Request for Late Lodgement Form – Cabinet Submissions

**Note:** Requests for late submission (under the line), either within ten working days for Minutes or five days for Briefings, must be provided to the **Cabinet Office** for approval by the Cabinet Secretary (or delegate) before the Premier (or delegate), through the Request for Late Lodgement Form.

* **Please submit completed form to** [**Cabinet.Office@dpac.tas.gov.au**](mailto:Cabinet.Office@dpac.tas.gov.au)
* You will be notified via return email if late lodgement is approved
* Submissions can be uploaded to eCabinet while waiting for approval

Approvals (signature required):   
**Cabinet Secretary (or delegate): Premier (or delegate):**

Approved:  Not Approved:  Approved:  Not Approved:

Signature Date Signature Date

Central Agency communication:

Have Department of Premier and Cabinet (DPAC) and Department of Treasury and Finance (DTF) been notified of the request for late submission including an overview of decision?

**DPAC:** Yes  **DTF:**  Yes

No  No

DPAC: [Policy@dpac.tas.gov.au](mailto:Policy@dpac.tas.gov.au) DTF: [ots@treasury.tas.gov.au](mailto:ots@treasury.tas.gov.au)

Submission type and title:

Cabinet submission purpose:

Proposed cabinet meeting date:

Proposed date of lodgement with Cabinet Office:

Reason for late submission:

(e.g., Information only recently received, an urgent issue arising, inadequate planning in department or office).

Why consideration is necessary at this time:

(Outline reason, e.g., Urgent legislative changes are required, urgent advice is needed).

Outline implications/risks if this submission does not proceed at this time:

(Outline risks - e.g., Legislation will not be passed in time, an urgent political issue is not addressed resulting in consequences for the Government).

Contact officer:

Name:

Position:

Email:

Phone: