

A Checklist:

1. How the media is to be handled.
2. How stakeholder relations are to be managed (who and how)?
3. How inter-departmental relations are to be managed.
4. Protocols for Parliament – Question time, committee appearance.
5. Handling Cabinet briefs and submissions
6. Who writes and checks speeches.
7. How is correspondence to be handled including response times.
8. Opposition briefings? If yes, what are protocols?

(referenced by Emeritus Professor Geoff Gallop AC at Special Event Seminar: *Times of Transition* June 2017)