



5 October 2021

Cabinet Submission Attachments Checklist

All documentation needs to be attached in the order set out below when registering a submission on Shrike.

Note: this is not a complete list but provides information regarding the most common types of submissions and associated attachments.

It is preferable that the attachments be uploaded to Shrike as a single attachment (max size 14MB) where possible.

Bills – drafting

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Drafting Instructions for Parliamentary Counsel
5. Any documentation associated with drafting of the Bill to assist Parliamentary Counsel

Bills – introduction

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Copy of the Bill which has been settled by Parliamentary Counsel
5. Second reading speech and/or explanation of clauses

Proclamations – commencement and/or committal of an Act

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Proclamation (*if the proclamation has been drafted by Parliamentary Counsel prior to Cabinet approval*)
5. Any documentation associated with drafting of the proclamation to assist Parliamentary Counsel

Proclamations – general matters

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Proclamation (*if the proclamation has been drafted by Parliamentary Counsel prior to Cabinet approval*)
5. Correspondence – evidence of any preconditions, evidence of a recommendation being made to the Governor or minister (e.g. letter addressed to the Governor from the Commissioner of Highways for a proclamation under Section 27AA of the *Highways Act 1926*)
6. Plans or maps
7. Any documentation associated with drafting of the proclamation to assist Parliamentary Counsel

Notices

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Notices – that have been drafted and settled by Parliamentary Counsel prior to Cabinet approval
5. Correspondence – evidence of any preconditions, evidence of a recommendation being made to the Governor or minister, etc
6. Any documentation associated with drafting of the Notice to assist Parliamentary Counsel – if the notice has not already been drafted

General regulations – drafting (2 step process)

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Drafting instructions for Parliamentary Counsel
5. Correspondence – evidence of any pre-conditions, evidence of a recommendation being made to the Governor or minister, etc

General regulations – making by the Governor

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Report addressed to the Legislative Review Committee
5. Certificate of Validity signed by Parliamentary Counsel - for each set of regulations
6. Certificate of Early Commencement (signed by the minister if required) – for each set of regulations
7. One copy of the regulations (initialled by the Minister if required) – for each set of regulations
8. Correspondence – evidence of any preconditions, evidence of a recommendation being made to the Governor or minister

Note: if there is more than one set of regulations, a complete set of the attachments 5, 6 and 7 must be attached to the submission in the order detailed above. Each set of documents should be attached in the order that the regulation names are listed in the recommendation section of the submission (for example, Certificate of Validity, Certificate of Early Commencement, one copy of regulation, then repeat order for each set of regulations). Remove the second copy of the regulations provided by Parliamentary Counsel before uploading.

Fees and charges regulations – making by the Governor

1. Second round fees and charges checklist
2. Submission
3. Report addressed to the Legislative Review Committee
4. Certificate of Validity signed by Parliamentary Counsel – for each set of regulations
5. Certificate of Early Commencement signed by the minister, if required – for each set of regulations
6. Regulations initialled by the Minister, if required – one copy for each set of regulations
7. Correspondence – evidence of any preconditions, evidence of a recommendation being made to the Governor or minister

Note: *the checklist must be uploaded onto Shrike as a separate document.*

Note: if there is more than one set of regulations, a complete set of the attachments 4, 5 and 6 must be attached to the submission in the order detailed above. Each set of documents should be attached in the order that the regulation names are listed in the recommendation section of the submission (for example, Certificate of Validity, Certificate of Early Commencement, one copy of regulation, then repeat order for each set of regulations).

Appointments – boards and committees

1. Submission
2. Resignation letters
3. Terms and conditions of appointment
4. CVs/resumes
5. Advice received
6. Any other relevant background documents such as letters, minutes, etc

Note: CVs/resumes must be attached in the same order as the names of the appointees appear in the recommendation section of the submission.

Remuneration – boards and committees

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Determination by the Chief Executive of the Department of the Premier and Cabinet
5. Any other relevant background documents such as letters, minutes etc

Appointments – general

1. Submission

2. Terms and conditions of employment/appointment
3. Contracts of employment/employment agreements
4. Resignation letters
5. CVs/resumes
6. Determinations
7. Advice received
8. Any other relevant background documents such as letters (indicating concurrence), minutes etc

Note: Resignation letters and CVs / resumes must be attached in the order as the names of the members / appointees appear in the recommendation's section of the submission.

Note: contracts of employment / employment agreements must be signed by the appointee and the responsible minister prior to the submission being registered on Shrike.

Appointments – acting minister

1. Submission
2. Minute addressed to the Premier requesting approval for travel or leave, showing Premier's approval

Note: approval of the Premier must be obtained prior to the submission being registered on Shrike.

Constituent council levies

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Determination of each council
5. Any other relevant background documents such as letters, minutes etc

Environment policy

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Notice settled by Parliamentary Counsel
5. Policy settled by Parliamentary Counsel
6. Report to the Environment, Resources and Development Committee of Parliament
7. Any other relevant background documents such as letters, minutes etc

Major development proposals

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Report to the Governor in Executive Council – prepared for the purposes of section 48(5) of the *Development Act 1993*

5. Listing of relevant documents encompassing the development of the proposal, including maps and plans that clearly indicate the proposed development – prepared for the purposes of section 48(3)(a) of the *Development Act 1993*
6. Notice granting development authorisation, subject to the conditions outlined – pursuant to section 48 of the *Development Act 1993*
7. Notice delegating certain powers to the Development Assessment Commission or the Minister responsible for the administration of the Act, in relation to the development authorisation – pursuant to section 48(8) of the *Development Act 1993* (if required)
8. The actual plans, maps and documents referred to in the point 6 above are also required and this documentation can include the:
 - Development Application – pursuant to section 46(6) of the *Development Act 1993*
 - Development Report – under the *Development Act 1993*
 - Response Document – under the *Development Act 1993*
 - Assessment Report – under the *Development Act 1993*
 - Guidelines – under the *Development Act 1993*
 - Supplementary information
 - Environmental Management Plan
 - Drawings
 - Correspondence – emails, letters, minutes etc

Allocation of monies from the Community Development Fund

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Schedule outlining the distribution of money pursuant to the *Gaming Machines Act 1992*

Transfer of land from the Crown or Her Majesty to a minister

1. Submission
2. Costing comment from the Department of Treasury and Finance
3. Cabinet Office comment
4. Memorandum of transfer
5. Any other relevant background documents such as letters, minutes etc

For more information:

Cabinet Officers or Executive Council clerks

[Cabinet Coordination contact list](#)