*This is an instructional template prepared by the Cabinet Office.*

**Government Response to**

**Report of [name of select committee]**

**on**

**[title of report]**

**Presented to the House of Representatives**

 **In accordance with Standing Order 252**

## Government response to Report of xx Committee on xx

## Introduction

*An opening remark such as:*

1. The government has carefully considered the xx Committee’s report on… [Give details].
2. The government welcomes the Committee’s report, which represents a major contribution to the development of policy on…Appropriate for inquiries.

*A sentence stating:*

1. The government responds to the report in accordance with Standing Order 252.

*Any general statements or explanations of the nature and content of the response, such as:*

1. the government has taken action on all of the Committee’s recommendations; OR
2. the government has taken action on certain of the Committee’s recommendations, but is as yet unable to respond positively on the recommendations dealing with…because; OR
3. the Committee’s recommendations by nature are long term. The government proposes to examine progress again in…

## Recommendations and government response

1. Recommendation 1: [quote committee’s recommendation]
2. Response: [State response. This should be concise and informative. Responses should be framed in terms of how “the government” responds to the issue, with references to the responsibilities of, and action taken by, particular Ministers/departments as appropriate.]
3. Recommendation 2:
4. Response: [etc]

## Conclusion

1. Brief summary of overall response.

*Form of papers to the Cabinet Legislation Committee seeking approval of a government response to a select committee inquiry or petition – no policy content.*

[Security classification – minimum of In Confidence required]

Office of the Minister for X
Chair, Cabinet Legislation Committee

## Government Response to the Report of the XX Committee on [XX Inquiry/Petition]

## Proposal

1. This paper seeks approval of the government’s response to the xx Committee inquiry/petition on xx.

## Background

1. [Include any background information such as: why the select committee held the review/inquiry, what the petition requested, any interesting information about the committee’s enquiry/consideration of the petition when the report was presented etc]

## The XX Committee findings

1. [Discuss the findings of the select committee. This may include reproducing the committee’s recommendations, or may just contain a discussion of them. Detail of why the committee made the recommendations may also be of interest.]

## Comment on the XX Committee findings and recommendations

1. [Provide comment on the general tenor of the government’s response to the select committee. Discuss the main points raised in the response. You may wish to do this recommendation by recommendation, or just by way of an overview.]

## Timing of the government response

1. The government response must be presented to the House by xx.

## Consultation

1. [Provide the usual information required for Cabinet papers.]

## Financial implications

1. [Provide the usual information required for Cabinet papers.]

## Publicity

1. [Provide the usual information required for Cabinet papers.]

## Proactive Release

1. This section should include a statement on whether the Minister proposes to release the paper proactively in whole or in part, or to delay the release beyond 30 business days. Proactive release is subject to redaction as appropriate under the Official Information Act 1982. Refer to the [CabGuide page on proactive release](https://www.dpmc.govt.nz/publications/proactive-release-cabinet-material) for more information. Note that there is no need to include a recommendation noting or seeking agreement to release a paper.

## Recommendations

1. The Minister of xx recommends that the Cabinet Legislation Committee:
2. note that on [date] the [name] Committee presented its report to the House entitled “[title of report]”;
3. note that the select committee recommended that the government [recommendations from report];
4. note the submission of the Minister of xx and in particular his/her advice that [summarise the main points of the proposed response];
5. approve the government response, attached to this submission, to the Report of the [name] Committee entitled “[title of report]”;
6. note that the government response must be presented to the House by [date];
7. invite the Minister of xx to present the government response to the House in accordance with Standing Order 252;
8. [for petitions] invite the Minister of XX to write to the petitioner enclosing a copy of the government response to the report of the xx Committee on the petition, after the response has been presented to the House.

Authorised for lodgement

Hon John Jones

Minister of x

*Form of recommendations in a submission to a Cabinet committee seeking policy decisions for inclusion in a proposed government response to a select committee report on an inquiry/petition.*

The Minister of xx recommends that the xx Committee:

1. note that on [date] the [name] Committee presented its report to the House entitled “[title of report]”;
2. note that the select committee recommended that the government [recommendations from report];
3. note the submission of the Minister of xx and in particular his/her advice that [summarise the main points of the proposed response];
4. agree/approve… [set out what is required for approval of the policy issue included in the proposed government response];
5. approve the government response, attached to this submission, to the Report of the [name] Committee entitled “[title of report]”;
6. note that the government response must be presented to the House by [date];
7. invite the Minister of xx to present the government response to the House in accordance with Standing Order 252.