Legislative Minute

1. Purpose
	1. [add purpose statement]
	2. [add purpose statement]
2. Recommendations

I recommend that Cabinet:
	1. [recommendation 1];
	2. [recommendation 2];
	3. [recommendation 3]; and
	4. [recommendation 4].
	5. Note that:
		1. Final draft Bill(s) must be submitted to Cabinet for endorsement prior to tabling in the Parliament;
		2. The final draft Bill is expected to be submitted to Cabinet for endorsement for introduction in the Parliament at the meeting scheduled for DATE; and
		3. If the final draft Bill is not completed by (add the date six months from date of meeting OR an earlier date if specific timing for introducing the legislation is referenced in the submission), a report on the progress of drafting should be submitted to Cabinet for consideration by no later than that date.
3. Background
	1. [add background information]
	2. [add background information]
4. Issues and supporting information
	1. [add issues and supporting information]
	2. [add issues and supporting information]
5. Options
	1. [add option 1]
	2. [add option 2]
6. Other attachments

Att 1 – Legislation Drafting Checklist

Att 2 - Title

[Signature]

[Name of Premier/Minister]
**[Portfolio]**

Date signed: Click or tap to enter a date.