

**LA QON 306 – MORTON – TABLED PAPERS – PART E**

**COMMUNICATIONS AND DEALINGS BETWEEN THE  
MINISTER FOR MENTAL HEALTH  
AND EMPLOYEES OF THE  
WESTERN AUSTRALIAN ALCOHOL AND DRUG AUTHORITY  
(DRUG AND ALCOHOL OFFICE)**

**1. Basis for communication**

The purpose of this document is to define the communication arrangements between Ministerial staff supporting the Minister for Mental Health and employees of the Drug and Alcohol Office.

These arrangements are in accordance with section 74 of the *Public Sector Management Act 1994* and Department of the Premier and Cabinet Guidelines. In all communications, relevant statutory obligations and responsibilities of each Agency are to be preserved.

This agreement pertains to the Drug and Alcohol Office. It should be noted that currently ministerial information support is channelled via the Department of Health. However, this is being reviewed.

The term "*Executive Director*" is used as the generic term to describe the accountable officer of the Drug and Alcohol Office.

The term "*relevant senior officer*" is used to describe the appropriate instructing officer or his/her representative (usually of a senior position) with the Drug and Alcohol Office (*Attachment*).

The term "*Ministerial Liaison Officer*" is used to describe the nominee or position(s) within the Department of Health designated to managing Ministerial requests with the Drug and Alcohol Office (*Attachment*).

**2. Directions by Ministerial Office staff to Drug and Alcohol Office employees on the manner in which they are to perform functions**

In accordance with section 74(2) of the *Public Sector Management Act 1994*, no instructions are to be given by Ministerial Office staff to Drug and Alcohol Office employees on the manner in which they are to perform their functions, unless there is prior agreement with the Executive Director, who is the employing authority. This ensures the preservation of clear lines of accountability and responsibility.

When a requirement relates to the work of a Ministerial Office employee, and is not on the Minister's behalf, this must be clearly stated.

**3. Communications from the Ministerial Office to the Drug and Alcohol Office**

Communications are categorised into various categories and dealt with differently:

- ***Requests for briefing notes, routine information or research***  
In general, all requests from the Minister/Parliamentary Secretary and/or the Ministerial Office are to be in writing and marked to the attention of the

Department of Health's Ministerial Liaison Officer and also to the nominated Drug and Alcohol Office senior officers.

The Minister's staff will be responsible for indicating, by means of a relevant cover sheet, the appropriate form of response/reply (eg, Premier reply, Minister reply, Parliamentary Secretary reply, Chief of Staff reply etc) and the due date.

*Use of email:* Urgent requests can be sent by email direct to the Executive Director, Drug and Alcohol Office and nominated senior officer, with a copy to the Executive Director's Executive Assistant and Department of Health's Ministerial Liaison Officer.

*Verbal requests:* Staff in the Minister's Office may contact the Executive Director or nominated senior officer direct in relation to urgent matters, or the Executive Director's Executive Assistant in the absence of the Executive Director. These nominated officers are to keep the Department of Health's Ministerial Liaison Officer informed of the request.

- ***Response to Parliamentary matters and urgent matters***

Where information is required to advise Parliament or is required urgently by the Minister/Parliamentary Secretary, the above arrangements should be followed. However, alternative arrangements can be made if required to ensure the Minister/Parliamentary Secretary receives the necessary information.

- ***Meetings with Drug and Alcohol Office staff requested by the Minister/Parliamentary Secretary***

Requests for meetings are to be directed in the first instance to the Drug and Alcohol Office Executive Director and/or his Executive Assistant. If other parties are required to attend, the Executive Director and/or his Executive Assistant will ensure that the Minister's Appointments secretary is advised and all relevant parties are kept up-to-date with meeting arrangements.

- ***Drug and Alcohol Office representation at official meetings***

For Drug and Alcohol Office representation in an official capacity, staff in the Minister for Mental Health's office will send a request (either via email or telephone) to the Drug and Alcohol Office Executive Director and/or his Executive Assistant, who will arrange for a Drug and Alcohol Office representative to attend as required. Officers will ensure that all relevant parties are kept up-to-date and informed of meeting arrangements.

- ***Development of legislation***

The development of legislation at the Drug and Alcohol Office may be dealt with by either a number of different staff, or by one section only. The Drug and Alcohol Office Executive Director will advise which officer or section is dealing with the particular legislation. In the absence of the Executive Director, staff in the Minister for Mental Health's office can liaise direct with relevant senior officers and will ensure all parties are kept up-to-date and informed of developments.

- ***Requests for clarification***

Where information has been provided but it leaves some point unanswered or is unclear, clarification may be sought from the author of the briefing note or the Department of Health's Ministerial Liaison Officer.

When clarification is required with regard to the Minister for Mental Health's comments on Ministerial correspondence, the Department of Health's Ministerial Liaison Officer will liaise with the Minister for Mental Health's Office.

- ***Media releases***

If a media release is required (for example as part of a speech request or Ministerial/Parliamentary Secretary visit), this should be indicated on the cover sheet request submitted by the Minister's office.

The Minister's Media Adviser should liaise with the Drug and Alcohol Office Media and Communications Manager in respect to other media opportunities and to discuss other requests for media releases and media events.

- ***Media queries***

The Drug and Alcohol Office Media and Communications Manager and the Minister's Media Adviser will liaise on contentious issues and media queries.

#### **4. Communications from the Drug and Alcohol Office to the Minister for Mental Health's office**

For all communications of a strategic policy nature, where the Drug and Alcohol Office has provided a response, the response will confirm that the Executive Director has noted and endorsed the response before it is sent. If the Executive Director is not available to note and endorse the response, it will be the responsibility of the relevant senior officer to ensure that the Executive Director is subsequently advised of the response. The material will be sent to the Minister for Mental Health's Office via the Department of Health's Ministerial Liaison Unit.

#### **5. Communication from the Drug and Alcohol Office to the office of a Minister responsible for another portfolio**

All communications between the Drug and Alcohol Office and the Office of another Minister should be directed through the Office of the Minister for Mental Health, except where the office of the Minister for Mental Health explicitly requests otherwise. Where the Drug and Alcohol Office receives a request direct from another Minister's Office, and this request has not been channelled through the Office of the Minister for Mental Health, the Executive Director, his Executive Assistant or relevant senior officer will ensure the Minister for Mental Health and Department of Health's Ministerial Liaison Unit are advised of the request.

#### **6. Communications between the Drug and Alcohol Office and a non-Government Member of Parliament**

In circumstances where non-Government members of Parliament contact Drug and Alcohol Office staff for information or to arrange a meeting, the approval of the Executive Director or delegated officer is required. All requests for such

information or meetings are to be communicated by the Drug and Alcohol Office to the Ministerial Office as they occur.

Requests by non-Government members of Parliament to the Drug and Alcohol Office should include the information being sought or issues to be discussed. The Drug and Alcohol Office is to provide non-Government members of Parliament with factual "matters-on-the-record".

Discussions with Drug and Alcohol Office staff are not to be for the purposes of debating the merits of Government policy. In accordance with the *Freedom of Information Act 1992*, personal information about a third party is not to be given to a non-Government (or Government) member of Parliament unless it is the subject of a Freedom of Information application and provided in accordance with consultation processes in the Act.

Where appropriate, non-Government (and Government) members of Parliament should be advised of the provisions of the *Public Sector Management Act 1994*, in particular, sections 8 and 105.

## 7. Cabinet Matters

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Mental Health, except where explicitly requested or agreed to otherwise. It will be the responsibility of Ministerial Office staff to keep Drug and Alcohol Office staff informed of Cabinet issues in a reliable and timely manner. The information should include notifying the Department of Health's Ministerial Liaison Unit.

Cabinet submissions and other material for Cabinet will generally be generated by the Drug and Alcohol Office following a formal request by the Office of the Minister for Mental Health.

All Cabinet papers between the Minister's Office and the Drug and Alcohol Office will be sent under confidential cover via the Department of Health's Ministerial Liaison Officer and are to be treated in strict confidence.

## 8. Secondments to the Minister for Mental Health's Office

A Drug and Alcohol Office employee or officer seconded or placed in the Office of the Minister for Mental Health is for the period of the secondment/placement, under the direction of the Minister for Mental Health.

## 9. Performance standards in communications and dealings between the Ministerial Office staff and employees of the Drug and Alcohol Office

### ***Type of Ministerial Request***

- Ministerial request for and on behalf of the Premier or Governor
- Ministerial request for and on behalf of a WA Member of Parliament
- Ministerial request for and on behalf of a member of the public

### ***Timeframe***

- 2 working days
- 5 working days
- 10 working days

Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Drug and Alcohol Office in conjunction with the Department of Health's Ministerial Liaison Officer depending on the urgency of the communication.

**10. Resolution procedure for a breach of these written arrangements**

The Drug and Alcohol Office Executive Director will discuss the breach with the Minister for Mental Health (or vice-versa, if appropriate) in order to resolve the situation.



Neil Guard  
EXECUTIVE DIRECTOR  
WESTERN AUSTRALIAN ALCOHOL  
AND DRUG AUTHORITY  
(DRUG AND ALCOHOL OFFICE)

Date: 21/6/2013



Hon Helen Morton MLC  
MINISTER FOR MENTAL HEALTH;  
DISABILITY SERVICES; CHILD  
PROTECTION

Date: 26/6/2013



Andrea Mitchell MLA  
PARLIAMENTARY SECRETARY  
MINISTER FOR MENTAL HEALTH;  
DISABILITY SERVICES; CHILD  
PROTECTION

Date: 26/6/2013

**ATTACHMENT**

**DRUG AND ALCOHOL OFFICE  
SENIOR OFFICERS**

Executive Director Drug and Alcohol Office	Mr Neil Guard	9370 0351
Director, Policy Strategy and Information Drug and Alcohol Office	Ms Myra Browne	9370 0337
Executive Assistant to Executive Director Drug and Alcohol Office	Ms Annie Brock	9370 0351

**DEPARTMENT OF HEALTH  
NOMINATED MINISTERIAL LIAISON OFFICERS**

Coordinator, Ministerial Liaison Unit	Ms Jane James	9222 4011
Parliamentary Liaison Officer	Ms Sandra Matthews	9222 4020
Ministerial Support Officer		9222 2234



Government of Western Australia  
Mental Health Commission

*Communication Protocol*

*Minister for Mental Health  
And  
Mental Health Commission*

May 2013

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## 1.0 Introduction

### 1.1 Overarching Principles

This policy applies to all Mental Health Commission staff communications with any Member of Parliament, or any staff member of a Member of Parliament's office, or anybody known to be representing a Member of Parliament. This includes staff of affiliated bodies, boards and committees except where specified in part 3.0 of this protocol.

The Mental Health Commissioner must approve any written or verbal communication on official business to any Member of Parliament, or their staff, undertaken by officers of the Mental Health Commission.

The Commissioner's approval is to be sought prior to the release of any information. If the Commissioner is not available to endorse the required response, it is to be endorsed by his delegated officer. For matters of a strategic policy nature or contentious issues it will be the responsibility of the delegated officer to ensure that the Commissioner is advised of the response as soon as possible.

### 1.2 Background

These arrangements are in accordance with section 74 of the *Public Sector Management Act* and Public Sector Commission Guidelines.<sup>1</sup> In all communications, relevant statutory obligations and responsibilities of each Agency are to be preserved.

This agreement pertains to the Mental Health Commission. It should be noted that Ministerial information support is channelled via the Department of Health.

The term "*Commissioner*" is used as the generic term to describe the accountable officer of the Mental Health Commission.

The term "*Minister for Mental Health*" is used to describe the Minister for Mental Health or the Parliamentary Secretary to the Minister for Mental Health where acting on the Minister's behalf.

The term "*relevant senior executive officer*" is used to describe the appropriate instructing officer within the Mental Health Commission (Appendix A).

## 2.0 Communication Protocols

### 2.1 Directions by Ministerial Office staff to Mental Health Commission employees

In accordance with section 74(2) of the *Public Sector Management Act*, no instructions are to be given by Ministerial Office staff to Mental Health Commission employees on the manner in which they are to perform their functions, unless there is prior agreement with the Commissioner, who is the employing authority. This ensures the preservation of clear lines of accountability and responsibility.

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<sup>1</sup> Public Sector Commission Circular 2009-10 'Communication Arrangements between Ministers and Agencies – Section 74 of the Public Sector Management Act 1994'

## 2.2 Communications from the Ministerial Office to the Mental Health Commission

Communications are categorised and dealt with according to their potential impact. Mental Health Commission procedures outline the detailed processes to be followed. In all instances the Commissioner's approval must be sought prior to the release of information, if the Commissioner is not available it is to be approved by his delegated officer.

- ***Requests for briefing notes, routine information or research***

In general, all requests from the Minister and/or the Ministerial Office are to be in writing. The Minister's staff will be responsible for indicating, by means of a Ministerial action stamp, the appropriate form of reply (eg, Minister reply, Chief of Staff reply, direct reply from Commissioner, etc) and the due date.

- ***Response to urgent matters***

Where information is required urgently by the Minister, requests can be directed to the relevant Senior Executive Officer, or Manager Executive Support of the Commission as outlined in Appendix A. Responses to urgent matters must still be approved as required by either the Commissioner or his delegated officer.

- ***Regular meetings with the Minister for Mental Health***

Agenda items need to go through the Executive Assistant four working days prior to the meeting. The Commissioner will bring any Directors or key staff to the meeting relevant to the topics on the agenda.

- ***Other Meetings with the Minister for Mental Health***

Requests for meetings are to be directed to the Minister for Mental Health's Appointments Secretary. If necessary, requests for meetings which are of an urgent or contentious nature can be first discussed with the Chief of Staff.

- ***Meetings with Mental Health Commission staff requested by the Minister***

Requests for meetings are to be directed in the first instance to the Commissioner and his Executive Assistant. Officers will ensure that all relevant parties are kept up-to-date and informed of meeting arrangements.

- ***Mental Health Commission representation at official meetings***

For Mental Health Commission representation in an official capacity, staff in the Minister for Mental Health's office will send a request to the Commissioner and the Manager Executive Support, who will arrange for a Mental Health Commission representative. Officers will ensure that all relevant parties are kept up-to-date and informed of meeting arrangements.

- ***Media releases, queries and events***

If a media release is required as part of a speech request, this should be indicated on the formal speech request form.

The Minister's Media Adviser should contact the Mental Health Commission Communications Manager directly to discuss other requests for media releases and media events.

The Mental Health Commission Communications Manager and the Minister's Media Adviser will liaise on contentious issues and media queries.

In all instances the Commissioner's approval, or that of his delegated officer, must be sought prior to the release of information.

### **2.3 Communications from the Mental Health Commission to the Minister for Mental Health's office**

For all written communications of a strategic policy nature, where the Mental Health Commission has provided a response, a covering memo will specify that the Commissioner has noted and endorsed the response before it is sent. If the Commissioner is not available to note and endorse the response, it is to be endorsed by his delegated officer. It will be the responsibility of the delegated officer to ensure that the Commissioner is subsequently advised of the response.

### **2.4 Communication from the Mental Health Commission to the office of a Minister responsible for another portfolio**

All communications between the Mental Health Commission and the Office of another Minister should be directed through the Office of the Minister for Mental Health, except where the office of the Minister for Mental Health explicitly requests otherwise.

### **2.5 Communications with other Members of Parliament**

Any requests received from any Member of Parliament are to be directed through the Office of the Minister for Mental Health. Members of Parliament and their staff should already be familiar with these protocols.

### **2.6 Cabinet Matters**

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Mental Health, except where explicitly requested or agreed to otherwise. It will be the responsibility of Ministerial Office staff to keep the Manager Executive Support informed of Cabinet issues in a reliable and timely manner.

## **3.0 Affiliated bodies, boards and committees**

The Mental Health Commission provides administrative support to two affiliated bodies, the Mental Health Review Board (MHRB) and the Council of Official Visitors (CoOV). It also provides executive support to the Chair of the Ministerial Council for Suicide Prevention (MCSP). Administrative staff of the MHRB and the CoOV are staff of the Commission, however it should be noted that the heads and members of the respective agencies are not.

Staff of all affiliated bodies, boards and committees must comply with the protocols as they apply to other Commission staff except where specified in this protocol.

Matters relating to the legislative functions of the MHRB and the CoOV must be signed off the President or Head respectively. Office managers may forward them directly to the Minister's Office on their behalf.

Cabinet submissions, travel requests and any matters relating to the administrative policies and procedures of all affiliated bodies, boards and committees must be signed off by the Commissioner except where this constitutes a potential conflict of interest.

### 3.1 Communications with respect to Mental Health Review Board

- ***The President of the MHRB will communicate directly with the Minister's Office***
- ***Response to urgent matters***

Where information is required urgently by the Minister, requests can be directed to the Manager MHRB with a copy to the President as soon as possible.
- ***Regular meetings with the Minister for Mental Health***

Agenda items need to go through the Minister's Appointments Secretary at least ten working days prior to the meeting directly from the President of the MHRB or the Manager on his behalf.
- ***Other Meetings with the Minister for Mental Health***

Requests for meetings are to be directed to the Minister's Appointments Secretary by the President or at his request, the Manager. If necessary, requests for meetings which are of an urgent or contentious nature can be first discussed with the Chief of Staff.
- ***Media releases, queries and events***

The President of the Mental Health Review Board may respond to the media directly. In all instances, the Minister should be notified prior to the release of information. A copy is to be forwarded to the Commission except where this constitutes a potential conflict of interest.

### 3.2 Communications with respect to Council of Official Visitors

- ***The Head of Council will communicate directly with the Minister's Office.***
- ***Response to urgent matters***

Where information is required urgently by the Minister, requests can be directed to the Manager CoOV with a copy to the Head of Council as soon as possible.
- ***Regular meetings with the Minister for Mental Health***

Agenda items need to go through the Minister's Appointments Secretary at least ten working days prior to the meeting directly from the Head of Council or the Manager on his behalf.
- ***Other Meetings with the Minister for Mental Health***

Requests for meetings are to be directed to the Minister's Appointments Secretary by the Head of Council or at his request, the Manager. If necessary, requests for meetings which are of an urgent or contentious nature can be first discussed with the Chief of Staff.
- ***Media releases, queries and events***

The Head of Council may respond to the media directly. In all instances, the Minister should be notified prior to the release of information. A copy is to be forwarded to the Commission except where this constitutes a potential conflict of interest.

### 3.3 Communications with respect to Ministerial Council for Suicide Prevention

- ***The Chair of the MCSP will communicate directly with the Minister's Office.***
- ***Response to urgent matters***

Where information is required urgently by the Minister, requests can be directed to the Executive Officer (MCSP) with a copy to the Chair of the MCSP as soon as possible.
- ***Regular meetings with the Minister for Mental Health***

Agenda items need to go through the Executive Officer (MCSP) at least four working days prior to the meeting.
- ***Other Meetings with the Minister for Mental Health***

Requests for meetings are to be directed to the Minister's Appointments Secretary by the Chair of the MCSP or at his request, the Executive Officer (MCSP). If necessary, requests for meetings which are of an urgent or contentious nature can be first discussed with the Chief of Staff.
- ***Media releases, queries and events***

The Chair of the MCSP may respond to the media directly. In all instances, the Minister should be notified prior to the release of information. A copy is to be forwarded to the Commission except where this constitutes a potential conflict of interest.

## 4.0 Other Matters

### 4.1 Secondments to the Minister for Mental Health's Office

A Mental Health Commission employee or officer seconded or placed in the Office of the Minister for Mental Health is for the period of the secondment/placement, under the direction of the Minister for Mental Health.

### 4.2 Performance standards in communications

<i>Type of Ministerial Request</i>	<i>Timeframe</i>
Ministerial request for and on behalf of the Premier or Governor	2 working days
Ministerial request for and on behalf of a WA Member of Parliament	5 working days
Ministerial request for and on behalf of a member of the public	10 working days

Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Mental Health Commission depending on the urgency of the communication.

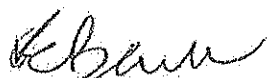
### 4.3 Communication with affiliated bodies, boards and committees

The Mental Health Commission will consult with the heads of affiliated bodies, boards and committees in the preparation of this protocol and will ensure staff are provided with copies of the agreed protocol.

The Minister will forward copies of the agreed protocol to the heads of affiliated bodies, boards and committees.

### 4.4 Resolution procedure for a breach of these written arrangements

The Commissioner will discuss the breach with the Minister for Mental Health (or vice-versa, if appropriate) in order to resolve the situation.



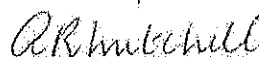
Eddie Bartnik  
MENTAL HEALTH COMMISSIONER

Date: 27/5/13



Hon Helen Morton MLC  
MINISTER FOR MENTAL HEALTH

Date: 18/5/2013



Andrea Mitchell MLA  
PARLIAMENTARY SECRETARY  
TO THE MINISTER FOR MENTAL  
HEALTH

Date: 22/5/2013.

## APPENDIX A

### Mental Health Portfolio Senior Officers

Mental Health Commissioner	Mr Eddie Bartnik
Director Organisational Reform	Dr Lesley van Schoubroeck
Director, Policy, Strategy and Planning	Mr Eric Dillon
Director Performance and Reporting	Ms Danuta Pawelek
Director Services Purchasing and Development	Ms Elaine Paterson
Director Corporate Services and Governance	Mr Ken Smith
Consultant Psychiatrist	Dr Steve Patchett
Manager Executive Support	Ms Dawn Dickinson

### Heads of Affiliated bodies, boards and committees and Executive Officers

Mental Health Review Board ▪ Manager Mental Health Review Board	Mr Michael Hawkins ▪ Ms Peta Monley
Council of Official Visitors ▪ Manager Council of Official Visitors	Ms Debora Colvin ▪ Ms Donna Haney
Ministerial Council for Suicide Prevention ▪ Executive Officer (MCSP)	Mr Peter Fitzpatrick ▪ Ms Cath Polley



**COMMUNICATIONS PROTOCOL BETWEEN**  
**THE OFFICE OF THE MINISTER FOR CHILD PROTECTION**  
**AND**  
**THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT**

**1. Communications from the Minister's Office to the Department**

All requests should be for, and on behalf of, the Minister in relation to her responsibilities as Minister. Should this not be the case, this should be made clear at the time of the contact.

- *Correspondence/Briefings (including Cabinet/Parliamentary responses, information or research)*

Routine requests for draft correspondence, briefing notes, responses to Parliament or Cabinet documents, information or research must be directed through the tracking systems of the two offices (Correspondence Officer for the Minister and Ministerial Liaison Coordinator for the Department) with a timeframe for response. The relevant Executive Director/s and the Director General must sign off on all matters prior to them being sent to the Minister's office.

- *Meetings*

All requests for meetings with the Director General or other departmental staff must be referred to the Director General's Executive Assistant and/or Manager Executive Services.

- *Legislation*

Matters relating to the drafting of legislation will be assigned a drafting officer, usually General Counsel, and this officer will be responsible for dealing with all matters associated with the legislation and keeping Executive Directors informed of developments. The Minister's Office will be kept informed through the Director General and/or Manager Executive Services.

- *Department resources*

Requirements involving the Department in committing resources (beyond the normal functions and duties of the Department's officers) must be sent to the Director General in writing. If this is not possible, the Director General must be informed as a soon as practicable.

- *General*

Directions by the Minister's Office staff to the Department on the way they are to perform their duties require the concurrence of the Director General. All directions should be referred to the Manager Executive Services and/or Coordinator Ministerial Liaison who will be responsible for communicating directions.

Time constraints on the Minister's Office, especially during Parliamentary sittings, may mean that a telephone or email approach by the Minister's Office to the Manager Executive Services or Ministerial Liaison Coordinator may be more appropriate than a

formal written approach. In such instances a verbal or email response by the Department is also appropriate.

## **2. Communications from the Department for Child Protection and Family Support to the Minister's Office.**

- Briefing notes, invitations, requests for approval and other information for the Minister's attention/consideration must be forwarded through the relevant Executive Director to the Ministerial Liaison Coordinator and/or Manager Executive Services for the Director General's approval. The Ministerial Liaison Coordinator will forward all communications through the routine process.
- *Performance standards in communications and dealings between the Ministerial Office staff and employees of the Department for Child Protection and Family Support.*

<i>Type of Ministerial Request</i>	<i>Timeframe</i>
o Ministerial request for and on behalf of the Premier or Governor	2 working days
o Ministerial request for and on behalf of a WA Member of Parliament	5 working days
o Ministerial request for and on behalf of a Member of the public	10 working days
o Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Department for Child Protection and Family Support Ministerial Liaison Coordinator/Manager Executive Services depending on the urgency of the communication.	

## **3. Communications between the Department for Child Protection and Family Support to another Minister or Member or Parliament**

- Should the Department be contacted directly by a Member of Parliament, another Minister, or their staff, the Departmental staff member will inform the other party that all communication is to be directed through the Office of the Minister for Child Protection. The Department (through the Ministerial Liaison Coordinator) will advise the Minister's Office of the contact as soon as possible.
- Where a Member of Parliament or another Minister is to attend any event, meeting or Department location for any reason, the Department (through the Ministerial Liaison Coordinator) will advise the Minister's Office with sufficient notice to ensure that the Minister or her representative can decide whether to attend.
- No staff member from the department for Child Protection should initiate contact with another Minister or Member of Parliament or their staff without prior approval from the Minister's Office.

#### 4. Cabinet matters

- All submissions for consideration by Cabinet must be directed through the Minister's Office. Prior to forwarding to the Minister's Office all submissions are to be sent to the Ministerial Liaison Coordinator/Manager Executive Services to be considered and approved by the Director General.

#### 5. Media

- When approached by the media for comment, the department will advise the Media Advisor for the Minister. Unless otherwise advised by the Media Advisor that the Minister wishes to make a Ministerial response the Department will provide a response to the journalist, once approved by the Director General.

#### 6. Resolution procedure for a breach of these arrangements

- The Minister or Chief of Staff and the Director General will discuss the breach and decide on any further action.



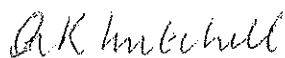
HON HELEN MORTON MLC  
MINISTER FOR CHILD PROTECTION

Date: 22.4.2013.



TERRY MURPHY  
DIRECTOR GENERAL  
DEPARTMENT FOR CHILD PROTECTION  
AND FAMILY SUPPORT

Date: 1/3/13

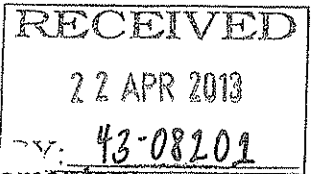


MS ANDREA MITCHELL MLA  
PARLIAMENTARY SECRETARY TO MINISTER FOR CHILD PROTECTION

Date:

30/04/2013.

# Communication Arrangements



Between the Office of the Minister for Disability Services, the Parliamentary Secretary assisting the Minister and the Disability Services Commission

## 1. Communications from the Office of the Minister and the Parliamentary Secretary assisting the Minister and the Disability Services Commission

All requirements should be for, and on behalf of, the Minister in relation to her responsibilities as Minister. Should this not be the case, this should be made clear at the time. The same condition applies to the Parliamentary Secretary assisting the Minister.

### 1.1 Routine requests for information or research

These will normally be directed through the Director General or the nominated position of Manager Strategic and Executive Services.

### 1.2 Arranging a meeting with relevant Disability Services Commission staff and requesting their attendance

All matters of a strategic nature must be referred to the Director General. For other matters, the appropriate delegated positions may be approached directly. Delegated positions are the following members of the Corporate Executive:

- Executive Director, Policy and Strategy
- Executive Director, Local Area Coordination
- Executive Director, Service Contracting and Development
- Executive Director, Corporate Services
- Executive Director, Accommodation Services
- Executive Director, State-wide Specialist Services
- Executive Director, Community and Sector Development
- Executive Director My Way
- Executive Director Disability Justice Service

### 1.3 Matters relating to the drafting of legislation

For each piece of legislation, a drafting officer will be nominated and this officer will be responsible for dealing with all matters associated with the legislation and for keeping the Director General informed of developments.

### 1.4 Requests for briefing notes

All requests should be made through the Director General or nominated position (Manager Strategic and Executive Services). If these officers are not available, the senior officer approached should inform the Director General of the request, and subsequently action as soon as practicable. Wherever practicable, the relevant authorised departmental officer should sign off the briefing note (Director General).

**1.5 Requirements involving the Disability Services Commission in committing resources (beyond the normal functions and duties of the Disability Services Commission's officers)**

All such requests should be directed to the Director General. If this is not possible, the Director General must be informed as soon as practicable. The request should be put in writing.

**1.6 Communication relating to media matters.**

Media related communications are to be directed to the Manager Communications or the Media and Public Affairs Coordinator. For routine matters communication may be by telephone or e-mail. Copies of Commission responses to requests for information should be forwarded to the Director General.

Requests for media related information about significant issues should be directed to the Manager Communications by e-mail.

Requests for media releases and other media documents should be made using the process described for briefing notes (see above). If this is not practicable due to time constraints requests should be e-mailed to the Manager Communications. The Director General will approve all media material provided by the Commission to the Minister's office.

**2. Communications from the agency to the office of the Minister and the Parliamentary Secretary assisting the Minister**

Routine communications will normally be directed through the Director General or the nominated position of Manager Strategic and Executive Services to the relevant policy adviser/liaison officer of the Minister and the Parliamentary Secretary.

Non routine communications from Commission authorised staff should be directed to the Minister's Chief of Staff, or another officer nominated by the Minister or Chief of Staff.

For all communications of a 'strategic' policy nature where the Agency has provided a response, it should be specified whether the Director General has actually seen the response before it was sent from the Agency. (The Director General will sign off on strategic documents.)

All media related communication initiated by the Commission to be directed to the Minister's media adviser in the first instance.

**3. Performance standards in communications and dealings between the Ministerial Office staff and employees of the Disability Services Commission**

<i>Type of Ministerial Request</i>	<i>Timeframe</i>
Ministerial request for and on behalf of the Premier or Governor	2 working days
Ministerial request for and on behalf of a WA Member of Parliament	5 working days
Ministerial request for and on behalf of a member of the public	10 working days

Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Disability Services Commission in conjunction with the Disability Services Commission's Ministerial Liaison Officer depending on the urgency of the communication.

**4. Communications from the agency to the office of a minister responsible for another portfolio**

The Office of the Minister for Disability Services is to be informed of such communications where the Director General considers the matter is such that there is a 'need to know' by the Office of the Minister.

**5. Cabinet matters**


All submissions for consideration by Cabinet must be directed through the Office of the Minister.

**6. Directions by staff of the office of the minister to staff of the commission on the manner in which they are to perform their duties**

In circumstances where it appears desirable that the Office of the Minister staff give direction to an officer of the Commission on the manner in which they are to perform their functions, the agreement of the Director General must be sought.

**7. Resolution procedure for a breach of these arrangements**

In the first instance, the Minister or her Chief of Staff and the Director General will discuss the breach and decide on a way forward.



Hon Helen Morton MLC  
MINISTER FOR DISABILITY SERVICES



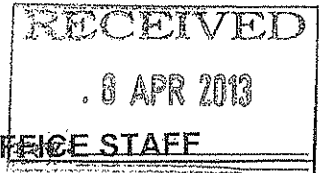
Hon Andrea Mitchell MLA  
PARLIAMENTARY SECRETARY  
ASSISTING THE MINISTER FOR  
DISABILITY SERVICES

Date: 23.4.2013

Date: 23.4.2013



Dr Ron Chalmers  
DIRECTOR GENERAL  
DISABILITY SERVICES COMMISSION



COMMUNICATIONS AND DEALINGS BETWEEN MINISTERIAL OFFICE STAFF  
AND EMPLOYEES OF THE  
MINISTER FOR MENTAL HEALTH'S PORTFOLIO AGENCIES

Office of the Director General of the Department of Health

1. Basis for communication

The purpose of this document is to define the communication arrangements between ministerial staff supporting the Minister for Mental Health and employees of the Department of Health.

These arrangements are in accordance with section 74 of the *Public Sector Management Act* and Department of the Premier and Cabinet Guidelines. In all communications, relevant statutory obligations and responsibilities of each Agency are to be preserved.

The term "*Chief Executive Officer*" (CEO) is used as a generic term to describe the accountable officer of the Agency (Director General).

The term "*relevant senior officer*" is used to describe the appropriate instructing officer or his/her representative (usually of a senior position) with the Agency (*Attachment 1*).

The term "*Ministerial Liaison Officer*" is used to describe the nominee or position(s) designated to managing Ministerial requests within each Agency (*Attachment 2*).

2. Directions by Ministerial Office staff to Agency employees on the manner in which they are to perform functions

In accordance with section 74(2) of the *Public Sector Management Act*, no instructions are to be given by Ministerial Office staff to Agency employees on the manner in which they are to perform their functions, unless there is prior agreement with the relevant Chief Executive Officer, who is the employing authority. This ensures the preservation of clear lines of accountability and responsibility.

When a requirement relates to the work of a Ministerial Office employee, and is not on the Minister's and/or Parliamentary Secretary's behalf, this must be clearly stated.

3. Communications from the Ministerial Office to the Agency

Communications are categorised into various categories and dealt with differently according to their potential impact:

- **Requests for briefing notes, routine information or research**  
In general, all requests from the Minister, Parliamentary Secretary and/or the Ministerial Office are to be in writing and directed through the Office of the



Chief Executive Officer, marked to the attention of the Agency's Ministerial Liaison Officer and also to the relevant senior officer (if known).

The Minister's staff will be responsible for indicating, by means of a Ministerial action stamp, the appropriate form of reply (eg, Minister reply, Parliamentary Secretary reply, Chief of Staff reply, direct reply from Director General, etc) and the due date.

*Use of email:* Urgent requests can be sent by email direct to the relevant senior officer, with a copy to the Ministerial Liaison Officer.

*Verbal requests:* Staff in the Minister's Office may contact senior officers direct in relation to urgent matters. Senior officers are to keep the Ministerial Liaison Officer informed of request.

- ***Response to Parliamentary matters and urgent matters***  
Where information is required to advise Parliament or is required urgently by the Minister and/or Parliamentary Secretary, alternative arrangements can be made to ensure the Minister and/or Parliamentary Secretary receives the necessary information.
- ***Meetings with the Minister for Mental Health***  
Requests for meetings are to be directed to the Minister for Mental Health's Appointments Secretary and supported by briefing notes for the Minister or Parliamentary Secretary two (2) clear working days in advance of the meeting. These will first be endorsed by the Agency's relevant senior officer. If necessary, requests for meetings which are of an urgent or contentious nature can be first discussed with the Chief of Staff.
- ***Agency representation at official meetings***  
For Agency representation in an official capacity, staff in the Minister for Mental Health's office will send a request to the Agency's Ministerial Liaison Officer who will arrange for an Agency representative. An advice note will be forwarded to the Chief Executive Officer.
- ***Provision of professional legal advice to the Minister for Mental Health***  
The Minister, Parliamentary Secretary and Ministerial staff may directly contact the Agency's designated legal officer(s) in his or her professional capacity.
- ***Development of legislation***  
The development of legislation in each Agency is dealt with by either a number of different staff, based on a specific industry sector, or by one section only. The Chief Executive Officer will advise which officer or section is dealing with particular legislation. Officers can liaise direct and will ensure all parties, including the Chief Executive Officer, are kept up-to-date and informed of developments.

- **Requests for clarification**

Where information has been provided but it leaves some point unanswered or is unclear, clarification may be sought from the author of the briefing note or the Ministerial Liaison Officer.

When clarification is required with regard to the Minister for Mental Health's comments on Ministerial correspondence, the Agency's Ministerial Liaison Officer will liaise with the Minister for Mental Health's Office.

- **Media releases**

If a media release is required as part of a speech request, this should be indicated on the formal speech request form.

The Minister's Media Adviser should contact the Agency's nominated senior Public Affairs staff to discuss other requests for media releases and media events (*Attachment 2*).

- **Media queries**

The Agency's nominated Senior Public Affairs staff (*Attachment 2*) and the Minister's Media Adviser will liaise on contentious issues and media queries.

#### **4. Communications from the Agency to the Minister for Mental Health's office**

For all communications of a strategic policy nature, where the Agency has provided a response, a covering memo will specify that the Chief Executive Officer has noted and endorsed the response before it is sent. If the Chief Executive Officer is not available to note and endorse the response, it will be the responsibility of the relevant senior officer to ensure that the Chief Executive Officer is subsequently advised of the response.

#### **5. Communication from the Agency to the office of a Minister responsible for another portfolio**

All communications between the Agency and the Office of another Minister, should be directed through the Office of the Minister for Mental Health, except where the office of the Minister for Mental Health explicitly requests otherwise.

#### **6. Communications between the Agency and a Member of Parliament**

In circumstances where members of the Parliament contact Agency staff for information or to arrange a meeting, the approval of the Chief Executive Officer or delegated officer is required.

Requests by members of Parliament to the Chief Executive Officer should include the information being sought or issues to be discussed. Agencies are to provide members of Parliament with only factual publicly available information.

Discussions with Agency staff are not to be for the purposes of debating the merits of Government policy. In accordance with the Freedom of Information Act 1992, personal information about a third party is not to be given to a member of Parliament unless it is the subject of a Freedom of Information application and provided in accordance with consultation processes in the Act.

Where appropriate, members of Parliament should be advised of the provisions of the *Public Sector Management Act 1994*, in particular, sections 8 and 105.

## **7. Cabinet Matters**

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Mental Health, except where explicitly requested or agreed to otherwise. It will be the responsibility of Ministerial Office staff to keep Agency staff informed of Cabinet issues in a reliable and timely manner.

All Cabinet papers between the Minister's Office and the Agency will be sent under confidential cover via the Ministerial Liaison Officer.

## **8. Secondments to the Minister for Mental Health's Office**

An Agency employee or officer seconded or placed in the Office of the Minister for Mental Health is for the period of the secondment/placement, under the direction of the Minister for Mental Health.

## **9. Performance standards in communications and dealings between Ministerial Office staff and employees of the Department of Health**

<i>Type of Ministerial Request</i>	<i>Timeframe</i>
Ministerial request for and on behalf of the Premier or Governor	4 working days
Ministerial request for and on behalf of a WA Member of Parliament	4 working days
Ministerial request for and on behalf of a member of the public	8 working days

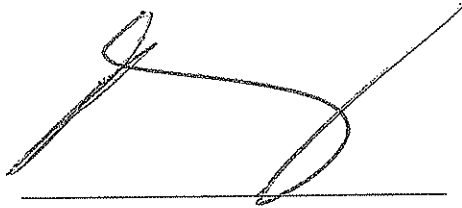
Where a response cannot be provided within 10 working days of request, then the Department of Health must provide an interim response or seek an extension from the Minister for Mental Health's office.

Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Agency's Ministerial Liaison Officer depending on the urgency of the communication.

Extensions will need to be negotiated between the Correspondence Officer in the Ministerial Office in conjunction with the Department of Health's Ministerial Liaison Officer depending on the urgency of the communication.

10. Resolution procedure for a breach of these written arrangements

The Chief Executive Officer will discuss the breach with the Minister for Mental Health (or vice-versa, if appropriate) in order to resolve the situation.



Dr D Russell-Weisz  
A/DIRECTOR GENERAL  
DEPARTMENT OF HEALTH

Date: 18/4/13



Hon Helen Morton MLC  
MINISTER FOR MENTAL HEALTH

Date: 18.4.2013



Ms Andrea Mitchell MLA  
PARLIAMENTARY SECRETARY  
MINISTER FOR MENTAL HEALTH

Date: 18/4/13

ATTACHMENT 1

DEPARTMENT OF HEALTH – SENIOR OFFICERS FOR MENTAL HEALTH

A/Director General	<del>Dr D. Russell Weisz</del> PROFESSOR RAYANF STORES
Chief Psychiatrist	Dr Nathan Gibson
Executive Director, Office of Mental Health	Ms Nicole O'Keefe
A/Chief Executive, North Metropolitan Health Service	Dr Amanda Frazer
Chief Executive, South Metropolitan Area Health Service	Ms Nicole Feely
Chief Executive, WA Country Health Service	Mr Ian Smith
Chief Executive, Child and Adolescent Health Service	Mr Philip Aylward
Director, Office of the Director General	Ms Patsy Turner

## ATTACHMENT 2

### DEPARTMENT OF HEALTH

#### NOMINATED MINISTERIAL LIAISON OFFICERS

Name	Position Title	Phone number	Email
Jane James	Manager, Ministerial Liaison Unit	9222 4011	<a href="mailto:ministerials@health.wa.gov.au">ministerials@health.wa.gov.au</a> (search for 'Royal St, Ministerial Correspondence' on Global)
Sandra Matthews	Parliamentary Liaison Officer	9222 4020	<a href="mailto:PLO.EPGO@health.wa.gov.au">PLO.EPGO@health.wa.gov.au</a> (search for 'Royal St, PLO' on Global)
Liz Malelo	Ministerial Officer	9222 2234	<a href="mailto:RoyalSt.MSO@health.wa.gov.au">RoyalSt.MSO@health.wa.gov.au</a> (search for 'Royal St, MSO' on Global)
Rose Garcia	Ministerial Officer	9222 2050	<a href="mailto:RoyalSt.MO@health.wa.gov.au">RoyalSt.MO@health.wa.gov.au</a> (search for 'Royal St, MO' on Global)

#### NOMINATED SENIOR PUBLIC AFFAIRS STAFF

Name	Position Title	Phone number	Email
Virginia Ielati	Manager, Media	9222 6421	<a href="mailto:Virginia.Ielati@health.wa.gov.au">Virginia.Ielati@health.wa.gov.au</a>
Media on call number (After hours)		9222 4333	