The Manager

Cabinet Office  
Department of Premier and Cabinet

## Minute No: [XX]

# [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 and proposal to resolve the matter.]

[Signature]

**Secretary**

Click or tap to enter a date.

Optional: Forwarded through the Office of the Minister for [portfolio] [As agreed between department and relevant Portfolio Minister]