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]**

**GOVERNOR-IN-COUNCIL**

**APPROVES**

Clerk of the Executive Council

Date: