

# Cabinet Document Process

An overview of the process and relevant responsibilities



Government of South Australia  
Department of the Premier  
and Cabinet

Forward Agenda	Template selection and drafting	Committee consideration	Commenting	Lodgement	Preparation for Cabinet meeting	Decision	Executive Council
<p>Submit an '<a href="#">Authority to Bring Item Forward</a>' form to the Cabinet Secretary to place the item on the Cabinet Forward Agenda.</p> <p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>cabinet notes</li> <li>appointments</li> <li>increases to fees and charges that are equal or less than the annual approved increase</li> <li>remaking expiring regulations</li> <li>matters dealing with national laws.</li> </ul>	<p>Get a Cabinet submission/note docket reference number from your chief executive's office or minister's office.</p> <p>Review <a href="#">Cabinet Meetings</a> and <a href="#">What needs to go to Cabinet?</a></p> <p>Select the relevant <a href="#">Template, form or checklist</a>.</p> <p>Draft the document.</p>	<p>If your item requires <a href="#">Cabinet Committee</a> consideration prior to Cabinet, contact the Executive Officer to put your item on a committee agenda.</p>	<p>For Cabinet Office comment, email your draft submission to <a href="mailto:DPCDraftCabSubs@sa.gov.au">DPCDraftCabSubs@sa.gov.au</a></p> <p>For a DTF costing comment, contact the finance officer within your agency who will liaise with DTF.</p> <p>Cabinet Office confirm inclusion on the Cabinet Forward Agenda.</p> <p>Incorporate any advice provided by Cabinet Office or DTF into your submission.</p> <p><b>Exceptions:</b></p> <ul style="list-style-type: none"> <li>Appointment submissions do not require official comments, however all appointment submissions must be sent to Cabinet Office for informal review to ensure legal requirements are met.</li> </ul>	<p>Submit your documents via your chief executive's office to the minister's office.</p> <p>The Cabinet Officer in your minister's office registers the Cabinet document in Shrike (electronic cabinet system), making sure that all attachments have been provided and are in the correct order (refer to <a href="#">checklists</a>).</p> <p>Registration deadline is 2pm on Friday, 10 days before the Cabinet meeting.</p>	<p>Cabinet Office validate documents and prepare briefings for Cabinet, including any further agency consultation.</p> <p>Cabinet meets Monday morning - 6 days after the submission deadline.</p> <p>Cabinet makes a decision.</p>	<p>Cabinet Office release decisions to authorised users - usually on Tuesday morning.</p> <p>Contact the Cabinet Officer in your minister's office or your chief executive's office for the decision.</p>	<p>Executive Council is held Thursday morning for items that require the Governor's approval.</p> <p>Items that go to Executive Council include regulations, proclamations, and appointments.</p> <p>Cabinet Office release decisions to authorised users - usually by 12pm on Thursday.</p> <p>Cabinet Office arrange for items approved by the Governor to be published in the Government Gazette.</p>

## For further information

visit the [DPC website](#).

Cabinet Coordination, Cabinet Office

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