

# CABINET PAPER DRAFTING GUIDE



MAY 2020

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# PART A - OVERVIEW – DEVELOPING CABINET SUBMISSIONS

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## ACT MACHINERY OF GOVERNMENT SERIES

The *ACT Machinery of Government* series is a compilation of guidance material outlining key governance conventions, procedures, and standards. The series comprises:

- [Ministerial Code of Conduct](#)
- [Cabinet Handbook](#)
- Cabinet Paper Drafting Guide (this document)
- [Triple Bottom Line Assessment Framework](#)
- [Governance Principles – Appointments, Boards and Committees Legislation Handbook](#)
- [Assembly Process Handbook](#)
- [Developing Legislation and working with PCO](#)
- Guidance on ACT Caretaker Conventions.

## THIS GUIDE

The Cabinet Paper Drafting guide gives information about which templates to use for Cabinet papers, and how to complete each template.

This guide explains how to use the available templates to:

- seek agreement to new policies or legislation;
- seek agreement to table legislation, make statements, or table papers in the Legislative Assembly;
- obtain endorsement of a proposed appointee; and
- provide information to subcommittees for discussion.

All matters to be considered by Cabinet or its subcommittees must be accompanied by one of the standard briefing templates. The templates will be updated regularly by the Cabinet Office. If you have any questions or need assistance in selecting the proper template, contact the [Cabinet Office](#).

## POLICY DEVELOPMENT TOOLS

Matters brought to Cabinet should be the subject of thorough policy development and preparation. The [ACT Triple Bottom Line Assessment Framework](#) provides a starting point for ensuring that proposals are fully developed and contain sufficient information and detail for consideration by Cabinet.

## SPECIAL REQUIREMENTS

All papers seeking approval to new policies or legislation should, in addition to providing a Regulatory Impact Statement, summarise the available options and explain why a particular option is recommended over others.

## CABINET CONVENTIONS

Cabinet is not established by legislation; it operates by convention. The Chief Minister is chair of Cabinet and sets the meeting times and agenda.

Cabinet operates through collective, consensus-based decision making. The convention of collective ministerial responsibility for decisions is

central to a Cabinet-led system of government. Cabinet decisions are binding on ministers as government policy, and ministers are expected to give their support in public debate to the decisions of government.

## LEGISLATION

Proposals to create new legislation will normally require two papers:

- a Cabinet submission to seek approval to draft legislation; and
- an Assembly Business Paper to endorse the completed legislation.

Requirements for developing legislation are described in detail in the [ACT Legislation Handbook](#).

Prior to introduction, Assembly Business Papers seeking Cabinet approval should be scheduled no later than one week prior to the target introduction date. This is to allow enough time for any changes to the legislation to be included.

## APPOINTMENTS

Before appointments are brought to Cabinet, Directorates should ensure that all of the necessary preparation and information gathering required by the [Governance Principles – Appointments, Boards and Committees handbook](#) has been completed. This includes consultation with the Workplace Capability and Governance Division in the Chief Minister, Treasury and Economic Development Directorate.

Appointments may require a full selection process prior to a nomination being made. The Cabinet will require information about each proposed appointee, and that information may in some cases be sent to the Legislative Assembly or made public.

It is important to note that Cabinet only endorses appointments. Work by directorates to implement the endorsement will be required in every case. Appointments are only effective when, following Cabinet endorsement, the relevant Minister, Director-General or other Office exercises its authority to make the appointment.

# PART B - QUICK GUIDE TO CABINET TEMPLATES

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## CABINET NUMBER REQUEST FORM

Link to [templates](#)

This form gives the Cabinet Office the information it needs to schedule your Cabinet paper. It will also be used to ensure early consultation between CMTEDD and your Directorate on the substantive issue. The form asks for details about critical dates, basic issues raised by the paper, and any consultation that may be required.

## CABINET SUBMISSION

The Cabinet submission is the primary means of seeking Cabinet's agreement to new policies, including new legislation and new services. The template calls for detailed information to support the proposed action, including:

- an explanation of consultation that occurred in developing the policy;
- financial impacts; and
- media and communications strategies and implications.

Each section of the template contains a guide to drafting the material. Standard attachments to a Cabinet submission are:

- Open Access Assessment: Cabinet Decision Summary
- Triple Bottom Line Assessment
- communications and engagement strategy (if required)
- Regulatory Impact Statement (if required).

## ASSEMBLY BUSINESS PAPER

The Assembly Business Paper seeks Cabinet's endorsement of legislation, or approval to make statements in the Legislative Assembly. The template is a shorter version of a submission template, and calls for basic details about the Bill to be introduced or the Ministerial statement to be made.

For the proposed introduction of a Bill, the following documents should be attached:

- Open Access Assessment: Cabinet Decision Summary;
- Communications/Engagement Plan;
- the Explanatory Statement;
- a memorandum from Parliamentary Counsel's Office (PCO) setting out whether additional policy approval is required; and
- a memorandum from the Justice and Community Safety Directorate (JACS) setting out whether the Bill is compatible with the Human Rights Act.

A copy of the bill should be provided to the Cabinet Secretariat for distribution to ministers on request.

## APPOINTMENT PAPER

The appointment paper template has been designed to give Cabinet enough information to support its decision on proposed appointees. The information required by the Appointment Paper template will often have to be obtained directly from proposed appointees. Information about other employment, experience, and the selection

process undertaken to recommend the appointment are all included in the template. The [Governance Principles – Appointments, Boards and Committees](#) provides detailed information and checklists on how to prepare for, and implement appointments.

## **DISCUSSION PAPER**

Discussion Papers are used to provide Cabinet subcommittees with basic information and suggestions for discussion of policy matters. They may contain any information and other background materials required for discussion, but are not used to formally update the Cabinet or to seek decisions.

Discussion papers may be used to bring draft submissions to subcommittee meetings for consideration. The draft submission may be included as an attachment.

Because discussion papers do not normally circulate, all matters brought before subcommittees on a discussion paper will be subject to the normal circulation process when they proceed for cabinet consideration.

# PART C - CABINET DOCUMENT TYPES, CIRCULATION REQUIREMENTS AND TIMELINES

Cabinet item	Purpose	Timeframe	Endorsement	Forum
<b>Cabinet submission</b> From Ministers or Secretary to Cabinet	<ul style="list-style-type: none"> <li>Agree on a course of action</li> <li>Set policy</li> <li>First pass approval for legislation</li> <li>Negotiating positions for, and agreement to, Intergovernmental Agreements (IGAs) – a Better Practice Guide on Significant matters affecting Commonwealth, state and territory relations and relations with external bodies is available <a href="#">here</a></li> <li>Government position on a Private Members Bill</li> <li>Government submissions/responses</li> <li>Seek approval to undertake public consultation on draft policy/plans</li> <li>To provide information updates for noting</li> </ul>	Exposure draft circulated for five working days. then Final lodged by 10 am one week prior to Cabinet meeting* If necessary final comments due within 48 hours of lodgement	Exposure draft endorsed by Deputy-Director General (at minimum) Final lodged signed by Minister or Secretary to Cabinet Final comments endorsed by Director or above	Cabinet & Cabinet Committees
<b>Assembly business</b> From Ministers	<ul style="list-style-type: none"> <li>Second pass approval for legislation</li> <li>Approve ministerial statements</li> </ul>	No exposure draft required. Final lodged by 10 am one week prior to Cabinet meeting*	Final lodged signed by Minister	Cabinet
<b>Appointment</b> From Ministers	<ul style="list-style-type: none"> <li>Endorse appointments to statutory offices, boards or committees</li> </ul>	No exposure draft required Final lodged by 10 am one week prior to Cabinet meeting*	Final lodged signed by Minister	Cabinet
<b>Discussion paper</b> From ministers or Directors-General	<ul style="list-style-type: none"> <li>Provide discussion points only</li> <li>Seek direction on policy development</li> </ul>	No exposure draft required. Final lodged by 10 am one week prior to Subcommittee meeting*	Final lodged signed by Minister or Director-General	Subcommittees



<b>Brief to Cabinet</b> (from Cabinet Office)	<ul style="list-style-type: none"> <li>For use in exceptional circumstances to provide additional or clarifying information received at a late stage or advice on Cabinet processes</li> </ul>	No minimum timeframe	Signed by a Senior Executive from Policy and Cabinet Division, CMTEDD	Cabinet, Cabinet Committees & Cabinet Subcommittees
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\*For example, papers for a Cabinet meeting scheduled on Tuesday, 8 February must be lodged by 10am on Tuesday, 1 February.

## PART D - STANDARD RECOMMENDATIONS

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### SAMPLE RECOMMENDATIONS

Below are sample recommendations to provide an example of the formatting and basic content required for Cabinet submissions, Assembly Business Papers, Appointment papers, and Discussion papers.

The formats below should be used to format all recommendations for Cabinet. Following standard recommendations ensures that records of Cabinet's decisions are clear and easy to implement.

The recommendations in Cabinet papers are generally the first draft of the Cabinet Decision. As such, recommendations need to be clear on the intent of what Cabinet agreed to, and comprehensively cover all matters advanced in the paper, without the need for the paper or attachments to be reviewed.

### Cabinet submission

#### **Basic form – for policy changes and other agreement**

- 1) I recommend Cabinet agree:
  - a) ...;
  - b) ...:
    - i) ...;
    - ii) ...; and
    - iii) ...; and
- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

#### **Basic form – for policy changes on “significant bills”**

- 1) I recommend Cabinet agree:
  - a) ...; and
  - b) ...:
    - i) ..., and
    - ii) ...;
- 2) I recommend Cabinet agree that the proposed bill be subject to scrutiny as a significant bill requiring a full human rights analysis.  
*[For use in identified policy approval submissions only – not required for other submissions]*

- 3) I recommend Cabinet agreed the Minister for xxx settle with the Chief Minister any minor policy issues identified during the drafting.
- 4) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment xx) as required under Section 23 of the *Freedom of Information Act 2016*.

**Further submission**

- 1) I recommend Cabinet agree the [Minister for Roads] bring forward a further submission later in 20XX addressing options for ....
- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment xx) as required under Section 23 of the *Freedom of Information Act 2016*.

**Follow-on submission**

- 1) Further to Cabinet Decision No. XX/XXX/CAB of [DATE MONTH YYYY], I recommend Cabinet agree...
- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment xx) as required under Section 23 of the *Freedom of Information Act 2016*.

**First pass approval for legislation**

- 1) I recommend Cabinet agree:
  - a) amendments be drafted to the *Town Planning Act 2001* that would:
    - i) require ...,
    - ii) establish ..., and
    - iii) prevent ....;
  - b) that the proposed bill be subject to scrutiny as a significant bill requiring a full human rights analysis. *[For use in identified policy*

*approval submissions only – not required for other submissions];*

and

- c) the Minister for xxx settle with the Chief Minister any minor policy issues identified during the drafting.

2) I recommend Cabinet note:

- a) the Minister will bring forward an Assembly business paper early/late in 20XX addressing the presentation of the bill amendments referred to at paragraph 1 above; and
- b) the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

#### **Combined first and second pass approval for legislation**

1) I recommend Cabinet agree:

- a) the Sample Bill 2015 (the Bill) include amendments that would:
  - i) require ...,
  - ii) establish ..., and
  - iii) prevent ....;
- b) that the proposed bill be subject to scrutiny as a significant bill requiring a full human rights analysis. *[For use in identified policy approval submissions only – not required for other submissions]*
- c) the Minister for Education present the Bill.

2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

#### **Government position on a Private Member's Bill**

1) I recommend Cabinet agree the Government oppose/support the Sample Bill 2015.

**Government submission to an Assembly or other inquiry**

- 1) I recommend Cabinet agree the Australian Capital Territory Government Submission (the Submission) to the House of Representatives Standing Committee on Childcare's (the Committee) inquiry into models for holiday care at Attachment A to the Submission, including that the Government:
  - a) supports ...;
  - b) opposes ...; and
  - c) supports in-principle ....
- 2) I recommend Cabinet agree:
  - a) the Minister for Children (the Minister) settle with the Chief Minister any necessary minor amendments to the Submission before it is lodged; and
  - b) the Minister provide the Submission to the Committee.
- 3) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

**Assembly Business Paper**

**Second pass approval for legislation**

- 1) Further to Cabinet Decision No. YY/XXXX/CAB of [DATE MONTH YEAR], I recommend Cabinet agree the Minister for Education present the *Schools (Healthy Canteens) Bill 2014*.
- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

### **Ministerial statements**

- 1) I recommend Cabinet agree:
  - a) the Attorney-General provide a statement in the Legislative Assembly during the sitting week of [DATE], on the following matters:
    - i. ....,
    - ii. ...., and
    - iii. ....; and
  - b) the Minister for xxx settle with the Chief Minister any minor amendments prior to delivery in the Legislative Assembly.
- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the Freedom of Information Act 2016.

### **Cabinet Appointment**

#### **Appointments**

- 1) I recommend Cabinet agree:
  - a) to endorse the proposed:
    - i) appointment of Ms Jane Smith as the [full-time/part-time] Chairman for a period of three years commencing on the day after notification; and
    - ii) reappointment of the following people as [full-time/part-time] members for a period of three years commencing on the day after notification;
      - (A) Mr John Doe; and
      - (B) Ms Jane Doe.
  - b) the Minister for Fair Trading refer [this/these appointment/s and reappointments] to the Standing Committee on [INSERT RELEVANT COMMITTEE].

- 2) I recommend Cabinet note the advice to the Chief Minister on the release of the Cabinet Decision Summary (Attachment B) as required under Section 23 of the *Freedom of Information Act 2016*.

#### Discussion Paper

Only background and discussion points are required. [See the Discussion Paper template for further instructions.]

#### OPEN ACCESS RELEASE OF CABINET DECISIONS

##### Cabinet decision summaries

The Government's previous Summary of Cabinet Outcomes (SOCO) process was established several years ago under the open government arrangements which was built on the principles of openness and transparency. The commencement of the *Freedom of Information Act 2016* (FOI Act) now legislates for the release of specific information.

Below are some sample summaries to provide an example of the basis content required for the Open Access Release of Cabinet decisions.

When drafting a summary of a Cabinet decision, sufficient information should be provided in the draft Cabinet summary for it to be useful to the reader, while ensuring not to release any information that might be contrary to the public interest. The draft summary of Cabinet decisions must not:

- a) be an exact copy of information submitted to Cabinet for its consideration, unless that information is purely factual;
- b) reveal deliberations or discussions; or
- c) disclose any information mentioned in Schedule 1 of the FOI Act or information contrary to the public interest.

Please note: changes may be made to summaries as a result of decisions following Cabinet consideration in consultation with directorates and Ministers' offices.

##### Sample Cabinet decision summary wording

###### Cabinet submissions

Cabinet agreed to..... [*include a high level summary of the what the submission seeks agreement to*].

###### Legislation (policy approval)

Cabinet agreed amendments be drafted to *the xxx Act* and the proposed bill be subject to scrutiny as a significant bill requiring a full human rights analysis [*as required*]. The Triple Bottom Line Assessment has been provided, to be released on Cabinet's agreement to introduce the Bill.

*Cabinet agreement to policy approval is released once agreement to introduce the Bill is provided.*

###### Legislation (agreement to introduce/combined pass)

Cabinet agreed the Minister for xxxx present the *Bill* in the ACT Legislative Assembly. Cabinet further agreed the bill be subject to scrutiny as a significant bill requiring a full human rights analysis [*as*

*required]. Please provide a general and brief summary of the amendments being made. The Triple Bottom Line Assessment has been provided for release.*

Ministerial statements

Cabinet agreed the *Minister for xxx* make a Ministerial Statement in the Legislative Assembly on xxxx. Under the requirements of the ACT Government Cabinet Handbook, no Triple Bottom Line Assessment was required for this item.

Appointments

Cabinet endorsed the *appointment/reappointment* to the *board/committee name*.

Discussion papers/presentations

Cabinet noted the *brief and general summary of the discussion presented at the meeting*.

Government responses/submissions

Cabinet agreed to the ACT Government *submission/response to the Inquiry/Committee/Private Member's Bill, etc.*

Triple Bottom Line provided for release

The Triple Bottom Line assessment has been provided for release.

Triple Bottom Line not required

Under the requirements of the ACT Government Cabinet Handbook, no Triple Bottom Line assessment was required for this item.

Triple Bottom Line required, but not provided for release

*Refer to the Open Access Release Summary template and Better Practice Guide.*



# PART E - FURTHER GUIDANCE ON TEMPLATES

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## COVERSHEET

### Purpose

This is a short, few sentence summary of what the submission seeks to achieve. For example, permission to draft a bill, approval of a new policy, permission to table a Government response, etc.

### Timing

The timing section should list both the forecast Cabinet date and the critical date by which a decision must be made. For example: “Forecast for Cabinet on 1 September. A media announcement is planned for 10 September.”

### Impact

This section summarises the anticipated social, economic, and environmental outcomes of the proposal. If there are none or minimal, they can be summarised in the coversheet. If there are likely to be substantial impacts, a triple bottom line assessment or regulatory impact statement covering all of the issues must be included with the submission. The cover-page should summarise the document in the impact section.

### Consultation

Summarise which Directorates and any external bodies were consulted and whether they agree.

### Budget impact

All submissions must outline any budgetary implications, for the current financial year and for each of the four subsequent financial years. A budget impact arises where Cabinet agrees to expenditure or revenue items that have not previously been incorporated into the budget.

If the Submission has a budget impact, this should also be discussed and included in a table in this section and marked ‘yes’ on the front of the submission.

The figures shown in the table on the cover page indicate the net budget impact of agreement to the recommendations. The gross financial impact must be presented in a table under the Financial Implications heading. This table should, where relevant, include entries for recurrent expenditure, offsetting savings, revenue to the government and capital.

Treasury agreement to the figures in a Cabinet paper must be sought prior to exposure draft circulation.

## RECOMMENDATIONS

Select the appropriate format at [Part D](#) of this guide. Recommendations should be self-explanatory and provide all the details necessary for action on a decision.

## COMMENTS

Following exposure draft circulation of Cabinet submissions, all unresolved or outstanding comments made by Directorates are summarised and included in a table as an attachment to the submission.

Any changes, discussions, or responses by the authoring Directorate should be included against each comment received.

## BACKGROUND, ISSUES & OPTIONS

Headings and sub-headings should be used to aid ministers' reading of the submission in this part.

The supporting argument should:

- set out why Cabinet is being asked to make this decision;
- advance an agreed basis of fact on which discussion may proceed;
- concisely summarise essential issues;
- display a logical development of information and evidence based argument;
- identify the costs and benefits of the proposal;
- address realistic policy options and their implications;
- identify contentious issues or points of disagreement; and
- address likely community or stakeholder views/reaction.

Every submission must provide details of any human rights implications, including whether the proposal is consistent with the *Human Rights Act 2004* (the Human Rights Act).

Information essential to Cabinet's deliberations that is not able to be accommodated in the body of the submission can be provided to Cabinet as an attachment to the submission. All attachments should be marked 'Sensitive: Cabinet'.

## CONSULTATION

The consultation section in the body of the paper should explain who was consulted in developing the paper, what views were expressed, and identify any points of support or disagreement. An explanation of how issues raised in consultation were addressed and whether they remain live at the time of Cabinet consideration should be included.

## IMPLEMENTATION

Cabinet requires a summary of the Implementation Schedule that stipulates anticipated due dates for key steps involving Cabinet agreement.

These steps may typically include: agreement to release an issues paper, consultation activity (if applicable), agreement to a policy/legislative outcome, agreement to draft legislation and introduce, anticipated passage of legislation etc.

Any particular risks or sensitivities that you are aware of that may impact on the delivery of key steps should be documented together with any mitigation strategies.

## FINANCIAL IMPACT

The financial implications section within the submission should address (as appropriate):

- a) the source of the funding for the initiative, including where the initiative is to be funded from the budget. Potential offsetting savings should also be identified;
- b) why a proposal cannot be held off until for consideration in the budget context;
- c) whether there is an impact on cross border service delivery, including possible cost-shifting; and
- d) the financial impacts of not proceeding with the recommendations.

Treasury's agreement on the costing of proposals must be obtained prior to the draft submission's first lodgement for exposure circulation with the Cabinet Secretariat. Treasury's agreement assures Cabinet that the stated budgetary impacts of the proposal are accurate.

Directorates must allow sufficient time for Treasury to assess the financial implication of proposals, and should commence discussions as early as possible in the drafting process. Table 1 provides further guidance on the possible financial impact of typical proposals. Further advice can be sought from contacting the Cabinet Office.

### **Glossary of terms:**

#### *Capital Injections*

This means by which the Government injects funds into a territory entity for purposes such as the purchase or development of assets, the payment of debt, or to increase a territory entity's working capital. On occasion capital injections may be repayable. For further information, please refer to the ACT Budget papers.

Table 1: Financial impact guidelines

Agreement sought from Cabinet by the Submission	Appropriation impact?		Budget impact?		Financial impact?	
Response to Auditor-General's report (where the Submission is not seeking Cabinet's agreement to any new activities)	No appropriation is sought.	No	If no new activities are proposed, there should be no budget impact.	No	If no new activities are proposed, there should be no financial impact.	No
Direct sale of land	No appropriation is sought.	No	Revenue from direct sales is already included in the budget as part of the Government's Indicative Land Release Program.	No	The sale of the land results in the Government receiving revenue.	Yes
Minor administrative changes to legislation which will cost \$20,000 to implement but internally funded	No appropriation is sought.	No	Activities are to be funded from existing resources and will therefore not have a budget impact.	No	It will cost \$20,000 to implement the changes to legislation.	Yes
Capital Works Variation to reallocate funding from a project with an underspend to a project with a cost pressure	No additional appropriation is sought.	No	Activities are to be funded from existing resources and will therefore not have a budget impact (unless depreciation impacts are different).	No	The reallocation of funding will reduce available funding for one project and increase it for the other.	Yes
Proposal to decrease rental rates for community facilities.	No additional appropriation is sought.	No	The decrease in rental rates will result in a decrease in revenue compared to budget.	Yes	The decrease in rental rates will result in a decrease in revenue.	Yes
Request to approve business case for redevelopment of public housing properties	The Submission is seeking Cabinet's agreement to provide appropriation.	Yes	The proposed activities will result in an increase in expenses and capital investment.	Yes	As per the budget impact, with additional impacts, ie costs avoided due to the divesting old properties.	Yes

*Controlled Recurrent Payment*

An amount provided, or to be provided to a territory entity for the delivery of goods and services provided by the territory entity of a person providing goods and services on behalf of the territory entity.

## **MEDIA / COMMUNICATIONS**

This section should summarise any planned media announcements or events, any likely attention, and the proposed method of addressing each. A communications plan should be attached to all Cabinet submissions which have media implications.

## **OPEN ACCESS ASSESSMENT**

Refer to the Better Practice Guide [here](#).

## **ATTACHMENTS**

All attachments should be listed in the 'Index to Attachments' table in the paper template. This template should include the correct title, page numbers and indicate if the attachment is for release. All attachments should be marked '**SENSITIVE: CABINET**' on each page.

## PART F - MISCELLANEOUS

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### UPDATES AND CORRECTIONS

In the event that a lodged paper requires correction or additional essential supplementary information needs to be provided to the Cabinet, the Cabinet Secretariat should be consulted immediately and will advise on the appropriate procedures.

While updates can stand alone, corrections should provide complete replacement pages to the original paper (with new material sidelined). If more than one correction is required, it may be preferable to withdraw the original paper and re-lodge it.

Update and correction papers are not usually circulated before lodgement with the Cabinet Secretariat.

Where update and correction papers are for information only, Directors-General may provide these papers on behalf of ministers.

### PRESENTATIONS

In certain circumstances (especially for matters involving plans, maps, or large amounts of data that might be presented graphically), a presentation may aid Cabinet's consideration of a matter.

In such circumstances, the first and preferred option should be to include such material as an attachment to a Cabinet paper in a format that is easily accessible from ministers' iPads, and can be presented on a video projection screen.

Where a minister wishes to make a presentation, the prior agreement of the Chief Minister must be sought in writing.

A presentation must not be used as a substitute for a submission. When the Chief Minister has agreed to a presentation occurring, a full Cabinet paper must be prepared.

When a presentation is agreed to, a copy of any additional information that will be shown to Cabinet that was not included within the Cabinet paper, such as a power-point presentation, must be lodged with the Cabinet Secretariat at the same time as the relevant Cabinet paper.

The Chief Minister's agreement should be sought to any outside attendees that a Minister or Directorate wishes to invite to make or attend a presentation as required by the ACT Cabinet Handbook.

### BETTER PRACTICE GUIDES

Practice Guides are online resources to assist with the development of Cabinet Papers. The following Practice Guides are available [here](#):

- Significant matters affecting Commonwealth, state and territory relations and relations with external bodies; and
- Guide to Open Access information – Cabinet Decisions.

## PART G - FORMATTING CHECKLIST

Template	<ul style="list-style-type: none"> <li>Check correct template selected and italic drafting guidance deleted</li> </ul>
Perspective	<ul style="list-style-type: none"> <li>Check the paper is written from perspective of the sponsoring minister (I recommend ..., in the last Budget we ...)</li> </ul>
Font	<ul style="list-style-type: none"> <li>Arial 10 point on cover page</li> <li>Arial 12 point for the remainder</li> </ul>
Headings	<p><b><u>TEMPLATE HEADINGS</u></b></p> <p><b><u>Subheading level 1</u></b></p> <p><u>Subheading level 2</u></p>
Length	<ul style="list-style-type: none"> <li>Page i (roman numeral numbering) – cover page</li> <li>Page ii (roman numeral numbering) – recommendations</li> <li>New page (numerical numbering starting from 1) – Supporting Argument/Discussion (not to exceed 6 pages)</li> </ul>
Cover page	<ul style="list-style-type: none"> <li>All sections must be completed (use nil or N/A as appropriate)</li> </ul>
Paragraph numbering	<ol style="list-style-type: none"> <li>1) ....:             <ol style="list-style-type: none"> <li>a) ...;</li> <li>b) ....: and</li> <li>c) ... .</li> </ol> </li> <li>2) ...; and</li> <li>3) ....</li> <li>4) Note: paragraph numbering restarts in each attachment.</li> </ol>
Line spacing	<ul style="list-style-type: none"> <li>Cover page – single</li> <li>Body and attachments – 1.5pt</li> <li>Supporting argument/discussion – clear line between paragraphs</li> </ul>
Presentation	<ul style="list-style-type: none"> <li>All pages numbered</li> </ul>
Security classification	<ul style="list-style-type: none"> <li>Dissemination Limiting Marker (<b>SENSITIVE: CABINET</b>) must be included in red, bold and capitals on every page in accordance with the Cabinet Handbook and ACT Protective Security Policy Framework</li> <li>Additional classifications should be discussed with Cabinet Office</li> </ul>
List of attachments	<ul style="list-style-type: none"> <li>Index in the template – specify the number of pages included in each attachment</li> </ul>
Attachments	<ul style="list-style-type: none"> <li>Top right hand corner of first page <b>ATTACHMENT A</b></li> <li>Each attachment must be referred to in the Supporting Argument/Discussion section and underlined (eg. <u>Attachment A</u>)</li> </ul>



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