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EXECUTIVE COUNCIL

Meeting No. .... of .....

Minute No. ....

## MINUTE PAPER

FOR

HER EXCELLENCY THE GOVERNOR-IN-COUNCIL

Department of [INSERT DEPARTMENT NAME]

SUBMITTED

Under the provisions of section (*quote relevant section*) of the (*quote name of relevant Act*) that Her Excellency the Governor-in-Council be pleased to etc...

[Font must be Arial, size 12]

MINISTER FOR [PORTFOLIO]

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**GOVERNOR-IN-COUNCIL  
APPROVES**

Clerk of the Executive Council

Date:

Departmental reference no:

Meeting No. .... of .....

Minute No. ....

EXECUTIVE COUNCIL

**EXPLANATORY MEMORANDUM**

DEPARTMENT OF (INSERT DEPARTMENT NAME)

Subject: **(INSERT TITLE)**

I recommend that under the provisions of section (*quote relevant section*) of the (*quote name of relevant Act*) that Her Excellency the Governor-in-Council be pleased to etc...

Section (*quote relevant section or sections of the Act identifying Governor's authority to approve action recommended*).

[Font must be Arial, size 12]

Initial/Signature: .....

*Minister to initial every page of the original*

Page 1 of 1

Departmental reference no.: