

Updates to the Cabinet Handbook

In March 2023, Cabinet approved the updated Cabinet Handbook and there are a number of process changes that will have an immediate impact on the development and preparation of Cabinet matters for consideration by Cabinet.

The Cabinet Handbook is available to download from the [DPAC website](#) or can be accessed from the Cabinet Office.

What's New?

Below is an overview of the major changes that relevant staff in departments and ministerial offices should be aware of:

Deadline for Cabinet Minutes

All Cabinet Minutes, including Legislative Minutes, should be lodged with the Cabinet Office, once signed by the sponsoring Minister(s), at least **ten working days** prior to the Cabinet meeting the matter is being considered at. Cabinet Minutes should be used when seeking Cabinet's approval for a particular policy or course of action.

Deadline for Cabinet Briefs

All Cabinet Briefs, including Appointments and Final Bill Briefs, should be lodged with the Cabinet Office, once signed by the sponsoring Minister(s), at least **five days*** prior to the Cabinet meeting the matter is being considered at. Information Briefing should be used when information is being provided for Cabinet to note and should not seek approval or endorsement.

***Note – five full days, not working days.**

The relevant five days (Brief) or ten working days (Minute) apply from when an accurate and complete Cabinet submission is received by the Cabinet Office, not when an item is placed on the Cabinet agenda.

Requests for Late Lodgement (also known as under-the-line approval)

Requests for late lodgement, either within ten working days for minutes or five days for briefings, must be approved by the Cabinet Secretary and the Premier (or their delegate).

A Request for Late Lodgement form must be sent to Cabinet Office who will arrange for the Secretary to review and consider the application before being progressed to the Premier's Office for final approval.

The form is available to download from the [DPAC website](#) or can be accessed from the Cabinet Office.

New Legislative Cabinet Minute

Legislative Cabinet Minutes were introduced in January 2023 to assist with the approval and drafting of legislation and to provide Cabinet with the opportunity to collectively agree on legislation priority. There is a new requirement for a Legislative Minute Cover Sheet to be completed when preparing a Minute seeking Cabinet approval for the drafting of Bills.

Legislative Cabinet Minutes have replaced the legislation bid process and includes early engagement with the Office of Parliamentary Counsel to ensure that the drafting process and timeframes are appropriate.

The cover sheet for Legislative Cabinet Minute is available to download from the [DPAC website](#) or can be accessed from the Cabinet Office.

Lodgement of papers with Cabinet Office

Below is a reminder of the requirements for the lodgement of Cabinet papers with the Cabinet Office:

Hard copy package for the Cabinet Office

One signed by the sponsoring Minister(s), the Cabinet Office should be provided a complete single-sided set of the entire Cabinet submission, including attachments, being:

- Cabinet cover sheet – the correct one to accompany a Cabinet Brief, Cabinet Minute or Legislative Cabinet Minute.
- The signed, dated Cabinet Brief, Cabinet Minute or Legislative Cabinet Minute
- A single-sided set of all attachments, clearly titled and in the same order as listed on the Cabinet document. This set is not stapled so the document can be scanned by the Cabinet Office for electronic distribution.
- Nine additional sets of all attachments

Requirements for the Provision of Attachments

- Attachments should be clearly labelled and numbered 'Attachment 1,' 'Attachment 2' and so on, and, ideally, with pages numbered in a 'Page 1 of 2' format.
- Provided in the same order as listed on the Cabinet submission.
- Additional attachments can be double sided - paper clips or fold back clips are preferred over staples as stapling can interfere with the preparation of papers.
- A full set of the attachments can be grouped together to go with each submission.

**Note – the Cabinet Office may request additional copies of the attachments for the purpose of seeking agency comments. Departments can pre-empt if additional copies may be required by identifying other departments referenced in the Cabinet Minute.*

Timing of matters for consideration by both Cabinet and Executive Council (ExCo)

If a matter needs to be formally considered by Cabinet before being submitted to Executive Council it cannot occur on the same day.

Please ensure adequate planning for matters that require approval by both Cabinet and Governor-in-Council.

We are here to help

All enquiries can be directed to cabinet.office@dpac.tas.gov.au