Department of Education, Employment and Workplace Relations

Ministerial Correspondence – Action
Advice

The Hon Julia Gillard MP
Deputy Prime Minister

The attached Ministerial correspondence is referred for the following action:

- [ ] Reply for signature of Minister [MPs, Senators, State and Territory MPs, National Orgs]
- [ ] Reply for signature of Chief of Staff [Electorate officers, Advisers OBO MPs and Senators, CEO's, Senior Managers]
- [X] Reply by department [all others]

For Action

- [ ] For departmental advice
- [ ] For referral to other portfolio Minster/Parl Sec ___________________________
- [ ] For referral to other Department/Agency ___________________________
- [ ] Campaign

No reply required

- [ ] For information (no reply necessary)
- [ ] Original of copy previously received
- [ ] Minister's Office will handle all invitation requests

Drafting Instructions by Adviser

[Signature]

Related PDR
Attachment

DLO's Initials

MPSS Use Only

- [ ] Searched and recorded other ministerial related by initiator
- [ ] Searched and recorded other ministerials related by topic
- [ ] All fields completed with supplied information and auto completed correctly
- [ ] All information on scanned document is legible
- [ ] Record finalised if appropriate