

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>Place your item on the Cabinet Forward Agenda by contacting your agency Shrike users, or minister's office (processes may differ between agencies).</p> <p>Exceptions:</p> <ul style="list-style-type: none">making national lawsremaking expired regulationsthe commencement or committal of legislationbills and Regulations that have been drafted and approved by Cabinetmaking appointments (including acting Ministers)ministerial overseas travelpre-payments to a retiring judgeincreases to fees and charges that are equal to the annual approved increase	<p>Get a Cabinet submission/note docket reference number from your chief executive's office or minister's office.</p> <p>Review Cabinet Meetings and What needs to go to Cabinet?</p> <p>Select the relevant Template, form or checklist.</p> <p>Draft the document.</p>	<p>If your item requires Cabinet Committee 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 DPCCDraftCabSubs@sa.gov.au</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>Exceptions:</p> <ul style="list-style-type: none">cabinet notesappointment 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.	<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 checklists).</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](#).

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