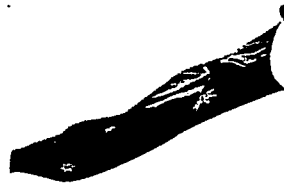




Australian Government

Department of the Prime Minister and Cabinet



**BRIEF TO THE PRIME MINISTER
THE HONOURABLE TONY ABBOTT MP**



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Dear Prime Minister

Please accept my warmest congratulations on your election as Prime Minister. My department is very much looking forward to serving you.

During the election campaign you laid out an action-oriented program to secure Australia's wellbeing now and in the future. The attached Incoming Government Brief provides your department's professional advice on how to implement that program successfully.

The Department of the Prime Minister and Cabinet (PM&C) exists to support you in your role as leader of the Government and nation. PM&C has always been the Prime Minister's 'eyes and ears' across the full span of government activity. I believe you will be best served by a department that not only has close connections across the public service and beyond, but also has a strong strategic capacity to identify emerging issues of importance to the wellbeing of Australians, address these issues in practical and proactive ways, and ensure that policies are delivered in an effective manner. Since becoming Secretary I have worked to strengthen the Department's capacity to provide robust advice and support to the Prime Minister of the day in all its roles. I am confident we are well positioned to provide you with the strongest professional support in delivering on your commitments to the Australian people.

Over the course of your time as Prime Minister, every issue of national importance will at some stage cross your desk. But not all issues need come to your notice at once. Accordingly, our brief opens with advice on those major election commitments and critical policy areas on which you will want to take action either immediately or very early in your term of Government. An exhaustive list of your election commitments and preliminary advice for each of them is on a CD provided with this brief.

In line with our commitment to provide you with genuinely forward-looking policy advice, and to complement your recent undertakings to the Australian people, our brief also identifies and proposes options for tackling a small number of high priority economic, social, environmental and national security challenges.

Conscious that you intend one of our core functions to be a relentless focus on implementation, we also propose strategies to ensure the elimination of waste and mismanagement and significantly better delivery of government programs and services.

You will be aware from having served as a senior Minister under Mr Howard that there will be numerous and competing demands on you and your Cabinet. We have therefore given considerable thought to how the development and implementation of your policies might be undertaken in a structured, prioritised and planned way.

You have spoken publicly about your recent and positive experience of a consultative, collegiate and disciplined system of cabinet government.

During the election campaign, you outlined some changes to the machinery of government that will be necessary to implement your election commitments.

As you would appreciate, there is much administrative work to do to establish your Government.

Our briefing to you covers a range of highly sensitive and confidential matters that go to the operation of your Government and Cabinet and the documents are classified accordingly.

My aim is for a relationship between the Department and your private office characterised by trust, respect, and transparency. We are excited, energised and above all optimistic about the prospect of building a strong and productive relationship with you and your advisers.

As the Secretary of the Department, I look forward to providing you with the highest levels of service. Our advice will be proactive, strategic, practical and, above all, honest.

Congratulations once again on a hard-fought election win. I look forward to assisting you in coming days and over the course of your term.

Yours sincerely

Mr TERRY MORAN AO
Secretary
August 2010

An Overview



Volume A: What are the immediate actions required to successfully launch your first term of Government?

In this volume, we provide a comprehensive overview of issues that need to be addressed by you to establish your Government and commence an effective program of policy development and implementation. We outline advice about key policy commitments, broader strategic challenges facing your government, how you may go about planning and prioritising government action, proposed machinery of government changes and administrative decisions required to establish your Ministry, your Cabinet and your Office.



Volume B: What are the strategic policy priorities to commence policy development?

In this volume, we provide you with an in-depth analysis of the strategic policy priorities to commence policy development and other policy matters requiring early attention including key issues relating to the process of framing MYEFO and the 2011-12 budget. We also provide a compressive scan of the key strategic challenges facing Australia, and the first draft of a strategic plan to formulate and drive your policy direction.



Volume C: What are the key government processes to establish?

In this volume, we outline key government processes that need to be established. This outlines key matters relating to the management of the Cabinet process and community engagement. We also outline what actions are required to establish the 43rd Parliament and the Federal Executive Council.



Volume D: What is required to set up your Government?

In this volume, we outline what decisions are required to set up your Government. This highlights your immediate administrative priorities and the decisions you need to make about personal arrangements for you, your staff and your office. We outline key matters you need to know about the operation of the Official Establishments (i.e. The Lodge and Kirribilli House). We also outline decisions you need to make in relation to Ministerial staff and benefits for former Prime Ministers and office holders.



Volume E: What do you need to know about your department and the Australian Public Service?

In Volume E, we set out key issues and information about the relationship with the public service and the Department of the Prime Minister and Cabinet. We outline details about Australian Public Service departmental secretaries and other agencies within your portfolio. We outline what you need to know about the Australian Public Service Reform Initiative.



Election Commitments Database

This CD contains a log of all commitments made by your Party immediately prior to or during the recent campaign, and includes the department's costing and initial assessment of the commitment.



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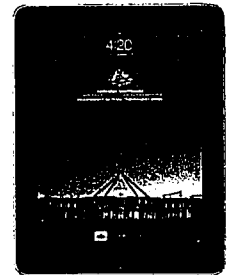
iPad Guide

This device is classified to PROTECTED: CABINET-IN-CONFIDENCE

Why an iPad?

This iPad has been customised and modified to be able to hold classified Australian Government information. It currently holds the entire Incoming Government Brief in a fully searchable format that is both portable and easy-to-use.

Note that certain features of this iPad have been removed to comply with Australian Government ICT Security guidelines.



Using your iPad



The touch screen is intuitive to use, and makes quickly navigating documents a simple task. All relevant documents have been stored under the 'GoodReader' application. Tap the middle of a document being viewed in 'Goodreader' to display or hide options.

Navigating in the Document

- The Overview Page at the start of the document allows you to jump to any of the volumes of the Brief. Content pages in each volume allow you to move through a given volume.
 - At the end of each section in the document are buttons that will return you to the content pages of each volume or the main overview menu.
 - Content within the document will have 'links' in them and these will appear as blue underlined text. Simply touching one of these links will take you to the link destination.
 - Once in a document you can move from page to page by moving your fingers across the screen as you would to turn a page in a book (swiping gesture).
 - Use dragging and pinching finger gestures for scrolling and zooming. Double-tap the screen to zoom in. Quickly tap the screen with two fingers to zoom out.
 - You can orient the iPad either vertically or horizontally and the document will adjust to suit.
- ◀ The Go Back button on the main menu (which appears at the bottom-left if you tap a single finger in the centre of the screen at any stage) allows you to jump back to the last link or page that you have come from. This feature memorizes every page change or link click. Up to 20 recent positions memorised.



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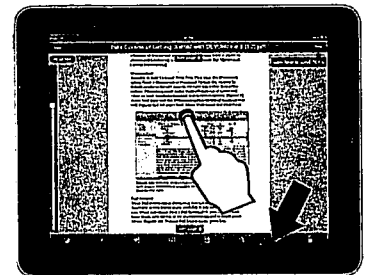
If GoodReader, or the iPad stops, freezes, etc

You can:

1. Press the main application button on the bottom centre of the screen to close the reader.
2. Turn the iPad off using the power button on the top right edge of the unit
3. Contact the IT Service Desk on (02) 6271 5511

Other Features of "GoodReader"

By tapping your finger in the middle of the screen in any page of the document you will bring up the GoodReader menu.



Menu buttons and controls



Day/Night mode switch. Quickly dims the screen for comfortable night reading. The level of brightness can be adjusted in Application Settings, Viewing PDF files section.



Opens up a choice of actions:

- **Find Text.** Use it to search for text.
- **GoTo Page.** Use it to enter an arbitrary page number to quickly jump to it.
- **Bookmarks & Outlines.** Use it to work with your own bookmarks as well as with embedded Table of Contents (a.k.a. Outlines).

Finding Pages

There are a number of ways you can find a page and move around this document:



1. Use the "Content" page links provided in each Volume of the Brief.
2. Left-hand page slider - Use this slider to whisk across pages in a large PDF file with a single gesture up and down
3. Tap this badge **1 of 1310** to invoke GoTo Page feature. Use it to enter a page number to quickly jump to. The same feature is accessible via the magnifying glass button.






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Security and your iPad

DO

-  DO charge your iPad with the official Apple charger included in the case (note that the iPad will not charge via USB in most cases).
-  DO be aware of where you are viewing the iPad. The screen is very bright and clear and can be viewed from quite a distance away by unauthorised persons.
-  DO contact the IT Service Desk (02 6271 5511) if you would like additional applications, documents uploaded or general technical support for your iPad.

DON'T

-  DON'T connect the iPad to any network, including the PM&C network. This is a standalone device only.
-  DON'T leave your iPad in a conspicuous location, or in an area where it may be stolen.
-  DON'T lend this iPad to others.
-  DON'T use the iPad email application (It's not set up and will not work correctly).
-  DON'T connect your iPad to your home or personal computer – you may lose current data and applications on your iPad.

If you have any issues with your iPad, call the IT Service Desk on (02) 6271 5511.

If you would like to know more about the security or limitations of this device, contact the PM&C IT Security Adviser on (02) 6271 5809.
