Template at 6.8 – Other Attachments.
- 6.6.5 At 6.6 include a brief description of how you will tell the Tasmanian community about the proposal, identify any proposed community consultation and provide an outline of how and when this will be undertaken.
- 6.6.6 The Communications Strategy Template and the Communications Strategy User Guide are shown at Attachment 4 of this Cabinet Minute. The completed Template should be referenced in 6.6 of the Cabinet Minute. (The Guide should never be included in a Cabinet Minute).

6.7 Prior Consultation Statement

- 6.7.1 List the agencies and other bodies consulted and summarise the outcome of consultations, ie whether there is general support or if there are still issues to be resolved. If there are unresolved issues include a statement about how the issues will be progressed.
- 6.7.2 There is no set format for a Prior Consultation Statement.
- 6.7.3 A short statement can be made as Annexe 6.7 of the Cabinet Minute. If there is a large amount of information or attachments required these should be provided under Annexe 6.8.

6.8 Other Attachments

- 6.8.1 List the attachments by their full title in the order in which they are mentioned throughout the submission.
- 6.8.2 If an attachment to the Decision is required it must be included as a separate, stand-alone attachment to the Minute.
- 6.8.3 The Attachments to this Minute are:
 - 1. Financial Impact Statement
 - 2. Legislation Drafting Checklist
 - 3. Communications Strategy Users Guide

FINANCIAL IMPACT STATEMENT

IMPACT ON (AGENCY) _____

A. Consolidated Fund

	This Year \$,000 200 /200	Year 1 \$,000 200 /200	Year 2 \$,000 200 /200	Year 3 \$,000 200 /200
<u>Additional Expenditure</u>				
Program:				
Salaries				
Recurrent Non-Salary				
Building Construction Program				
Other Capital				
(1)				
<u>Reduced Expenditure</u>				
Program:				
Salaries				
Recurrent Non-Salary				
Building Construction Program				
Other Capital				
(2)				
Net Expenditure Effect (1)-(2)=(3)				
<u>Additional Receipts</u>				
Item: (4)				
<u>Reduced Receipts</u>				
Item: (5)				
Net Revenue Effect (4)-(5)=(6)				
AGGREGATE COST (BENEFIT) (3)-(6)				

Explanations

B. SPECIAL DEPOSITS AND TRUST FUND OR
STATUTORY AUTHORITY FUNDS

Details:

2. IMPACT ON OTHER AGENCIES

Details:

LEGISLATION DRAFTING CHECKLIST

Agency:

Name of proposed Bill:

Reason for Bill	<ul style="list-style-type: none"> • Election Commitment/Government policy • Existing Cabinet endorsed policy commitment • Ministerial commitment • Meet national or other external agreement/obligation • Stakeholder pressure • Inconsistencies/anomalies in existing legislation • Formal review date/sunset clause • Problem identified with operation of the Act
Deadlines	<p>Is there a deadline (if yes, provide the dates) for:</p> <ul style="list-style-type: none"> • Completion of drafting task; • Stakeholder consultation; and • Introduction to parliament.
Priority	<p>Are there any considerations that require this bill to be assigned an urgent priority for the Government</p>
Drafting task	<p>Outline the drafting task in terms of its complexity and whether the Bill will take a long time to prepare, considering</p> <ul style="list-style-type: none"> • Is the draft a complete new Bill • If amending an existing Bill, are the amendments substantial or limited to one or a few parts • Has model legislation been developed elsewhere • What is the extent of consequential and transitional arrangements • What is the complexity of issues being dealt with • Extent and anticipated diversity of stakeholder input • Likelihood of innovative drafting required • Has clearance been received from the Regulatory Review Unit in the Department of Treasury and Finance
Major obstacles	<p>What are the obstacles or issues that could delay finalising the draft Bill?</p> <p>Are there likely to be significant differing views in the community that need be resolved before drafting can be completed?</p> <p>Have policy development issues been fully resolved prior to the commencement of drafting?</p>

Resources	Who will be responsible for providing drafting instructions? Outline the size and composition of team involved in the development of instructions/consultations/policy development tasks.
OPC Involvement to date	Have initial discussions been held with OPC regarding the drafting task? What were the outcomes of those discussions in terms of OPC's capacity to draft?



CABINET COMMUNICATIONS AND COMMUNITY CONSULTATION STRATEGY

Please delete these instructions once your plan is complete.

A communications and community consultation strategy is one of a number of annexe statements that can form part of a Cabinet submission. If you require information beyond these instructions, read the complete [Tasmanian Government Cabinet Handbook](#) or the section specific to the [communications and community consultation strategy](#) or contact your agency's Communications Manager (or delegate/equivalent).

Purpose

The purpose of a Cabinet communications and community consultation strategy is to inform Ministers and Cabinet of the way in which agencies intend to communicate decisions to target audiences, including the Tasmanian people. It also demonstrates that communication issues have been properly considered during the drafting and development of the Cabinet submission.

Not all Cabinet Submissions and Minutes will require a communications strategy; some discretion is required. For example, most position appointments will not require a plan.

It may not be possible to provide a complete strategy template prior to Cabinet making a decision. The strategy should reflect the agency's intentions at the time of Cabinet consideration, and be completed on the assumption that Cabinet accepts the recommended option in the submission. However, it is understood that communications plans are subject to change.

Decisions on the need for and format/content of communications strategies must be made in consultation with your agency's [Communications Manager](#) (or delegate/equivalent).

Using this template

This is a basic communications strategy template and can be altered as required. If a Cabinet submission requires a more complex or detailed communications or consultation strategy, this is acceptable. Alternative templates are available on the [Communications website](#).

Sections written in red are intended to help you complete this template. You should delete them when they're not required. Sections of the template that are not relevant or required can also be removed. For example, the template allows for the attachment of a draft media release and frequently answered questions. It may not be appropriate or possible to include one or both of these resources if the Cabinet submission provides a number of vastly different options for consideration.

Approval

The communications strategy must be approved by your agency's [Communications Manager](#) (or delegate/equivalent) through the agency's normal approval processes. It must then be attached to the signed Cabinet Decision communicated to the responsible Heads of Agency.



<Project title>

COMMUNICATIONS AND COMMUNITY CONSULTATION STRATEGY

Background and scope

Set the context for the communications strategy – do not just refer to the Cabinet submission. Briefly outline any communications activity undertaken or media coverage generated by the issue to date.

Objectives of this communications plan

What are the communications activities in this plan designed to achieve? eg inform Tasmanians of the requirement to carry a drivers licence. What criteria will be used to measure the success of this plan? Note that communications objectives are not the same as the project objectives.

Primary audiences/stakeholders

Who do you most need to communicate with? eg Tasmanian motorists. Consider internal audiences as well (eg other Government agencies, your own agency staff)

Secondary audiences/stakeholders

Who else needs to receive your messages/information? eg Tasmania police, driving tutors

Key message

What is the main message you want to communicate to the target audience(s)? eg Drivers must carry a drivers licence from 1 January or face a \$50 fine. Ensure your messages are consistent with your agency/whole-of-government strategic messaging.

Supporting messages

What supporting messages or information do you need to communicate?

Spokesperson/spokespeople

Who is likely to deliver the key messages eg in whose name will media releases be issued, who will do media interviews, sign letters etc?

Identify factors that could derail your project eg adverse media coverage labelling the campaign a revenue raising exercise

Likely critics	Criticism/concerns	Mitigating action
<i>Which stakeholders might be critical?</i>	<i>Explain their likely criticisms eg road safety experts claiming resources should be directed to driver training; Opposition parties claiming the campaign is a revenue raising exercise</i>	<i>Explain what you will do to try to prevent or deal with their criticism (make sure these actions are included in the 'communications activities' table below)</i>
Likely supporters	Reasons	Action to inform supporters (past and future)
<i>Which stakeholders might be supportive?</i>	<i>Explain their reasons for support</i>	<i>What have/will you do to inform your stakeholders? (make sure these actions are included in the 'communications activities' table below)</i>

Communications activities	Timing	Budget
<i>Delete activities below that are not relevant and add other relevant activities</i>	<i>Provide target dates where known</i>	<i>Provide indicative costs where possible</i>
Media release		
Media/public event		
Public/stakeholder briefings or meetings		
Press advertising (eg public notice)		
Radio advertising		
TV advertising		
Direct mail		
Publication: Report/pamphlet/brochure		
Webpages/website		
Social media		
Total budget		\$

Evaluation: how the success of this communication plan will be measured

To decide on evaluation methods, look at your communications objectives and success criteria and

consider how you can measure whether they have been achieved throughout the implementation of your plan. Short-term plans will normally rely on in-house evaluation or may draw on ongoing external evaluation services, such as media monitoring. Longer-term plans might use formal surveying or generate a report on consultation outcomes.

Additional information or comments

Contact details

Author's name

Position title

Department

Approval from agency Communications Manager (must be obtained)

Name

Title

Date

Example 2 – Information Briefing

Titles to be in hidden text

Minister	INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)
Briefing Title	ENTER TITLE IN UPPERCASE BOLD. TITLE SHOULD BE BRIEF AND SPECIFIC
Purpose	Briefly state the purpose of the briefing and the issues it provides information about
Date Signed	Date on which Briefing was signed by the responsible Minister.
Relation to Existing Policy	Provide reference to specific policy commitments. Relevant Cabinet Decisions of the present Government should be cited by Decision number and date. Do not refer to Cabinet Decisions of previous governments.
Likely Criticism	Indicate any criticism expected from the general public or interest groups.
Priority and Timing	Indicate briefly the reasons for any urgency and any timing constraints that may apply.
Prior Consultation	Outline the scope of consultation undertaken in arriving at the current position.
Financial Impact	State briefly the financial implications for your and any other agency (if any) and the amounts involved.
Announcement of Decision	Provide an outline of the proposed communication strategy and timing of announcements concerning this matter.
Action required before Announcement	Outline any action required before the public announcement is made.

PURPOSE

- 1.1 Clearly and concisely state the information that Ministers need to be aware of.

INFORMATION

2.1 Background

2.1.1

2.1.2

2.2 Current Position

2.2.1

2.2.2

2.3 Issues

2.3.1

2.3.2

(These headings/sections may be amended depending on the nature of the information being presented)

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister

LIST OF ATTACHMENTS

- 1 Provide a numbered list of any documents which will be included with the Briefing. Ensure that all attachments are labelled with the number shown in this list.
- 2 If attachments total less than four pages, include one clear copy with the signed Briefing when forwarding to the Cabinet Office. When attachments are longer than four pages, 17 copies must be provided to Cabinet Office.

Example 3 – Board Appointment Briefing

Titles to be in hidden text

Minister	INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)
Briefing Title	ENTER DEPARTMENT AND TITLE OF POSITION TO BE FILLED (CAPITALS)
Purpose	Advises Cabinet of proposed Board/Committee appointment
Date Signed	Date on which Briefing was signed by the responsible Minister.
Relation to Existing Policy	Existing policy requires that Cabinet be advised of Board/Committee appointments prior to an offer being made.
Likely Criticism	Indicate any expected public or interest group criticism of the appointment
Priority and Timing	Indicate briefly the reasons for any urgency and any timing constraints that may apply.
Prior Consultation	Outline what consultation, if any, took place prior to the position being advertised. State the names of the agencies and organisations, which were consulted regarding the proposed appointment
Financial Impact	State briefly the financial implications for your and any other agency (if any) and the amounts involved.
Announcement of Decision	Proposed strategy and timing for announcement of the appointment
Action required before Announcement	Outline any action required before announcement of the appointment (eg appointment by the Executive Council)

PROPOSED APPOINTMENT TO BOARD OR COMMITTEE

Position	State whether the position is full time or part-time and the name of the Board/Committee to which the appointment is being proposed. Also state whether it is a new position, a fresh term or filling a mid-term vacancy. If filling a mid-term vacancy, state the name of the previous incumbent.
Period of Appointment	State the period of the appointment (both dates inclusive) For example - from 1 January 2012 until 31 December 2015 (both dates inclusive) or “ for a term of three years commencing from 1 January 2012” or “ from the date of Executive Council approval until
Nominees	Full name(s) of Nominee(s) and date(s) of birth – check curriculum vitae for spelling rather than relying on other documentation
Qualifications and Experience	Either attach a short curriculum vitae or give a concise statement of each nominee’s experience and qualifications. Where there are a number of appointments to be made, this may form an attachment.
Outline of Selection Process	Describe how applicants were attracted and selected.
Significant Reasons for Selecting the Nominee(s)	For example, describe the comparative strength of skills and experience of the nominees.
Probity Checks	The Minister is required to assure Cabinet that the nominees have no business or personal interest, real or perceived, which might conflict with the interests of the Board or Committee to which appointment is proposed. Outline how the nominees have given such an assurance, eg “all nominees have declared in writing that they have no interests other than any required as a prerequisite for the office, which might appear to raise a material potential conflict with their public duty as a member of the Board.”
Remuneration and Conditions	Give details of proposed remuneration and conditions. A sizing statement from the Department of Premier and Cabinet should be attached to the Cabinet Briefing (see paragraph 4.3.4 of Handbook)
Urgency	Indicate any critical or significant dates, which may affect Cabinet consideration of the appointment.
Consultation	State the names of agencies and organisations which have been consulted regarding the proposed appointment. Cabinet should be assured that any requirement for consultation with particular bodies has been fulfilled, especially any consultation specified by the relevant Act.

Publicity	Provide a summary of any proposed publicity of the appointment(s) and the likely timing.
Governor-in Council Approval	<p>If the appointment requires Executive Council approval, a copy of the Instrument of Appointment may be attached.</p> <p>Copies of other Executive Council documents are not required - a note to confirm that preparation is in train is sufficient.</p> <p>(NOTE – queries concerning preparation of Executive Council documents should be directed to the Secretary/Clerk, Executive Council).</p>
Support/Criticism Expected	State the source, extent and nature of any expected support or criticism of the proposed appointment
Number of male and female members	<p>Current membership [insert number].women [insert number].men</p> <p>Proposed membership [insert number].women [insert number].men</p> <p>A Tasmanian Women's Register Appointment Certification Form must be included with the Briefing if the proposed membership does not meet the Government's target of equal gender representation. (Refer to Cabinet Handbook Section 2.4.7). Appointments to commercial bodies are exempt.</p>
Have women been considered for this appointment	<p>Yes/No</p> <p>If the proposed appointments do not meet the Government's target of equal gender representation, outline the efforts made to secure the nomination of women for this position.</p>
Was the Tasmanian Women's Register consulted about this appointment?	<p>Yes/No</p> <p>If answer is "No", state why not</p>
Nomination	<p>The nomination should set out in full the name of the nominee, the name of the position, the period of appointment, the remuneration and conditions as follows:</p> <p>I [Ministers name] nominate [Name of appointee(s)] for appointment to the position of [Chairperson, Member etc] from [(starting date] to [end date], inclusive.</p> <p>or can say "...for a term of [number] years"</p> <p>The remuneration and conditions are [eg \$ per annum] as determined by Cabinet.</p> <p>I am satisfied that the nominee has no interests, other than any required as a prerequisite for the office, which might appear to raise a material potential conflict with the nominee's public duty.</p>

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister

LIST OF ATTACHMENTS

- 1 Provide a numbered list of any documents which will be included with the Briefing. Ensure that all attachments are labelled with the number shown in this list.
- 2 If attachments total less than four pages, include one clear copy with the signed Briefing when forwarding to the Cabinet Office. When attachments are longer than four pages, 17 copies must be provided to Cabinet Office.
- 3 For Board appointments, ensure that a sizing statement, and short CVs when required, are attached.
- 4 For non commercial Board appointments, a Tasmanian Women's Register Appointment Certification Form must be included with the Briefing if the proposed membership does not meet the Government's target of equal gender representation.

Example 4 – Senior Appointment Briefing

Titles to be in hidden text

Minister INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)

Briefing Title **ENTER DEPARTMENT AND TITLE OF POSITION TO BE FILLED (CAPITALS)**

Purpose Advises Cabinet of proposed Senior Executive appointment

Date Signed Date on which Briefing was signed by the responsible Minister

Relation to Existing Policy Government policy requires that Cabinet be advised of proposed Senior Executive appointments prior to an announcement being made

Likely Criticism Indicate any expected public or interest group criticism of the appointment

Priority and Timing Indicate briefly the urgency of a decision and any timing constraints that may apply

Prior Consultation Provide a brief outline of any consultation undertaken as part of the recruitment process

Financial Impact State briefly the financial implications (if any) associated with the appointment, indicating the amounts involved

Announcement of Decision Proposed strategy and timing for announcement of the appointment

Action required before Announcement Outline any action required before announcement of the appointment (eg appointment by the Executive Council)

PROPOSED GOVERNMENT APPOINTMENT

[POSITION TITLE]

Position	Relevant background to position, and selection process For example The position of [position title] is an established position in the [name of Department]. Advertisements for the position were placed in AA newspapers. XX applicants were received. A panel consisting of [names/job titles of panel members] shortlisted XX applicants and interviewed XX.
Outline of Selection Process	Describe how applicants were attracted and selected, including membership of the selection panel.
Significant Reasons for Selecting the Nominee(s)	For example, describe the comparative strength of skills and experience of the nominees.
Period of Appointment	State the period of the appointment [usually “for a term of X years”]
Remuneration and Conditions	Give details of proposed remuneration and any special conditions.
Urgency	Indicate any critical or significant dates, which may affect Cabinet consideration of the appointment.
Consultation	Cabinet should be assured that any requirement for consultation with particular bodies has been fulfilled, especially any consultation specified by the relevant Act.
Publicity	Provide a summary of any proposed publicity of the appointment(s) and the likely timing.
Governor-in-Council Approval	If the appointment requires Executive Council approval, a copy of the Instrument of Appointment may be attached. Copies of other Executive Council documents are not required - a note to confirm that preparation is in train is sufficient. (NOTE – queries concerning preparation of Executive Council documents should be directed to the Secretary/Clerk, Executive Council).

[Signature]
Minister's Name
Minister's Portfolio

[Date]
Date signed by Minister

ATTACHMENTS

1. A brief curriculum vitae of appointee only (less than 4 pages) is to be attached to the briefing.
2. If attachments total less than four pages, include one clear copy with the signed Briefing when forwarding to the Cabinet Office. When attachments are longer than four pages, 17 copies must be provided to Cabinet Office.

Example 5 – Government Business Enterprise and State-owned Company

Titles to be in hidden text

Minister	INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)
Briefing Title	PROPOSED APPOINTMENT / REAPPOINTMENT OF THE CHIEF EXECUTIVE OFFICER OF [BUSINESS]
Purpose	To advise Cabinet of the proposed appointment / reappointment of [Nominee] as Chief Executive Officer of [Business] for a period of [term]
Date Signed	Date on which Briefing was signed by the responsible Minister
Relation to Existing Policy	Existing policy requires Cabinet to note the appointment or reappointment Chief Executive Officers of all Government businesses prior to any public announcement
Likely Criticism	Indicate any expected public or interest group criticism of the appointment
Priority and Timing	The term of appointment for [name of incumbent] expires on [date]. Indicate any other critical or significant dates which may affect Cabinet consideration of the appointment.
Prior Consultation	Indicate if the Government Business Executive Remuneration Advisory Panel has considered the draft Instrument of Appointment / Employment Contract. State the names of any other agencies and organisations which have been consulted regarding the proposed appointment.
Financial Impact	Remuneration is payable by [Business].
Announcement of Decision	At the discretion of the Portfolio Minister
Action required before Announcement	

Example 5 – Government Business Enterprise and State-owned Company

PROPOSED CHIEF EXECUTIVE OFFICER APPOINTMENT

Position	Chief Executive Officer, [Business]
Period of Appointment	State the period of the appointment (both dates inclusive). Include any options to extend.
Nominee	Name of Nominee
Selection Process Used	Include a brief outline of the selection process used to select candidates, along with the significant reasons the Nominee was selected. If reappointment, reasons why the reappointment of the incumbent CEO is appropriate (ie performance assessment by the Board etc).
Qualifications and Experience	Give a concise statement of the Nominee's experience and qualifications. The Nominee's CV is to be provided as an attachment.
Remuneration and Conditions	Give details of proposed remuneration and conditions. Remuneration details are to be provided as an attachment.
Appointed by	CEO of a Government Business Enterprise is appointed by the Premier. CEO of a State-owned Company is appointed by the Board.
Is the remuneration package within the approved CEO Total Remuneration	Yes/No If "No", provide details of approved exception from the requirements of the Guidelines for Tasmanian Government Businesses - Director and Executive Remuneration
Has the Government Business Executive Remuneration Advisory Panel reviewed the draft Instrument / Contract	Yes/No If answer is "No" state why not
Urgency	Indicate any critical or significant dates which may affect Cabinet consideration of the appointment
Consultation	State the names of the agencies and organisations which have been consulted regarding the proposed appointment. For example, the CEO of a GBE is appointed by the Premier based upon a recommendation from the Portfolio Minister following nomination by the Board.
Publicity	Provide details of any proposed publicity of the appointment and the likely timing
Support/Criticism Expected	State the source, extent and nature of any expected support or criticism of the proposed appointment

Example 5 – Government Business Enterprise and State-owned Company

Recommendation The recommendation should set out in full the name of the nominee, the name of the position, the period of appointment, the remuneration and conditions as follows:
I, [Name] recommend that Cabinet note the appointment of [Nominee] to the position of Chief Executive Officer of [Business] from [dd mmmm yyyy] to [dd mmmm yyyy], both dates inclusive.
The remuneration and conditions are [insert details].

[Signature]
Minister's Name
Minister's Portfolio

[Date]
Date signed by Minister

LIST OF ATTACHMENTS

1. Curriculum Vitae for [Nominee]
2. Remuneration Table [as shown in next section]

Provide a numbered list of any documents which will be included with the Briefing. Ensure that all attachments are labelled with the number shown in this list.

If attachments total less than four pages, include one clear copy with the signed Briefing when forwarding to the Cabinet Office. When attachments are longer than four pages, 20 copies must be provided to Cabinet Office.

Attachments may be double sided and copied in black and white unless the use of colour is necessary to convey information contained in tables, maps etc

Example 5 – Government Business Enterprise and State-owned Company

	Current CEO Remuneration	Proposed CEO Remuneration
Base Salary (including superannuation)	\$x	\$x
Incentive Payment	\$x	\$x
Vehicle	\$x	\$x
Total	\$x	\$x
Approved Band	\$x to \$x	\$x to \$x
Total above approved band	x%	x%
Total above approved band	\$x	\$x
Termination/Severance provisions	list	list
Annual increases	list	list

Example 6 – Final Bill Briefing

Titles to be in hidden text

Minister INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)

Briefing Title **ENTER TITLE IN UPPERCASE BOLD. TITLE SHOULD BE BRIEF AND SPECIFIC**

Purpose To seek Cabinet endorsement of the XX Bill prior to its introduction into the Parliament

Date Signed Date on which Briefing was signed by the responsible Minister.

Relation to Existing Policy Provide reference to Cabinet Decisions which authorise the drafting task..

Likely Criticism Indicate any criticism expected from the general public or interest groups.

Priority and Timing Indicate briefly the reasons for any urgency and any timing constraints that may apply.

Prior Consultation Outline the scope of consultation undertaken in arriving at the current position.

Financial Impact State briefly the financial implications for your and any other agency (if any) and the amounts involved.

Announcement of Decision Provide an outline of the proposed communication strategy and timing of announcements concerning this matter

Action required before Announcement Outline any action required before the public announcement is made.

I Purpose

1.1 To seek Cabinet endorsement of the XX Bill prior to its introduction into the Parliament.

2 Background

2.1 For example - Purpose of the Bill, when Cabinet approval was gained.

3 Information

3.1 Include a concise statement that the Bill and Regulations (if relevant) have been drafted in accordance with Cabinet's Decision.

3.2 Include a brief statement about when the Bill will be introduced into the Parliament.

3.3 Include timelines about commencement of the Bill or implementation of policy.

3.4 Detail any issues which have arisen during the drafting or consultation process.

3.5 The Cabinet Decision will record that Cabinet noted the information concerning the Bill and that it was available for introduction into the Parliament.

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister

LIST OF ATTACHMENTS

- 1 The XX Bill
- 2 Economic Review Unit certificate
- 3 Regulatory Impact Statement (if required)
4. Agencies should also endeavor wherever possible to provide the following accompanying documentation:
 - a. explanatory notes;
 - b. second reading speeches, and
 - c. fact sheet.
4. If attachments total less than four pages, include one clear copy with the signed Briefing when forwarding to the Cabinet Office. When attachments are longer than four pages, 17 copies must be provided to Cabinet Office.

Example 7 – Committee Briefing

Titles to be in hidden text

Minister	INSERT NAME OF RESPONSIBLE MINISTER(S) AND PORTFOLIO(S) (CAPITALS)
Briefing Title	ENTER TITLE (UPPERCASE BOLD).
Purpose	To present decisions of the XX Committee for Cabinet endorsement
Date Signed	Date on which Briefing was signed by the responsible Minister
Relation to Existing Policy	Government policy requires Cabinet endorsement of all Cabinet Committee decisions.
Likely Criticism	Indicate any expected public or interest group criticism of the decisions.
Priority and Timing	Indicate briefly the urgency of a decision and any timing constraints that may apply.
Prior Consultation	Outline what consultation (if any) influenced the Committee's consideration of the issues
Financial Impact	State briefly the financial implications (if any), indicating the amounts involved
Announcement of Decision	Proposed strategy and timing of announcement of these decisions
Action required before Announcement	Outline any action required before announcement

I Purpose

- 1.1 The purpose of this Briefing is to seek Cabinet's endorsement of the Record of Decisions made by the XX Committee in order that formal advice of the Decisions can be forwarded to each Minister.

2 Information

- 2.1 The Record of Decisions (Decision(s) No(s) m,n,...) made at the XX Committee meeting held on [Date] are presented for Cabinet's endorsement; and
- 2.2 XX Committee Papers and proceedings are available in the Cabinet Office for the information of Ministers.

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister

ATTACHMENTS

- I Record of Decisions of the XX Committee meeting held on [date(s)]

MINUTES OF XX COMMITTEE MEETING

[date]

IN ATTENDANCE: (list by name and title)

[Minister] (Chair)

[Minister]

[Minister]

Departmental officers and advisers

1 AGENDA ITEM TITLE

Summary of outcome - may be an extract of the Minutes of Meeting.

Decision No. xxx

2 AGENDA ITEM TITLE

Summary of outcome.

Decision No. yyy

[Date]

The Manager
Cabinet Office
DEPARTMENT OF PREMIER AND CABINET

Minute No:

TITLE OF SUBMISSION

Thank you for the opportunity to comment on the abovementioned Cabinet Minute.

[This Department supports the recommendations of the Cabinet Minute.]

or

[This Department has concerns about a number of issues raised in the Cabinet Minute.

Provide detail on the issues and outline any proposal to resolve the matter.]

The Cabinet Minute which was provided with your request for comment is enclosed herewith.

[Signature]
Head of Agency

Forwarded through the Office of the Minister for [portfolio]

Enclosure - Cabinet Minute

Example 9 – Committee Papers

[Date]

MINUTE TO XX CABINET COMMITTEE FOR THE MEETING OF [Date]

SUBJECT

PURPOSE:

Clearly and concisely state the aim of the Minute. Why are you sending the Minute to the Cabinet Committee?

RECOMMENDATION:

That the Cabinet Committee agree to:

-

BACKGROUND:

- Provide a summary of events leading up to the Minute being presented to the Committee

Issues and Supporting Information:

- Identify, examine and analyse the issues for consideration and determination.

Options:

The following options are available for consideration:

Option 1	
Option 2	

Prepared By:

Department:

Contact:

Cleared By:

Department:

Contact:

Example 10 - Explanatory Note for Exec Council Item

Example

CABINET IN CONFIDENCE

EXPLANATORY NOTE ABOUT A FUTURE EXECUTIVE COUNCIL AGENDA ITEM

Title

[This should be the title of the relevant Executive Council Minute]

eg Power Industry Regulations 2010

Purpose

[A short statement of the purpose which may be an extract from the Executive Council Memorandum or Minute]

eg To make the Power Industry Regulations

Background

[Statements (if any) about the reasons for the Minute or an explanation of the policy being implemented by the Minute – note this may be information contained in an Executive Council Explanatory Memorandum]

eg

- (a) The Power Industry Act provides a power (under section 35) to make regulations about any matter related to the Act
- (b) This Executive Council Minute is to make the regulations.
- (c) The regulations prescribe:
 - (i) Circumstances in which power industry licence is not required
 - (ii) Information that must be included in a power industry licence
 - (iii) Licence application fees
 - (iv) The minimum network performance requirements for power lines

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Example 11 – Question on Notice

Example

RESPONSE TO QUESTION ON NOTICE

QUESTION NUMBER: I
ASKED BY: John Smith MP
ANSWERED BY: Minister for Economic Development

QUESTION –

- I Mr Smith to ask the Minister for Economic Development -
- (1) How many officers, if any, within the Department of Economic Development have been allocated to lead the development of a specific Tasmanian brand initiative?
 - (2) What is the budgeted cost for 1999-00 for the development of the Tasmanian brand initiative, and what is the detailed breakdown of all costs associated with this expenditure?

(8 June 2010)

ANSWER:

- (1) The development of the Brand Tasmania initiative is the responsibility of the Tasmanian Brand Council, which is led by the private-sector and facilitated by the State Government. Unlike the industry councils, this is an independent body consisting of both private and public sector representatives. Tourism Tasmania, as part of its contribution, is providing the Council's administrative services.
- (2) The Government has provided \$300,000 to the Council by way of a grant from Tourism Tasmania, plus in-kind administrative support. The detailed budget is the responsibility of the independent Council.

APPROVED/NOT APPROVED

[Signature]
Minister's Name
Minister for Economic Development

[Date]
Date signed by Minister

Example 12 – Response to Petition

4/99

RESPONSE TO PETITION

TITLE OF PETITION: THE DEVIL CAT SERVICE BASED AT GEORGETOWN

That the Devil Cat service based at George Town is critical to the trading performance of Northern and North Eastern businesses and to local employment, and that:

1. future summer services of a Devil Cat service be based at George Town;
2. any government assistance given to a private operator of a fast ferry service across Bass Strait be conditional upon the service being based at George Town.

GOVERNMENT POSITION

- Ferry services are an integral part of Tasmania's interstate transport network and it is incumbent on the Government to ensure that these services are delivered in a cost effective manner that will maximise the benefit to the State while minimising costs and any potential risks.
- Establishment and continued operation of ferry services requires considerable capital investment with the terminal and facilities at George Town costing \$2 million to replace today. This provides George Town with a considerable competitive edge regarding the provision of future services.
- I am pleased to advise that discussions to secure a vessel for the 1999-2000 summer season are occurring. While these discussions are being undertaken it is inappropriate for the Government to give a firm commitment to next summer's catamaran service. Such a commitment, in the absence of information regarding vessel configuration, possible modifications for Bass Strait operation and the likely costs, would jeopardise the negotiating position of TT-Line with respect to securing the best possible outcome for prospective passengers and the industries and regions that benefit from their travel.
- The development of a fast ferry service across Bass Strait by private operators should be undertaken on a commercial basis and without any government assistance, which consequently precludes any conditions being applied.

[Signature]

Minister's Name

Minister's Portfolio

[Date]

Date signed by Minister