



March 2019

Cabinet Operations Review

On Monday 18 March Cabinet noted the outcomes of the Cabinet Operations Review undertaken by the Cabinet Secretary. This involved a number of operational and procedural changes to Cabinet, Strategic Cabinet and Cabinet committees.

Cabinet

Two key changes will be made to Cabinet notes:

- the Forward Agenda approval process will be extended to include Cabinet notes
- a higher threshold for Cabinet notes will be introduced - notes must relate to a topic or issue that is contentious, controversial or of public interest.

There will be a higher threshold for late items. The Cabinet Secretary will continue to consider late requests on a case-by-case basis and the Authority to Bring Item Forward request must outline the business critical reason for the urgency.

There will be a one-week delay in the introduction of items to Parliament following Cabinet's approval, except in exceptional circumstances approved by the Cabinet Secretary. Exceptions must be sought as part of the Authority to Bring Item Forward request.

Strategic Cabinet (Thursday)

Ministerial-initiated items must meet a minimum threshold that:

- educates on the issue/topic and
- provides policy/program options for Cabinet's consideration.

An A3 'How to' guide and templates will be available via the website shortly.

An annual forward program will be established, informed by key portfolio challenges and include presentations by key boards or statutory appointments. The Cabinet Coordination team will manage the Forward program.

Attendance is for ministers only, unless there is an external presenter (e.g. a statutory officer or the chair of a significant board) or other exceptional circumstance. Any attendance by officials or advisers must be approved by the Cabinet Secretary in consultation with the Premier.

Cabinet Portfolio Committees (SACC, EICC and JLRCC)

Final papers must be lodged via Shrike 6 business days before a meeting. Late papers for business-critical items will be at the discretion of the committee Chair with the request submitted via the committee Executive Officer.

Final committee papers are to be distributed 3 days in advance of a meeting.

Standardised attendance and operating procedures will be implemented.

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