

From: Scullion, Nigel [mailto:Nigel.Scullion@ia.pm.gov.au]
Sent: Wednesday, 21 December 2016 2:46 PM
To: Secretary - Firestick Estate <secretary@firestickestate.com>
Subject: Confirmation of correspondence receipt - Office of the Minister for Indigenous Affairs, Senator Nigel Scullion

Your email has been received by the Office of the Minister for Indigenous Affairs, Senator the Hon. Nigel Scullion.

Due to large amounts of correspondence received, priority is placed on actioning correspondence relevant the portfolio of Indigenous Affairs and Constituents of the Northern Territory.

Correspondence

Responses to portfolio related correspondence typically take between 4 – 6 weeks and we endeavour to respond to constituents at the earliest opportunity but certainly within 6 weeks also.

Not all correspondence receives a response. This includes:

- Correspondence not pertaining to the Minister's portfolio or constituency;
- Correspondence in which Senator Scullion is only copied and not the primary addressee;
- Correspondence which is of an offensive or abusive nature;
- Correspondence which does not identify the name of person or organisation writing and their contact details.

The above examples of correspondence will be noted by the office and actioned as appropriate, this may include filed for no further action or referred to the responsible Member of Parliament.

If your correspondence is portfolio or constituency related, please ensure it includes your full name, address and contact phone number.

Meeting Requests

Portfolio and constituency meeting requests will receive a written acceptance or apologies after being considered by the responsible adviser and Chief of Staff.

For urgent meetings requests or urgent matters for the attention of the office, please follow up on your correspondence with a phone call to the office (02) 6277 7780.

We aim to assist and respond in the most helpful and fastest means possible and thank you for writing to the Minister for Indigenous Affairs.

Regards

Office Administration.

Senator The Hon. Nigel Scullion

Minister for Indigenous Affairs | Leader of the Nationals in the Senate | Country Liberals Senator for the NT

T 02 6277 7780 | Parliament House, Canberra ACT 2600

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