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| cid:image002.jpg@01CFF853.89AAA630 | **Lodging a Submission in CabNet** **Checklist for Ministers' offices**  |
| ***Prerequisite*** | A paper that is not uploaded into CabNet as a *Final Draft* is ready for the Minister’s final approval to lodge*. This generally applies to papers initiated in the Minister’s office e.g. Travel papers.* |
| ☐ | Is the paper expected to be approved for lodgement after the Thursday 10:00am lodgement deadline? If YES, then an email request for a late paper is required. |
| ☐ | Is the submission complete? The paper and attachments are all saved in electronic form accessible by Ministers’ office staff. If the paper has been drafted by an agency, then all necessary information has been received from the agency – such as agency contact name and consulted agencies information.  |
| ☐ | If the paper is a joint paper, agreement has been reached with the other owning Ministers’ offices on which office will complete the lodgement process in CabNet (including confirmation that Ministers’ approvals have been secured). |
| ☐ | All necessary Ministerial consultation has occurred. *The Minister of Finance often requires consultation - refer to the consultation section of the CabGuide for information.* *If the submitting Minister is an Associate Minister, consultation has occurred with the principal Minister.*  |
| ☐ | Consultation with support parties has been undertaken (or needs to be undertaken), if consultation is necessary. |
| ☐ | Consultation with Caucus has been undertaken (or needs to be undertaken), if consultation is necessary. |
| ☐ | The intended Cabinet or Cabinet committee meeting has been confirmed with the Minister. |
| ☐ | The paper, and its contents, has been approved for lodgement by the Minister, in accordance with the Minister’s office internal approval process. |
| ☐ | The information collected as a result of the steps above has been collated and is ready for input into CabNet. |
| ☐ | Login to CabNet - the submission can now be *Lodged*. Use the “Lodge” action on CabNet Homepage. Refer to the CabGuide page on lodgement for information about the steps that are required in CabNet.  |
| ***Final step*** | The Minister is available to attend the meeting or another Minister has been briefed to stand in for them. |