# **Fact sheet: Treasury Briefing templates**

Treasury Briefing templates can be downloaded for use by incoming teams to Treasury. Please take note of the following guidance.

## Which briefing template do I use for Ministers?

The Treasury template for General Briefing for Ministers allows teams to choose the relevant Ministerial recipient or combination of recipients.

**Please note that that all general briefs to a Portfolio Minister also need to be addressed to the Treasurer for his concurrent visibility as Lead Minister for the Treasury cluster.**

When using the general briefing template for more than one Ministerial recipient, please be mindful that:

* Recommendations should clearly address the respective Minister, with the recommendations for the Minister leading on the subject matter listed first.
* Recommendations should also indicate if a document attached to the brief requires the signature of multiple Ministers.
* Choose the correct document title, priority and signature block.
* The key impacts should also highlight any specific issues for a Portfolio Minister which are not otherwise addressed in the brief.

Please also note there are separate templates for:

* Ministerial correspondence briefs. Please use the correct covering brief template and letterhead for the respective Treasury Cluster Minister
* Parliamentary Secretary correspondence briefs.
* Ministerial meetings briefs.

If the incorrect Ministerial templates are used, EMS will not progress the workflow to the Ministerial Offices and will return the brief for amendment.

## Which briefing template do I use for the Secretary?

There are separate templates for the Secretary for:

* General briefs.
* Correspondence briefs.
* Secretaries Board briefs.

We note that some specific briefing template requirements have been developed for some incoming teams in consultation with their Treasury Deputy Secretary. Those templates can be used as required.

If the incorrect template is used, the Office of the Secretary will not progress the workflow and will return the brief for amendment.

## What are the approval timeframes for a brief?

Treasury teams must build in the following lead times in progressing briefs to Ministers and/or the Secretary:

* All Treasury Cluster Ministers must be given **at least 5 days** to consider a brief.
* The Secretary must be given **at least 48 hours** to consider a brief.

When using the briefing template, please ensure you select the correct priority-level and provide reasons for the approval timeframes or critical date.

## Do I still need to workflow a brief?

Yes. However, interim arrangements are in place to progress workflows while incoming teams have not yet transitioned to Treasury’s Objective platform. Please note the following steps:

1. Continue to use the workflow for a Ministerial Brief under your current records management system (e.g. DoI’s CM9).
2. When preparing the brief, please clearly indicate if Treasury Deputy Secretary and/or Secretary approval or endorsement is required.
3. Progress the workflow to your pre-MOG ministerial services team.
4. If Treasury Dep Sec or Secretary approvals are required, your pre-MOG ministerial services team will liaise with Treasury’s Ministerial & Parliamentary Services (MPS) team to facilitate. MPS will progress the briefing to the Ministerial Offices following completion of internal Treasury approvals.
5. If Treasury Dep Sec or Secretary approvals are not required, your pre-MOG ministerial services team will progress the briefing to the Ministerial Offices, while copying in the Treasury MPS team for visibility.
6. Once Ministers have signed the brief, the briefing will be returned to Treasury MPS and the relevant external ministerial services team concurrently, and advice will then be channelled to the business area accordingly.

Further instructions will be provided to incoming Treasury teams once transitioned to Objective.

## Who can I contact for help?

If you have any queries about Ministerial templates, please contact Ministerial & Parliamentary Services in the Executive and Ministerial Services Branch.

If you have any queries about workflowing a brief, please continue to contact your relevant pre-MOG ministerial services team.