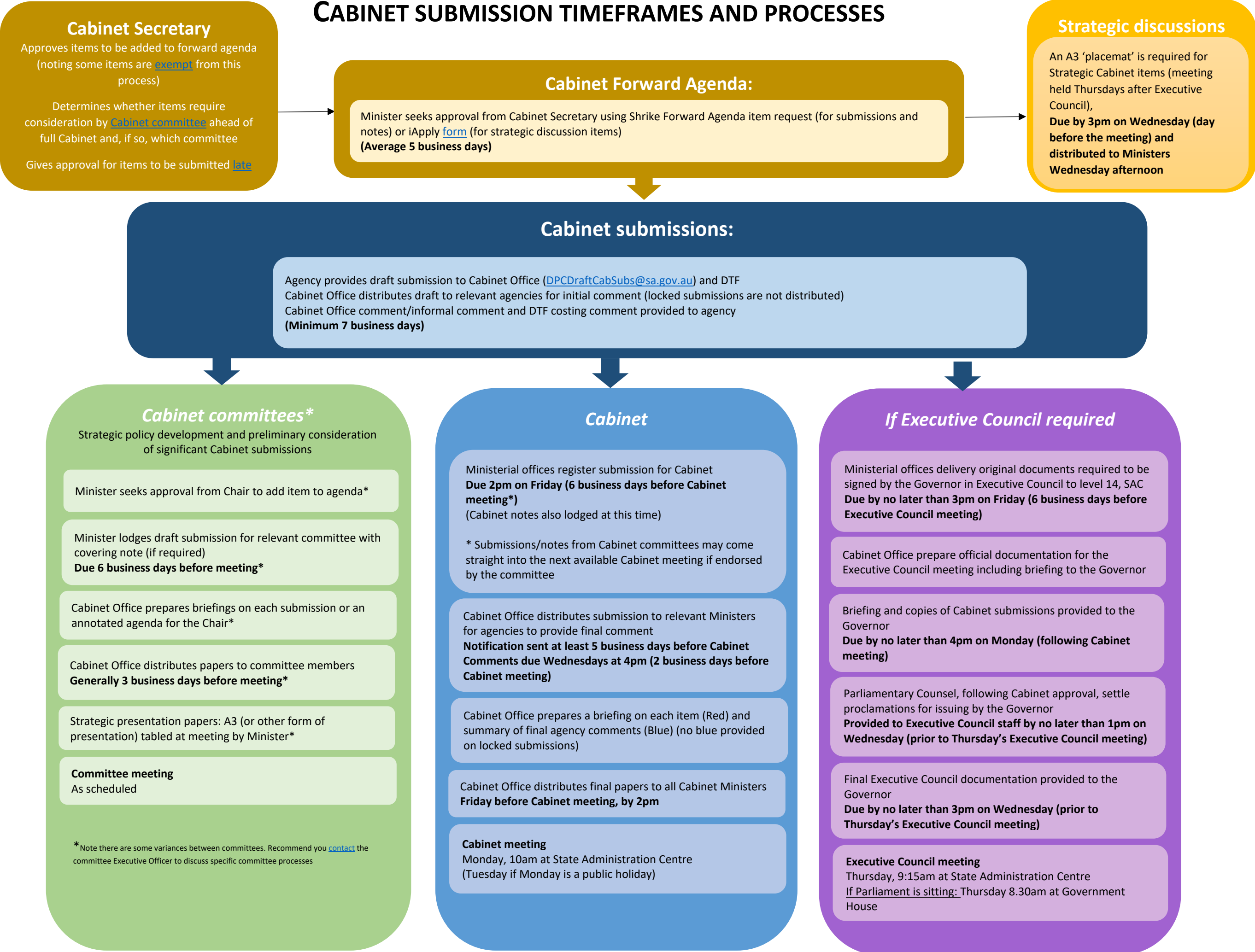


CABINET SUBMISSION TIMEFRAMES AND PROCESSES



Cabinet Secretary
 Approves items to be added to forward agenda (noting some items are exempt from this process)
 Determines whether items require consideration by Cabinet committee ahead of full Cabinet and, if so, which committee
 Gives approval for items to be submitted late

Cabinet Forward Agenda:
 Minister seeks approval from Cabinet Secretary using Shrike Forward Agenda item request (for submissions and notes) or iApply form (for strategic discussion items)
(Average 5 business days)

Strategic discussions
 An A3 'placemat' is required for Strategic Cabinet items (meeting held Thursdays after Executive Council),
Due by 3pm on Wednesday (day before the meeting) and distributed to Ministers Wednesday afternoon

Cabinet submissions:
 Agency provides draft submission to Cabinet Office (DPCDraftCabSubs@sa.gov.au) and DTF
 Cabinet Office distributes draft to relevant agencies for initial comment (locked submissions are not distributed)
 Cabinet Office comment/informal comment and DTF costing comment provided to agency
(Minimum 7 business days)

Cabinet committees*
 Strategic policy development and preliminary consideration of significant Cabinet submissions

- Minister seeks approval from Chair to add item to agenda*
- Minister lodges draft submission for relevant committee with covering note (if required)
Due 6 business days before meeting*
- Cabinet Office prepares briefings on each submission or an annotated agenda for the Chair*
- Cabinet Office distributes papers to committee members
Generally 3 business days before meeting*
- Strategic presentation papers: A3 (or other form of presentation) tabled at meeting by Minister*
- Committee meeting**
 As scheduled

*Note there are some variances between committees. Recommend you contact the committee Executive Officer to discuss specific committee processes

Cabinet

- Ministerial offices register submission for Cabinet
Due 2pm on Friday (6 business days before Cabinet meeting*)
 (Cabinet notes also lodged at this time)
- * Submissions/notes from Cabinet committees may come straight into the next available Cabinet meeting if endorsed by the committee
- Cabinet Office distributes submission to relevant Ministers for agencies to provide final comment
Notification sent at least 5 business days before Cabinet Comments due Wednesdays at 4pm (2 business days before Cabinet meeting)
- Cabinet Office prepares a briefing on each item (Red) and summary of final agency comments (Blue) (no blue provided on locked submissions)
- Cabinet Office distributes final papers to all Cabinet Ministers
Friday before Cabinet meeting, by 2pm
- Cabinet meeting**
 Monday, 10am at State Administration Centre (Tuesday if Monday is a public holiday)

If Executive Council required

- Ministerial offices delivery original documents required to be signed by the Governor in Executive Council to level 14, SAC
Due by no later than 3pm on Friday (6 business days before Executive Council meeting)
- Cabinet Office prepare official documentation for the Executive Council meeting including briefing to the Governor
- Briefing and copies of Cabinet submissions provided to the Governor
Due by no later than 4pm on Monday (following Cabinet meeting)
- Parliamentary Counsel, following Cabinet approval, settle proclamations for issuing by the Governor
Provided to Executive Council staff by no later than 1pm on Wednesday (prior to Thursday's Executive Council meeting)
- Final Executive Council documentation provided to the Governor
Due by no later than 3pm on Wednesday (prior to Thursday's Executive Council meeting)
- Executive Council meeting**
 Thursday, 9:15am at State Administration Centre
If Parliament is sitting: Thursday 8.30am at Government House