

4.17 Matters to Note Template

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MATTERS FOR CABINET TO NOTE

<u>Department</u>	<Name of agency submitting matter>
<u>Responsible Minister</u>	<Name of responsible Minister>

Description of Matter including timing and public presentation
<u>Title</u>
<ul style="list-style-type: none">•••••
<u>Head of Power (if applicable)</u>

<Signed>

Director-General
<Department Name>

<date>

<Signed>

<Minister Name>
<Minister Title>

<date>

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