Sensitive: SA Cabinet

**SUBMISSION FOR CABINET**

**Title of Cabinet Submission**

**Proposal**

State the proposal at the beginning of the submission in one or two sentences. Succinctly state what ministers are being asked to consider or decide. Do not list the recommendations.

This should also include a high level outcome.

**Recommendations**

I recommend that Cabinet:

1. It is important to set out the recommendations in a logical order, and to set out clearly and unambiguously all of the decisions needed.
2. Tables should not be included in the recommendations. Figures can be summarised in paragraph format and a table included as an attachment for further detail.
3. Recommendations must be written so that they stand alone and can be converted into a minute recording Cabinet's or the committee's decision. They must provide a clear guide to ministers and to departments that have to implement the decision.
4. The usual form of wording for recommendations is to ‘approve’, ‘note’ or ‘not approve’. Each recommendation must be supported by a statement in the body of the submission. Do not introduce new material or points into the recommendations.
5. Recommendations seeking approval in principle should be made sparingly. The recommendation should clearly state what further work or consultation is required (‘subject to’) before the in-principle decision is to come back to Cabinet for confirmation or otherwise.
6. While every effort should be made through consultation to produce agreed recommendations, if there are genuine differences that cannot be resolved, the submission should give clear options so that ministers can make the final decision.
7. In summary, good recommendations:
   * identify all of the decisions needed
   * contain a minimum of noting recommendations
   * are accurate in every detail
   * don't leave any room for doubt about what is being decided
   * make sense independently of the submission
   * set out clear options for ministers to decide between, if necessary
   * give clear instructions on the next steps or work required, identifying who is to do the work and by when
   * rescind earlier decisions, where necessary.

**I declare that I have no actual or potential conflict of interest in relation to the proposals contained in this submission.**

**[or]**

**I declare the interests set out in Appendix X in relation to this submission.**

Minister

**PORTFOLIO**

/ / 2018

**Synopsis**

1. A synopsis should be brief and succinctly explain the main issues. A reader should have the critical information by reading the proposal, synopsis and recommendations. Do not repeat the recommendations here.

**Discussion**

1. This is the main body of the submission. It should provide the detail required for ministers to understand the proposal, state the need for the proposed changes and, if necessary, set out other available alternatives.
2. It should also set out the background, including things such as:
   * A brief explanation of the reasons for the submission
   * Reference to previous Cabinet or committee decisions
   * Reference to any relevant current government priorities
   * A summary of developments or recent history necessary to understand the proposal.
3. Write in plain English, focussing on strategic issues and including only what a minister needs to know to understand the proposal at a high level. Confine comment to essential information and argument that supports the recommendations and facilitates good decision making.
4. Include the impacts of the proposal, both positive and negative, including, where relevant:
   * The impact on families
   * The impact on the community as a whole and also specific sectors of the community, such as indigenous people
   * Whether the proposal enhances social justice
   * The impact on business and whether the proposal lessens or increases the regulatory burden on business
   * Impacts on regional areas
   * Whether the proposal has differing impact across different genders
   * The impact on disadvantaged groups, such as people with a disability.

**Consultation, communication and engagement**

1. This section should state which departments were consulted. If a department does not support the proposal, include a clear statement of their views. If specific consultation on the proposal is required by law, outline those requirements and how they will be met.
2. If outside interest groups have been consulted, provide details of the consultation and any objections to the proposal. If such consultation is intended after decisions are made, comment on that.
3. State how this proposal, if approved, will be communicated. If proposals are likely to create controversy, the submission should draw Cabinet's attention to the likely objections, how these will be handled, and the implications of any criticism.
4. Consider whether it is appropriate for this submission to be discussed at the media debrief.

**Implementation and Accountability**

1. In this section, explain how the proposal will be implemented. Include the name and title of lead officer accountable for implementing the proposal. Include key milestones and how the outcomes of the proposal will be measured.
2. This section must also include detail of any legislative implications of the proposal, such as whether new legislation is required. If the approval of the Governor is required, this section must also state that.

**Budget Impact**

1. This section must summarise the financial impacts of the proposal, including any additional expenditure or revenue and the fiscal or economic implications.
2. All submissions must attach a costing comment from the Department of Treasury and Finance confirming the assessment of the budget impact, even if it is considered to be nil. DTF will also determine whether the submission needs to be referred to the Budget Cabinet Committee.
3. Any budget impacts must be summarised in the table below. If there are no budget impacts, delete the table, but leave the statement in bold below.

|  | **2018-19** | **2019-20** | **2020-21** | **2021-22** |
| --- | --- | --- | --- | --- |
| Net operating balance | $0.0m | $0.0m | $0.0m | $0.0m |
| Net lending balance | $0.0m | $0.0m | $0.0m | $0.0m |

**The Department of Treasury and Finance agrees with the assessment of costs in this submission; see attached costing comment.**

Contact officer: A person who can quickly and authoritatively answer detailed questions about the Cabinet submission (usually the author)

Telephone number: Provide full office or mobile number

**Attachments**

* DTF costing comment
* Cabinet Office comment
* Any other relevant documents