



GUIDELINES FOR THE PRESENTATION OF ATTACHMENTS TO CABINET SUBMISSIONS

Attachments to a Cabinet submission should be of the same quality and standard as the submission itself, consistent with the guidelines contained in the Cabinet Handbook. The following points are derived from the Cabinet Handbook and should be adhered to at all times:

- One set of single sided, unstapled, unbound attachments must **always** accompany the original submission.
- Each attachment must be clearly identified sequentially by number/letter at the top right hand corner of the first page and cross referenced in the same sequence with that number/letter in the body of the submission.
- Thirty extra copies (preferably double sided) are to be submitted if the attachments:
 1. are in colour*;
 2. are in bound form;
 3. are not A4 sized; or
 4. cannot be reproduced easily on a photocopier.

*It is not necessary to provide extra copies of colour attachments if the colour does not add anything and is simply to 'dress up' the document. If the document has diagrams, graphs, maps etc. that can only be understood using colour, extra copies should be provided.

- Attachments should be paginated. The preferred format is 'Page 1 of 3, Page 2 of 3' etc.
- The original set of attachments accompanying the submission should not be imprinted with watermarks such as 'Confidential' or 'Draft'.
- Submissions requesting the drafting of legislation must have drafting instructions attached.
- Submissions requesting the printing of a Bill must have a copy of the Bill attached.
- Curriculum Vitae(s) must be attached for all appointments and reappointments including the appointment or reappointment of CEOs and other senior officers in the Public Sector.

Attachments should be checked page by page for errors, omissions, etc. prior to lodgement with Cabinet Services.