



# UNDERSTANDING THE CABINET SUBMISSION PROCESS

Learn the necessary skills and requirements to prepare or contribute to cabinet submission papers. This program will also help you refine your professional writing skills.

## Content

- How Cabinet works.
- The Department of Treasury and Finance (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

- Have 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.
- Review and refine 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, as well as have a clear understanding of the Cabinet decision process. The skills gained in this program will help promote an effective working relationship between departments, the Cabinet office and other key agencies.

## Competency Framework

First Line Manager Common (AS02-AS05)  
Middle Manager Common (AS05-AS08)

## Facilitator

Sue Averay

## Register

[www.sa.ipaa.org.au](http://www.sa.ipaa.org.au)  
[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

## Duration

1 full day  
9:00am-4:30pm  
8:45am registration

## Dates & Bookings

See [IPAA SA website](#)

## Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

## Inclusions

Workbook, morning tea, lunch and refreshments

## Costs

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