



Northern Territory Archives Service

Cabinet Submissions and Decisions

In 1978 the Commonwealth passed The Northern Territory (Self Government) Act 1978 establishing the Northern Territory as a distinct political entity under the Crown, with limited state-like powers, effective on the 1st July 1978. The Act gave the Northern Territory self-government, extending local autonomy to the Legislative Assembly of the Northern Territory, and providing power to the Administrator to grant or deny assent to proposed law. Following this, the first Ministry of the new Northern Territory Government was appointed and the Legislative Assembly was given authority and responsibility for the finances of the government of the Northern Territory.

The Cabinet

The Cabinet consists of those elected members of the Legislative Assembly who have been appointed as Ministers by the Administrator. The Cabinet meets on a weekly basis to make decisions on matters such as major policy issues, proposals with significant expenditure or employment implications, matters which involve important initiatives or departures from previous arrangements, proposals with implications for Australian, state and local government relations, legislation, and high level government appointments.

The records of Cabinet meetings and decisions are held in the strictest confidence until they are released 30 years after their creation.

Access to Cabinet Records

On the 1st January each year the records of the Northern Territory Government's Cabinet are released for public access, having reached 30 years since their creation.

The Northern Territory Archives Service is responsible for managing, preserving and providing access to Territory Archives. Archives Advices nos.1-6 relating to access may be downloaded as PDF documents from: <http://www.nt.gov.au/nreta/ntas/records/archive/index.html>

In accordance with the Information Act government agencies transfer permanent value records of their business and activity to the archives service for inclusion in the Territory Archives. An access agreement is negotiated by the responsible agency and the archives service when the records are transferred. Public access to government archives is restricted for a minimum of 30 years, unless it is in the public interest for the records to be restricted for longer.

The Cabinet Office in the Department of the Chief Minister provides secretariat services to Cabinet and the Executive Council, and is the agency responsible for the records of Cabinet. An access agreement negotiated between the Northern Territory Archives Service and the Department of the

Chief Minister provides for an annual opening of Cabinet submissions and decisions and of the Executive Council meeting papers, at the 1st of January each year after the records become 30 years old (some items may be restricted for longer periods where sensitive information has been identified).

Understanding Cabinet Submissions and Decisions

Most business comes before Cabinet by way of formal Cabinet submissions, identified by a consecutive number. Cabinet submissions generally follow a set format. This includes a cover sheet which provides brief details of the submission (e.g. title, purpose, sponsoring Minister, relationship of the proposal to existing policy, timing considerations, staffing implications, costs) followed by the body of the submission which includes recommendations, background materials, options, budget implications, timing issues and other key topics. There may also be attachments to the submission. Submissions are usually prepared by Government agencies at the direction of, or with the agreement of, the Minister responsible for that agency. Submissions may also include comments from other Northern Territory Government agencies which were consulted during the development of the submission.

Each decision made by Cabinet is formally recorded in a separate document known as a Cabinet decision. Like Cabinet submissions, each Cabinet decision is given a consecutive number. Most Cabinet decisions will have a corresponding Cabinet submission, but Cabinet may also issue a Cabinet decision without a submission. Note that the decision number is not the same as the corresponding submission number (apart from a small number of very early submissions and decisions in a new Government's term when the numbers may coincidentally align).

Ministers may from time to time present memoranda to Cabinet, or table a document at a Cabinet meeting. These documents will generally be incorporated in the formal records of the Cabinet meeting. Such documents will usually result in a Cabinet decision, but not in every case.

The Cabinet submissions and decisions are kept in bound volumes (NTRS 2575).

The table below lists the records of Cabinet, and other significant related series, available for public access:

Main Series

Series	Title	Description	Series Date Range
NTRS 2575	Cabinet submissions and decisions	Cabinet submissions, decisions, and associated papers including budget information <ul style="list-style-type: none">Volumes 5-17, Meeting number 28 on the 7 December 1977 to Meeting number 64 on the 22 December 1978, are open from 1 January 2009	1971-2005

NTRS 2575	Cabinet submissions and decisions	<ul style="list-style-type: none"> Volumes 18-32, 35-43 Meeting number 65 on the 2 January 1979 to Meeting number 90 on the 5 December 1979, are open from 1 January 2010 Volumes 44-64, Meeting number 91 on the 19 December 1979 to Meeting number 121 on 23 December 1980, are open from 1 January 2011. Volumes 65, 68A, 68C-70, 71B-79, 81A-90, Meeting number 122 on 14 January 1981 to Meeting number 154 on 21 December 1981 are open from 1 January 2012 	1971-2005
NTRS 3353	Index to Cabinet submissions and decisions	Annual indexes, created by the Cabinet Office to assist with accessing the volumes. The index provides details of the meeting number, meeting date, decision number, and title of submission.	1977-1981

Related Series

Series	Title	Description	Series Date Range
NTRS 3351	Executive Council meeting papers	Agenda and business papers with related attachments <ul style="list-style-type: none"> Volumes 1-12 are open from 1 January 2009 Volumes 13-17, 19-23 are open from 1 January 2010 Volumes 24-25, 27-35 are open from 1 January 2011 Volumes 36-39, 41-44, 46-48, are open from 1 January 2012 	1969-1981
NTRS 3352	Index to Executive Council meeting papers	An index created by the Cabinet Office in 2008 to assist with accessing the meeting papers. The index lists business papers submitted to each meeting	1977-1981
NTRS 3354	Copyprints relating to members of the Northern Territory Cabinet	Copyprints taken from original photographs of the members of the Northern Territory Cabinet.	ca 1978- ca 1980

Further information

These series can be accessed by appointment in the Search Room of the Northern Territory Archives Service, Darwin, open from 9.00am-12 noon, 1.00pm-4.00pm weekdays.

Contacts

Northern Territory Archives Service Darwin	Northern Territory Archives Service Alice Springs
25 Cavenagh Street DARWIN NT 0800 GPO Box 874 DARWIN NT 0801	Minerals House 58 Hartley Street ALICE SPRINGS NT 0870 PO Box 8225 ALICE SPRINGS NT 0871
Telephone (08) 8924 7677 Fax (08) 8924 7660	Telephone (08) 8951 5669 Fax (08) 8951 5232
Website address: http://www.nt.gov.au/ntas/	
E-mail: nt.archives@nt.gov.au	