

ATTACHMENTS 3

INTRODUCTORY COMMENTS: 4

1.0 MANAGEMENT OF RECEIPT AND ALLOCATION OF MINISTERIAL CORRESPONDENCE 4

1.1 MANAGEMENT OF ESU 'IN TRAY'/ INITIAL SORTING PROCESS 4

1.2 MANAGEMENT OF THE ALLOCATION OF MINISTERIAL CORRESPONDENCE..... 5

1.3 INCOMING CORRESPONDENCE TO TEAM – INITIAL SORTING AND REGISTRATION 6

1.4 MANAGEMENT OF LETTERS OF ACKNOWLEDGMENT (OPTION LETTERS) 7

1.5 MANAGEMENT OF NO RESPONSE REQUIRED (NRR) CORRESPONDENCE..... 9

1.6 MANAGEMENT OF ALLOCATION AND DISPATCH OF URGENT CORRESPONDENCE..... 10

1.7 MANAGEMENT OF FINAL SIGNED MINISTERIAL CORRESPONDENCE..... 11

1.8 MANAGEMENT OF RETURN OF UNSIGNED MINISTERIAL CORRESPONDENCE..... 12

2.0 MANAGEMENT AND RECEIPT OF RESPONSES TO MINISTERIAL CORRESPONDENCE 13

2.1 MANAGEMENT OF INCOMING E-MAIL TO CPCU MAILBOX..... 13

2.2 MANAGEMENT OF CORRESPONDENCE WHERE ALLOCATION QUESTIONED..... 16

2.3 MANAGEMENT OF RESPONSES NOT RECEIVED BY DUE DATE (LATE RESPONSES)..... 17

3.0 MANAGEMENT OF REPORTS..... 18

3.1 CRYSTAL: WEEKLY REPORTS..... 18

3.2 CRYSTAL: DAILY REPORTS 19

3.3 CRYSTAL: WEEKLY (OVERDUE MINISTERIAL RESPONSES)..... 20

3.4 RECFIND: MONTHLY (PREMIER'S REPORT) 21

3.5 RECFIND: WEEKLY (OVERDUE MINISTERIAL CORRESPONDENCE) 22

3.6 RECFIND: MONTHLY (COMMUNITY CABINET)..... 23

3.7 RECFIND: MINISTERIAL TRIPS 24

4.0 MANAGEMENT OF BRIEFS 25

4.1 MANAGEMENT OF THE ALLOCATION OF MINISTERIAL BRIEFS 25

4.2 MANAGEMENT OF RECEIPT OF INCOMING REQUESTED BRIEF 26

4.3 MANAGEMENT OF ALLOCATION OF REQUESTED BRIEF WITH SPEECH REQUEST 27

4.4 MANAGEMENT OF RECEIPT OF REQUESTED INCOMING BRIEF (WITH SPEECH) 28

4.5 MANAGEMENT OF ALLOCATION OF REQUESTED PREMIER'S BRIEF..... 29

4.6 MANAGEMENT OF RECEIPT OF INCOMING REQUESTED PREMIER'S BRIEF 30

4.7 MANAGEMENT OF UNREQUESTED GMHS/DDGPO BRIEFS 31

1..... 31

BRIEF ARRIVES IN CPCU MAILBOX OR IS DELIVERED BY UNIT COORDINATOR..... 31

4.8 MANAGEMENT OF UNREQUESTED DG BRIEFS 32

4.9 MANAGEMENT OF UNREQUESTED MINISTERIAL BRIEFS 33

5.0 MANAGEMENT OF SUBMISSIONS 34

5.1 MANAGEMENT OF MINISTERIAL SUBMISSIONS..... 34

5.2 MANAGEMENT OF GMHS/DDGPO SUBMISSIONS 35

5.3 MANAGEMENT OF SUBMISSIONS RELATING TO MINISTERIAL FUNCTION ATTENDANCE 36

6.0 MANAGEMENT OF MEDIA RELEASES 37

7.0 MANAGEMENT OF MINISTERIAL CORRESPONDENCE NOT GENERATED BY INCOMING CORRESPONDENCE..... 38

8.0 MANAGEMENT OF OVERSEAS TRAVEL..... 39

8.1 -MANAGEMENT OF APPLICATION PROCESS 39

8.2 MANAGEMENT OF FOLLOW UP PROCESS FOR RECEIPT OF REPORT..... 40

8.3 MANAGEMENT OF REPORTS 41

4.7 Management of Unrequested GMHS/DDGPO Briefs

WHO	WHAT
R AO5	1 Brief arrives in CPCU Mailbox or is delivered by Unit Coordinator
	2 Register on RecFind
	3 Open brief and read thoroughly
	4 Go to 4.2 (2) – (8)
	5 Write GMHS/DDGPO
	6 Photocopy brief
	7 Highlight in yellow on photocopied brief File
	8 Highlight in yellow File on original GMHS/DDGPO
	9 E-mail to EXDG, SDLO, MCM
	10 Tick on original that e-mails have been sent
	11 Provide original to GMHS/DDG ESO
	12 Keep photocopy on desk of relevant AO5.
	13 Forward to Records monthly.

5.2 Management of GMHS/DDGPO Submissions

WHO	WHAT	
RA05	1	Go to 5.1 (1) – (8)
	2	Cross reference and register attached correspondence
	3	Receive signed submission from GMHS/DDGPO
	4	Make any notations in RecFind
	5	Contact Unit to advise that submission signed
	6	Either Forward original submission back to originating Unit OR photocopy front page and forward to originating Unit and original to Records