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| C:\Users\staalhaa\Desktop\Treasury_Logo_-_CMYK.jpg | P19/xxxx |

Parliamentary Secretary Correspondence

|  |  |
| --- | --- |
| **Analysis** | *If responding to a Constituent:*  Reply to nswtreasury-corporategroup@nswgov.onmicrosoft.com who wrote to the SELECT MINISTER or SELECT MP NAME, regarding INSERT TOPIC.  *If responding to an MP:*  Reply to SELECT MP NAME who wrote to the SELECT MINISTER or SELECT MP NAME, on behalf of nswtreasury-corporategroup@nswgov.onmicrosoft.com regarding INSERT TOPIC.  *If responding to a Minster / Stakeholder / Other:*  Reply to SELECT MINISTER *(or insert name)* who wrote to the SELECT MINISTER or SELECT MP NAME *(or insert name)* regarding INSERT TOPIC.  **Date of correspondence:**Click or tap to enter a date. |

**Recommendations**

1. That the Parliamentary Secretary **signs** the attached letter.

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Treasury** | | |
| Treasury Contact | Insert name, position, (02) 9228 xxxx | |
| Final Approver | Choose one | Click here to enter a date. |
| Date submitted to the Treasurer’s Office | | Click here to enter a date. |
| **Treasurer’s Office** | | |
| Deputy Chief of Staff | Signature | Date |

**Background**

This section should contain analysis (conclusions, reasons, evidence, and explanation) and description (context, process, history, consultation). Start with minimal descriptive context of the letter and the issues it raises.

**Or:**

Previously approved standard text has been used to prepare this response.

**List of Attachments**

|  |  |
| --- | --- |
| **Attachment** | **Title** |
|  | Outgoing correspondence |
|  | Other attachments, for example previous briefs or items of correspondence |

*Reference: P19/xxxx or TA19/xxxx*

*Your reference: author’s reference*

nswtreasury-corporategroup@nswgov.onmicrosoft.com (or if responding to MP/MLC/Minister/Stakeholder, replace with name)

Company/Organisation (do not use email address for MP/MLC)

Addr1

SUBURB NSW POSTCODE *(3 spaces)*

Dear Mr/Mrs/Ms/Premier/Minister last-name, *(no last-name if Premier, Deputy Premier or Attorney-General)*

**Opening sentence**

* ***Correspondence sent to the Treasurer or Premier***

Thank you for your correspondence of Click or tap to enter a date. to the Treasurer, the Hon Dominic Perrottet MP or the Premier, the Hon Gladys Berejiklian MP, regarding INSERT TOPIC. I have been asked to respond to you.

* ***Correspondence is a representation by an MP on behalf of their constituent:***

Thank you for your correspondence of Click or tap to enter a date. to the Treasurer, the Hon Dominic Perrottet MP, on behalf of nswtreasury-corporategroup@nswgov.onmicrosoft.com, regarding INSERT TOPIC.

* ***Correspondence referred from another Minister***

Thank you for your correspondence of Click or tap to enter a date. to the SELECT MINISTER, regarding INSERT TOPIC. As the Treasurer, the Hon Dominic Perrottet MP, has primary responsibility for the issues you have raised, your correspondence was referred for his consideration. I have been asked to respond to you.

* ***Correspondence referred from the Premier***

Thank you for your correspondence of Click or tap to enter a date. to the Premier, the Hon Gladys Berejiklian MP, regarding INSERT TOPIC. I have been asked to respond to you.

* ***Where there is a delay of more than 3 weeks:***

I have been asked to respond to you and I apologise for the delay in responding.

**When responding to the Premier and/or Minister**

* Insert "As you are aware," at the beginning of the first paragraph that mentions government policy that the Premier and/or Ministers are aware of.

**Standard responses**

If relevant, click the icon below to open the Objective folder containing Standard Responses.



**If referral is required:**

As the Minister for (insert relevant Portfolio, do not list all), the Hon (first name last name) MP/MLC, has primary responsibility for the issues you have raised, I have forwarded your correspondence to Minister (last name) for his/her attention and consideration.

*If a referral letter to another Minister is required, please also include the referral letter to the Minister, located at:*

<http://intranet.treasury.gnet.ccsu.nsw.gov.au/tools_and_resources/treasury_templates/tsy_correspondence>

**Closing sentence**

* ***If the correspondence is addressed to the Treasurer:***

Thank you for taking the time to bring your views to the Government’s attention.

Thank you for bringing these matters to the Government’s attention.

Thank you again for taking the time to provide the Government with your feedback.

Thank you again for taking the time to write to the Government. I trust that this information is of assistance to you.

* ***If the correspondence is a representation from an MP on behalf of their constituent (please include both):***

Thank you for taking the time to bring INSERT MS/MR LAST NAME OF CONSTITUENT’s views to the Government’s attention.

I trust that this information is of assistance to you in responding to INSERT MS/MR LAST NAME OF CONSTITUENT.

Yours sincerely,

**Scott Farlow**

Parliamentary Secretary to the Treasurer  
Leader of the House in the Legislative Council

*Attached: (delete if not required)*

*cc: (delete if not required)*