CABINET SUBMISSION TIMEFRAMES

Cabinet Secretary

Approves items to be added to forward agenda at the request of Ministers

Determines whether items require consideration by committee ahead of full Cabinet and, if so, which committee

Gives approval for items to be submitted late at the request of Ministers

Cabinet Forward Agenda:

Minister seeks approval from Cabinet Secretary using template; item added to forward agenda
Cabinet Secretary determines whether committee consideration is required
(average 2 business days)

Strategic discussions

Minister tables item at Cabinet meeting (providing 17 copies)
Meeting Thursday after Executive Council

Items for Cabinet committees:

Minister seeks approval from Chair to add item to agenda

Noting/discussion papers: due 6 business days before meeting

Strategic presentation items: A3 (or other form of presentation) to be tabled at meeting

Cabinet Office distributes papers to committee members
2 days before meeting, 2pm

Cabinet Committees

Strategic policy development and preliminary consideration of significant Cabinet submissions

Cabinet submission:

Min 13 business days (straight to Cabinet) or 20 business days (via Cabinet committee)

Agency provides draft submission to Cabinet Office and DTF
Cabinet Office distributes to relevant agencies for initial comment
Cabinet Office comment and DTF costing comment provided to agency
(Min. 7 business days)

Cabinet Committee:

Minister lodges submission for relevant committee
Due 6 business days before meeting

Cabinet Office distributes submission to relevant ministers for final comment
Ministers distribute to their agencies as required
Sent 5 business days before meeting

Cabinet Office prepares briefings on each submission and a summary of agency comments

Cabinet Office distributes papers to committee members
2 days before meeting, 2pm

Committee meeting
As scheduled

Cabinet:

Minister lodges submission for Cabinet
Due 2pm Fridays, 6 business days before Cabinet
Cabinet notes also lodged at this time

Cabinet Office distributes submission to relevant ministers for final comment
Ministers distribute to their agencies as required
Notification sent at least 5 business days before Cabinet
Comments due following Wednesday 4pm

Cabinet Office prepares a briefing on each sub and summary of final agency comments

Cabinet Office distributes final papers to ministers electronically
Friday before meeting, 12pm

Cabinet meeting
Monday, 10:00am

If Executive Council required:

Cabinet Office and Parliamentary Counsel prepare papers for the Governor

Executive Council meeting
Thursday, 9:15am