

# 09 Minister's Office: Checklist for Lodging a 'Final Draft' Paper



Minister's office user

## Lodge a 'Final Draft' paper already uploaded by an agency

<p><b>Before you start</b></p>	<ul style="list-style-type: none"> <li>• Document is a Cabinet or Cabinet committee paper with a security classification of: In Confidence, Sensitive or Restricted.</li> <li>• The paper has already been uploaded to CabNet by the originating agency as a Final Draft.</li> <li>• <b>The Minister has approved the paper to be lodged in CabNet</b> (internal office processes apply for securing the Minister's approval).</li> </ul>
<p><b>1.</b></p>	<p><b>Select submission</b> to lodge:</p> <ul style="list-style-type: none"> <li>• Navigate to the submission you want to lodge and click to select.</li> <li>• Under 'Submission actions', click 'Lodge'.</li> </ul>
<p><b>2.</b></p>	<p><b>Review 'Submission information'</b> sections previously completed by the originating agency and amend if necessary, in particular:</p> <ul style="list-style-type: none"> <li>• Is the 'Title' field correct? Does it match the title on the paper? Amend if necessary.</li> <li>• Are the classification and endorsements correct?</li> <li>• Is the 'Meeting' type and 'Intended meeting' date correct?</li> </ul>
<p><b>3.</b></p>	<p><b>Complete 'Ministerial consultation'</b> section:</p> <ul style="list-style-type: none"> <li>• Include all relevant Ministers and their correct portfolios as CabNet provisions access to other Ministers and their Portfolio Groups based on this information.</li> <li>• Record consultation with the government caucus, and other parties.</li> </ul>
<p><b>4.</b></p>	<p><b>Review 'Agency consultation'</b> section previously completed by the originating agency.</p>
<p><b>5.</b></p>	<p><b>Upload any attachments</b> that may be required (likely to be unnecessary). It is not possible to amend the title of an attachment during the lodgement process. If you want to change the title of an attachment, use the 'Rename attachment' function under 'Document actions' for the particular attachment once you have completed lodgement.</p>
<p><b>6.</b></p>	<p><b>Check</b> and update (if necessary) the Submission Information displayed on the 'Review' screen.</p>
<p><b>7.</b></p>	<p>Click '<b>Lodge</b>'.</p>
<p><b>8.</b></p>	<p><b>Review uploaded Word documents</b> on the individual preview screens in CabNet to check that formatting is correct. If there are any issues, fix and upload a new version.</p>