

Understanding the Cabinet Submission Process

Overview

This course explores the processes, requirements and skills for preparing or contributing to papers for Cabinet. Experienced senior officers from Departments including Premier and Cabinet and Treasury and Finance will provide insider information on the Cabinet process, the consultative requirements, identifying issues and impacts, and other considerations when preparing Cabinet Submissions. You will refine your ability to write brevity and clarity through practical exercises based on case studies.

Competency Framework:

First Line Manager Common
(ASO2 – ASO5)

Middle Manager Common
(ASO5 – ASO8)

Facilitator:

Sue Averay

Duration:

1 full day
9:00am – 4:30pm
(8:45am registration)

Dates:

Please refer [here](#).

Location:

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions:

Comprehensive workbook, morning tea, lunch, afternoon tea and refreshments.

Cost:

Professional Member: \$460
State Gov. Member: \$495
Corporate Member: \$505
Non-Member: \$575

Contact:

t: 08 8212 7555

e: enquiries@sa.ipaa.org.au

Content

Topics to be covered include:

- How Cabinet works.
- The DTF requirements.
- Business and regional impacts assessments.
- Matters to be taken into account in preparing Cabinet Submissions.
- Writing sections of a Cabinet Submission based on case studies.

Outcomes

By the end of this course you will be able to:

- A clear outline of the process, requirements and skills for preparing or contributing to papers for Cabinet.
- Tools to assist you to identify the key matters to be addressed when preparing to write a Cabinet Submission.
- Reviewed and refined your professional writing skills.

Who should attend?

This course is recommended for anyone responsible for writing or contributing to Cabinet Submissions.

Benefits to you and your organisation

- You will have improved your understanding of the Cabinet Submissions process.
- You will have the knowledge to play your part in the Cabinet Submissions process effectively.
- Clear understanding of the Cabinet decision process promotes an effective working relationship between the department and the Cabinet office and other key agencies.
- Exposure to senior officers from the Department of the Premier and Cabinet and Department of Treasury and Finance will provide cross government networking opportunities and enhance possibilities for effective submissions.

Testimonial:

"I now have a sound understanding of the Cabinet Submission process. When I am asked to participate in the Cabinet Submission process, I will be able to refer to my notes to write the submission, use the templates, understand the timeline and provide support to my Agency."
– 08 February 2017