

s22

**Subject:** Guidance on Caretaker Conventions ~~[SEC - OFFICIAL]~~  
**Location:** PM&C: One National Circuit, Barton (Enid Lyons Centre, Ground Floor)  
**Start:** Mon 11/04/2022 3:00 PM  
**End:** Mon 11/04/2022 4:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Rush, Peter  
**Categories:** Must Attend

Dear caretaker colleagues

With an imminent election to be called no later than 18 April 2022, the PM&C caretaker team invite you to attend a presentation and Q&A on the Caretaker Conventions. The session will be for departmental caretaker contacts and hosted at PM&C offices, One National Circuit Barton at 3:00pm on Monday, 11 April 2022.

Though the exact timing of when we will enter caretaker and the election is currently unknown, the APS must remain ready to apply the *Guidance on Caretaker Conventions (2021)*, whilst remaining committed to delivering day-to-day business for Australians. This session is targeted at equipping you with a thorough understanding of the Caretaker Conventions. You should leave with a deep understanding of how to best apply the conventions in your department/agency and advise staff on what it means for their respective policies and programs.

You will also have an opportunity to pose questions to me and the caretaker team specific to your portfolio responsibilities.

If you require any further information about the session, please reach out to my EA, s47F (details below) or via the caretaker mailbox. You are welcome to forward this invitation to other members of the caretaker team in your department, but not more widely.

I look forward to seeing some familiar faces and meeting new ones come Monday.

Kind regards

**Peter Rush | Assistant Secretary**  
Parliamentary and Government Branch | Government Division  
Department of the Prime Minister and Cabinet  
p. (02) 6271 5909 | m. s22 | e. [peter.rush@pmc.gov.au](mailto:peter.rush@pmc.gov.au) | w. [pmc.gov.au](http://pmc.gov.au)  
Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

EA: s47F | (02) s47F  
s47F@[pmc.gov.au](mailto:pmc.gov.au)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

**IMPORTANT:** This message, and any attachments to it, contains information

that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

s22



---

**From:** Gaetjens, Phil <[Phil.Gaetjens@pmc.gov.au](mailto:Phil.Gaetjens@pmc.gov.au)>

**Sent:** Monday, 11 April 2022 9:32 AM

**To:** s22

[greg.moriarty@defence.gov.au](mailto:greg.moriarty@defence.gov.au); s22



s22

**Cc:** Arnold, Debbie <[Debbie.Arnold@pmc.gov.au](mailto:Debbie.Arnold@pmc.gov.au)>; Reid, John <[John.Reid@pmc.gov.au](mailto:John.Reid@pmc.gov.au)>

**Subject:** Commencement of Caretaker ~~[SEC-OFFICIAL]~~

~~**OFFICIAL**~~

Secretaries,

The caretaker period has now commenced, following the prorogation of the Parliament and dissolution of the House of Representatives at 9.30am, Monday 11 April 2022.

The effect of prorogation and dissolution, among other things, is that the House of Representatives will not meet this week as previously scheduled.

The caretaker period will end when the election result is clear or, if there is a change of government, when the new government is appointed.

Guidance on the application of the caretaker conventions that apply during this period is available on [PM&C's website](#).

If you haven't already done so, I ask that you nominate one or more officers at an appropriate level in your department to handle initial inquiries on the conventions from within your department's portfolio, and to be the primary contact with PM&C. If necessary, they can seek further advice or additional information from the PM&C caretaker advice team in Government Division:

- John Reid, First Assistant Secretary
- Peter Rush, Assistant Secretary
- Alex Philp, Assistant Secretary
- s47F Senior Adviser
- Senior Adviser

The contact details for all caretaker enquiries addressed to PM&C are: (02) 6271 5399 or [caretaker@pmc.gov.au](mailto:caretaker@pmc.gov.au).

I also ask that you write to the agencies in your department's portfolio letting them know about caretaker advice arrangements.

Phil

**Philip Gaetjens**

Secretary

Department of the Prime Minister and Cabinet

p. (02) 6271 5200

e. [phil.gaetjens@pmc.gov.au](mailto:phil.gaetjens@pmc.gov.au) | w. [www.pmc.gov.au](http://www.pmc.gov.au)

One National Circuit BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600

Executive Assistant – s47F

p. (02)s47F m. s22  
e. s47F @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---