

COMMUNICATION ARRANGEMENTS
BETWEEN THE OFFICE OF THE MINISTER FOR TRANSPORT
AND

DEPARTMENT OF TRANSPORT

In accordance with section 74 of the Public Sector Management Act 1994, the following arrangements have been determined in relation to the manner and circumstances in which persons appointed under section 68 of that Act as Ministerial officers (Ministerial officers) assisting the Minister and employees of the Department of Transport ("the Agency") communicate and deal with each other.

1. Basis of Requests

All requests by a Ministerial officer of the Agency should be for, and on behalf of, the Minister in relation to the Minister's Ministerial duties. Should this not be the case, this should be made clear at the time of the request.

2. Routine Requests for Information or Research

Routine requests from Ministerial officers are to be directed to either of the following officers of the Agency:

- the Ministerial Liaison Officers nominated by the Director General; or,
- Deputy Director General or Managing Director; or,
- General Manager or Executive Director of the area concerned; or,
- in the case of media related inquiries, to the Agency's Public Relations Manager.

The Agency officer will bear any responsibility to inform the Director General of such requests.

3. Operational Matters

The Director General may, from time to time, delegate arrangements to respond to the Minister's office on routine Ministerial correspondence, Briefing Notes and Parliamentary Questions.

4. Request for Briefing Notes

All requests for briefing notes are coordinated through the Ministerial and Government Business branch.

5. Arranging a meeting with Agency staff and requesting their attendance

On matters of a strategic nature, requests for attendance by an officer of the Agency at meetings are made through the Managing Director or Deputy Director General.

6. Matters relating to drafting of legislation

Subject to the Director General signing recommendations to the Minister for submission to Cabinet in respect of any changes to the Agency's governing statutes, the Director General, or his or her nominee, will deal with all matters associated with the drafting of legislation and regulations. Any nominee will be responsible for keeping the Director General informed of any developments.

7. Requirements involving the Agency in committing resources

Requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be made to the Managing Director or Deputy Director General, or his or her nominee. An Agency officer should advise Ministerial officers if, in the Agency officer's view, a request to that officer involves the commitment of resources beyond their normal functions and duties.

Written requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be addressed to the Managing Director or Deputy Director General. Verbal requests are to be supported by written confirmation within 3 working days of a request being made.

8. Parliamentary Secretary

For the purpose of these arrangements, the Parliamentary Secretary to the Minister will be regarded as a Ministerial officer.

9. Communications from the Agency to the Minister's office

9.1 Strategic and Policy

All strategic and policy communications will be signed off by the Director General or the Director General's nominee and transmitted to the appropriate officer within the Office of the Minister for Transport.

9.2 Specific Communication

Agency officers authorised by agreement between the Managing Director or Deputy Director General and the Minister's Chief of Staff are authorised to make specific enquiries to Ministerial officers.

10. Communications from the Agency to the Office of a Minister responsible for another Portfolio

All formal communications between the Agency and offices of Ministers responsible for other portfolios are transmitted through the Office of the Minister for Transport.

11. Communications from the Agency to Members of Parliament and Local Government

11.1 Members Of Parliament

All written communications between the Agency and Members of Parliament are to be transmitted through the Minister's office. All briefings by the Agency of Members of Parliament are to be conducted with a Ministerial officer present, unless the Minister or the Minister's Chief of Staff agrees otherwise.

11.2 Local Government

Issues involving a Local Authority considered by the Agency to be a matter of significance, the Agency shall include the Minister's office in meetings and if requested by the Minister's office, issue correspondence on the matter through the Minister's office. On routine matters, the Agency may correspond with and meet directly with representative of Local Authorities.

12. Cabinet Matters

All communications relating to matters before Cabinet, or about to come before Cabinet, are transmitted through the Minister's Office.

Where the Agency is developing submissions in conjunction with other Agencies, Agency interaction between senior officers is appropriate, provided high degrees of discretion and confidentiality are maintained.

Cabinet papers transmitted between the Minister's Office and the Agency are confidential and are to be transmitted under a confidential cover.

13. Agency Liaison Officers

An Agency officer placed in the Minister's office to provide an Agency viewpoint on a specified range of issues remains under the direction of the Managing Director or Deputy Director General of the Agency, but at the day to day direction of the Minister consistent with the requirements of the person's Agency.

The person's salary will be met by his/her Agency during this period.

14. Secondment of an Agency Officer to the Minister's Office

An Agency officer seconded to the Minister's office will be under the direction of the Minister during the period of secondment.

The Minister's office will be responsible for payment of the seconded person's salary for the duration of the secondment.

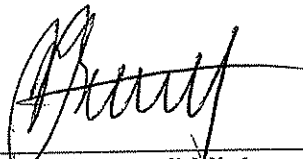
15. Directions to Agency Officers in Agreed Circumstances


In circumstances where it happens that the Minister or Ministerial officers give direction to an officer or officers of the Agency on the manner in which they are to perform their functions, the consent of the Managing Director or Deputy Director General should be obtained to preserve clear lines of accountability.

16. Compliance with the Communication Arrangement

The Director General for Transport and the Minister shall discuss any complaint concerning any alleged failure to comply with these arrangements in order to resolve any such complaint and clarify the scope and application of the arrangement to any future matter of the type the subject of the complaint.

These arrangements take effect on 14 December 2010.



Hon. Troy Buswell MLA
MINISTER FOR TRANSPORT

Reece Waldock
DIRECTOR GENERAL TRANSPORT

COMMUNICATION ARRANGEMENTS

BETWEEN THE OFFICE OF THE MINISTER FOR TRANSPORT

AND

PUBLIC TRANSPORT AUTHORITY

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1. Basis of Requests

All requests by a Ministerial officer of the Agency should be for, and on behalf of, the Minister in relation to the Minister's Ministerial duties. Should this not be the case, this should be made clear at the time of the request.

2. Routine Requests for Information or Research

Routine requests from Ministerial officers are to be directed to either of the following officers of the Agency:

- the Ministerial Liaison Officers nominated by the Managing Director; or
- the Executive Director or General Manager of the area concerned; or
- in the case of media related inquiries, to the Agency's Media Manager.

The Agency officers will bear any responsibility to inform the Managing Director of such requests.

3. Operational Matters

The Managing Director may from time to time request another officer to respond on his or her behalf to the Minister's office on routine Ministerial correspondence, Briefing Notes and Parliamentary Questions.

4. Request for Briefing Notes

All requests for briefing notes are coordinated through the office of the Managing Director or his or her nominee.

5. Arranging a meeting with Agency staff and requesting their attendance

On matters of a strategic nature, requests for attendance by an officer of the Agency at meetings are made through the Managing Director or the Managing Director's nominee, who reports the request to the Managing Director.

6. Matters relating to drafting of legislation

Subject to the Chief Executive Officer signing recommendations to the Minister for submission to Cabinet in respect of any changes to the Agency's governing statutes, the Managing Director, or his or her nominee, will deal with all matters associated with the drafting of legislation and regulations. Any nominee will be responsible for keeping the Managing Director informed of any developments.

7. Requirements involving the Agency in committing resources

Requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be made to the Managing Director or, where the Managing Director is unavailable, to the Managing Director's nominee. An Agency officer should advise Ministerial officers if, in the Agency officer's view, a request to that officer involves the commitment of resources beyond their normal functions and duties.

Written requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be addressed to the Managing Director. Verbal requests are to be supported by written confirmation within 3 working days of a request being made.

8. Parliamentary Secretary

For the purpose of these arrangements, the Parliamentary Secretary to the Minister will be regarded as a Ministerial officer.

9. Communications from the Agency to the Minister's office

9.1 Strategic and Policy

All strategic and policy communications will be signed off by the Managing Director and transmitted to the appropriate officer within the Office of the Minister for Transport.

9.2 Specific Communication

Agency officers authorised by agreement between the Managing Director and the Minister's Chief of Staff are authorised to make specific enquiries to Ministerial officers.

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All formal communications between the Agency and offices of Ministers responsible for other portfolios are transmitted through the Office of the Minister for Transport.

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11.2 Issues involving a Local Authority considered by the Agency to be a matter of significance, the Agency shall include the Minister's office in meetings and if requested by the Minister's office, issue correspondence on the matter through the Minister's office. On routine matters, the Agency may correspond with and meet directly with representative of Local Authorities.

12. Cabinet Matters

All communications relating to matters before Cabinet, or about to come before Cabinet, are transmitted through the Minister's Office.

The Chief Executive Officer is to sign all recommendations to the Minister for submission to Cabinet where the submission originates from the Agency. Where the Agency is providing comment to the Minister on another Minister's/Agency's submission to Cabinet, the Managing Director may sign the comment sheet.

Where the Agency is developing submissions in conjunction with other Agencies, Agency interaction between senior officers is appropriate, provided high degrees of discretion and confidentiality are maintained.

Cabinet papers transmitted between the Minister's Office and the Agency are confidential and are to be transmitted under a confidential cover.

13. Agency Liaison Officers

An Agency officer placed in the Minister's office to provide an Agency viewpoint on a specified range of issues remains under the direction of the Managing Director of the Agency, but at the day to day direction of the Minister, consistent with the requirements of the person's Agency.

The person's salary will be met by his/her Agency during this period.

14. Secondment of an Agency Officer to the Minister's Office

An Agency officer seconded to the Minister's office will be under the direction of the Minister during the period of secondment.

The Minister's office will be responsible for payment of the seconded person's salary for the duration of the secondment.

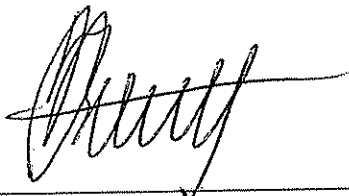
15. Directions to Agency Officers in Agreed Circumstances

In circumstances where it happens that the Minister or Ministerial officers give direction to an officer or officers of the Agency on the manner in which they are to perform their functions, the consent of the Managing Director should be obtained to preserve clear lines of accountability.

16. Compliance with the Communication Arrangement

The Director General for Transport/Chief Executive Officer and the Minister shall discuss any complaint concerning any alleged failure to comply with these arrangements in order to resolve any such complaint and clarify the scope and application of the arrangement to any future matter of the type the subject of the complaint.

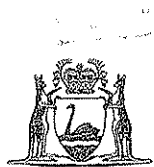
These arrangements take effect on 14 December 2010.



Hon. Troy Buswell MLA
MINISTER FOR TRANSPORT



Reece Waldock
A/CHIEF EXECUTIVE OFFICER
DIRECTOR GENERAL
TRANSPORT



GUIDELINES FOR COMMUNICATIONS AND DEALINGS BETWEEN MINISTERIAL OFFICE STAFF AND EMPLOYEES OF AGENCIES

1 BASIS FOR COMMUNICATION

In accordance with *Section 74 of the Public Service Management Act 1994* and the Department of Premier and Cabinet guidelines the following written arrangement concerns the circumstances and manner in which communications (both written and verbal) and any dealings between Ministerial staff supporting the Minister for Transport; Housing and the employees of the Department of Housing/Housing Authority (which includes the Country Housing Authority) will occur.

The Minister is entitled to receive full, accurate, consistent and timely information and advice on matters relevant to the Department of Housing/Housing Authority.

The intention is to ensure that statutory obligations and responsibilities of the relevant agencies are preserved, and that lines of accountability and responsibility are clear.

2 BASIS OF REQUESTS

All such communications and dealings are for and on behalf of the Minister in relation to the Housing portfolio responsibilities.

Should this not be the case, the Ministerial officer must expressly make this clear at the time of the request.

3 DIRECTIONS BY MINISTERIAL OFFICE STAFF TO AGENCY EMPLOYEES

Section 74 states that Ministerial support staff are not to instruct agency employees on how to carry out their functions, other than with the agreement of the employing authority.

In exceptional circumstances where it appears desirable that Ministerial office staff give direction to an officer of the Department of Housing, this will require written agreement of the employing authority.

Any concerns regarding the performance of Department of Housing staff is to be related to the Director General or the Director General's nominee in writing giving details of concerns.

4 MINISTERIAL OFFICE COMMUNICATIONS TO DEPARTMENT OF HOUSING

Communication requirements should be categorised and dealt with as follows:

➤ **Routine Requests for Information or Research**

To be directed through the Department of Housing's Director General or the Director General's nominee.

➤ **Meetings and Attendance of Department of Housing staff at Meetings**

Requests for Department of Housing staff to attend meetings of a "strategic" nature are to be made through the Director General or the Director General's nominee.

➤ **Ministerial Correspondence**

Ministerial correspondence includes:

- Correspondence from the Minister's office requiring response
- Requests for briefing notes
- Responses to Parliamentary Questions
- Comments on Cabinet Submissions
- Submissions to Parliament

All correspondence must be conveyed through the Director General or the Director General's nominee:

Mr Simon Ward
Manager Office of the Director General
Telephone: 9222 4629
Simon.Ward@housing.wa.gov.au

➤ **Requests for Information or Advice**

Requests for information, advice or comment are to go through the Director General or the Director General's nominee.

➤ **Cabinet matters**

All communications relating to matters requiring consideration or approval by Cabinet or a committee of Cabinet must be directed through the Director General or the Director General's nominee and the Minister's office prior to submission to Cabinet or a committee of Cabinet.

Where the Department of Housing is developing a submission in conjunction with other agencies, interaction between senior agency officers is appropriate, provided high degrees of confidentiality and discretion are maintained.

The transmittal log should be attached to all Cabinet documents at the point of initiation and signed when passed between officers and/or offices in accordance with the accepted practice and guidelines. All Cabinet papers are to be transferred under confidential cover.

➤ **Matters Relating to Drafting Legislation**

All matters pertaining to the development of legislation must be directed through the Director General or the Director General's nominee.

➤ **Communications from Department of Housing to the Minister's Office**

Specification of how this is to occur is the responsibility of the Director General.

All communications should specify whether the Director General endorses the response. It is the responsibility of the officer making the communication to ensure that the Director General is aware of the response provided and consulted on contentious or sensitive matters. As a matter of general principle, all communications not signed off by the Director General should be approved by a member of the Corporate Executive or other specified officers.

➤ **Communication from Department of Housing to Another Minister's Portfolio**

All communications between the Department of Housing and another Minister's office will be answered direct through the office of the Minister for Housing.

Communications between the Minister's office and an agency within another Minister's portfolio should be directed back through the Minister's office.

➤ **Communications Between Department of Housing and Elected Members of Parliament**

Department of Housing officers from the various branch and regional offices communicate with Elected Members of Parliament on a frequent basis regarding routine housing issues.

- Details of communications of a sensitive nature will be provided via the Director General, to the Minister's office.
- Department of Housing officers are to advise the Director General or his nominee in advance regarding any organised visits to regional offices by Members of Parliament and /or requests for briefings. All briefings are to be conducted with a Ministerial officer present, unless the Minister or Minister's Chief of Staff agrees otherwise.
- All written communications between Department of Housing and Members of Parliament are to be conveyed through the Minister's office.

➤ **Requests Involving Significant Commitment of Resources**

Requests involving the commitment of resources beyond the normal functions and duties of Department of Housing are to be made to the Director General or the Director General's nominee.

➤ **Media Matters**

The Department of Housing has diverse responsibilities and deals with issues that have significant public interest. Response to media inquiries is provided under the following protocols:

All communications between the Department and the media are the responsibility of the Director General or the delegated officers. There are no other officers who are authorised to make statements to the media on behalf of the Department of Housing unless the authority to do so has been delegated via the appropriate channels.

The Ministerial Media Adviser should be advised, prior to any contact with the media, of any contact between the Department and the media.

5. Media Inquiries to the Minister

The Minister's Media Adviser seeks advice from the Manager, Office of the Director General, and/or a Senior Media Officer. Information required to respond to the inquiry is sought from the appropriate officer.

The Minister's Media Adviser will then decide whether to respond directly to the media outlet or requests that the Department of Housing prepare a response by way of media release, media response or a media spokesperson.

➤ **Media Inquiries to the Department of Housing**

1. All media inquiries relating to all departmental business are to be referred to the appointed Media Liaison Officer in the first instance, for delegation and action as required.
2. The Minister's Media Adviser will be copied into all media requests as soon as they are made to the Department. Once a response has been prepared, this will also be provided in writing (via email) to the Ministerial Media Adviser for the Minister's office consideration. A departmental response will not be provided to the media without further written (email) clearance from the Minister's office. This may include "deemed" approval where a firm deadline for a response has been agreed by both parties.

This clearance protocol extends to providing "background briefings" to journalists.

The Media Liaison Officer will ensure that the Manager, Office of the Director General is kept informed of all incoming media related enquiries and the outgoing responses.

3. Delegated officers and employees who have been authorised to make media statements are to confine their responses to the provision of factual information, explanatory and background material only. Delegated officers and employees are not authorised to provide comment on any issue.
4. Department of Housing employees may not:
 - Give personal views on matters of government policy, administration or advice to government;
 - Speculate on future policy directions
 - Publicly criticise or compliment any political party, its actions or its policies; or
 - Prolong discussion or debate on an issue once a decision or policy has been adopted.
5. Once a media query has been completed, all communications will be logged.

➤ **Media releases**

Media statements relating to matters concerning the Department of Housing are distributed by the Government Media Office under the Minister's letterhead. At times the Minister's office may delegate responsibility for the issuing of media releases to the Department of Housing under its own banner where it is appropriate. In these cases, a copy of the media release will be forwarded to the Minister's office for endorsement prior to release.

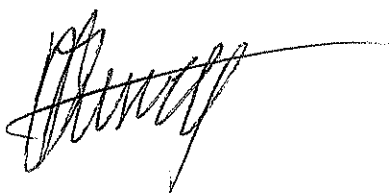
➤ **Secondments/Placements**

An officer placed in the Minister's office to provide a departmental viewpoint on a specified range of issues remains under the direction of the Director General.

An officer seconded to the office of the Minister, is for the period of the secondment, under the direction of the Minister.

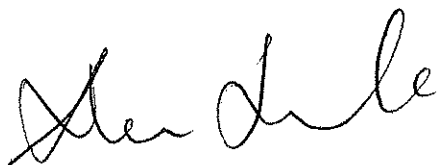
➤ **Resolution Procedure for a Breach of Guidelines**

The Director General or the Director General's nominee should discuss the breach with the Minister or the Minister's Chief of Staff (or vice-versa, if appropriate) in order to resolve the situation.



**HON TROY BUSWELL MLA
MINISTER FOR HOUSING**

10 FEB 2011



**MR GRAHAME SEARLE
DIRECTOR GENERAL
DEPARTMENT OF HOUSING**

COMMUNICATION ARRANGEMENTS
BETWEEN THE OFFICE OF THE MINISTER FOR TRANSPORT
AND
MAIN ROADS WESTERN AUSTRALIA

In accordance with section 74 of the Public Sector Management Act 1994, the following arrangements have been determined in relation to the manner and circumstances in which persons appointed under section 68 of that Act as Ministerial officers (Ministerial officers) assisting the Minister and employees of Main Roads Western Australia ("the Agency") communicate and deal with each other.

1. Basis of Requests

All requests by a Ministerial officer of the Agency should be for, and on behalf of, the Minister in relation to the Minister's Ministerial duties. Should this not be the case, this should be made clear at the time of the request.

2. Routine Requests for Information or Research

Routine requests from Ministerial officers are to be directed to either of the following officers of the Agency:

- the Ministerial Liaison Officers nominated by the Managing Director; or
- the Executive Director of the area concerned; or
- in the case of media related inquiries, to the Agency's Media Manager.

The Agency officers will bear any responsibility to inform the Managing Director of such requests.

3. Operational Matters

The Managing Director may from time to time request another officer to respond on his or her behalf to the Minister's office on routine Ministerial correspondence, Briefing Notes and Parliamentary Questions.

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All requests for briefing notes are coordinated through the office of the Managing Director or his or her nominee.

5. Arranging a meeting with Agency staff and requesting their attendance

On matters of a strategic nature, requests for attendance by an officer of the Agency at meetings are made through the Managing Director or the Managing Director's nominee, who reports the request to the Managing Director.

6. Matters relating to drafting of legislation

Subject to the Commissioner of Main Roads signing recommendations to the Minister for submission to Cabinet in respect of any changes to the Agency's governing statutes, the Managing Director, or his or her nominee, will deal with all matters associated with the drafting of legislation and regulations. Any nominee will be responsible for keeping the Managing Director informed of any developments.

7. Requirements involving the Agency in committing resources

Requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be made to the Managing Director or, where the Managing Director is unavailable, to the Managing Director's nominee. An Agency officer should advise Ministerial officers if, in the Agency officer's view, a request to that officer involves the commitment of resources beyond their normal functions and duties.

Written requests involving the commitment of resources beyond the normal functions and duties of Agency officers are to be addressed to the Managing Director. Verbal requests are to be supported by written confirmation within 3 working days of a request being made.

8. Parliamentary Secretary

For the purpose of these arrangements, the Parliamentary Secretary to the Minister will be regarded as a Ministerial officer.

9. Communications from the Agency to the Minister's office

9.1 Strategic and Policy

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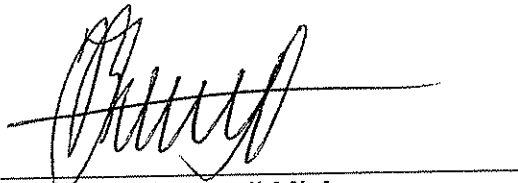
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Hon. Troy Buswell MLA
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Reece Waldock
DEPUTY OF THE COMMISSIONER
OF MAIN ROADS
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