

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Additional Estimates 2016 - 2017

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet  
**Outcome/Program:** Outcome 1: Prime Minister and Cabinet  
**Topic:** Letter to Cabinet Ministers

**Senator:** Wong, Penny

**Question reference number:** 4

**Type of question:** FPA Monday 27 February 2017, page 49

**Date set by the committee for the return of answer:** 13 April 2017

**Number of pages:** 1

**Question:**

Senator WONG: Ms Cass, can you tell me who drafted the letter? Did you sign off on that draft, Ms Kelly?

Ms Kelly: I am not aware of who drafted the letter. I have seen a copy of the letter, but I am not aware of where it was drafted.

Senator WONG: To whom is the letter?

Ms Kelly: The letter was to cabinet ministers is my recollection.

Senator WONG: Okay, so just to cabinet ministers.

Ms Kelly: That is my recollection.

Senator WONG: From the Prime Minister?

Ms Kelly: Yes.

Senator WONG: And approximately when was it sent?

Ms Kelly: Obviously since 18 January, but I cannot be much more precise than that.

Senator WONG: Was it within a week or so of the new cabinet, or are we talking just recently—last week or so? I am just trying to get a sense of how close to the swearing in it was.

Ms Cass: We will need to take that on notice. I will endeavour to try to get a copy—

Senator WONG: I would appreciate that.

Ms Cass: and we will be able to provide you with an answer; hopefully, as soon as possible. Let us go and find it.

Senator WONG: So you will take that on notice and I will appreciate it if you can come back to me.

**Answer:**

The Prime Minister wrote to ministers on 23 January 2017, the day before the new Ministry was sworn in, to announce the appointment of the new Cabinet Secretary. The letters are classified.