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2013/4-2

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR SMALL BUSINESS AND
STAFF OF THE SMALL BUSINESS DEVELOPMENT CORPORATION
(THE AGENCY)**

❖ **Communications from the Office of the Minister to the Agency**

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.

- ***Routine requests for information or research***

These will normally be directed through the Small Business Commissioner or a nominated officer.

- ***Arranging a meeting with relevant Agency staff and requesting their attendance***

All matters of a strategic nature must be referred to the Small Business Commissioner or a nominated officer. For other matters, the appropriate delegated staff may be approached directly.

- ***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 Small Business Commissioner informed of developments.

- ***Requests for briefing notes***

All requests should be made through the Small Business Commissioner or a nominated officer. If these officers are not available, the senior officer approached should inform the Small Business Commissioner or nominated officer of the request and subsequent action as soon as practicable. Wherever practicable, the relevant authorised agency officer should sign off the briefing note.

- ***Requirements involving the Agency in committing resources (beyond the normal functions and duties of the Agency's officers)***

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

❖ **Communications from the Agency to the Office of the Minister**

Non-routine communications should be directed through the Minister's Chief of Staff, or other 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 Small Business Commissioner or nominated officer has actually seen the response before it was sent from the Agency.

❖ **Communications from the Agency to the Office of a Minister responsible for another portfolio**

The Office of the Minister is to be informed of such communications where the Small Business Commissioner considers the matter is such that there is a 'need to know' by the Office of the Minister.

❖ **Cabinet matters**

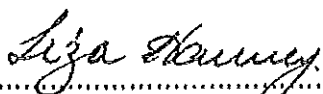
All submissions for consideration by Cabinet must be directed through the Office of the Minister.

❖ **Resolution procedure for a breach of these arrangements**

In the first instance, the Minister or her Chief of Staff and the Small Business Commissioner will discuss the breach and decide on any further action.

❖ **Directions by staff of the Office of the Minister, to staff of the Agency, on behalf of the Minister, on the manner in which they are to perform their duties**

In circumstances where it appears desirable that staff from the Office of the Minister give direction to an officer of the Agency on the manner in which they are to perform their functions, the concurrence of the Small Business Commissioner should be sought.


.....
HON LIZA HARVEY, MLA
MINISTER FOR SMALL BUSINESS

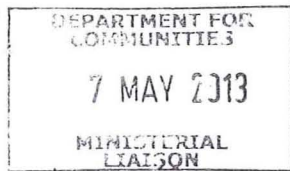

.....
DAVID EATON
SMALL BUSINESS COMMISSIONER

SMALL BUSINESS DEVELOPMENT
CORPORATION

Date:

30 APR 2013

Date: 18 April 2013



9246

45-03263

**COMMUNICATION ARRANGEMENT
BETWEEN THE
OFFICE OF THE MINISTER FOR POLICE; ROAD SAFETY;
SMALL BUSINESS; WOMEN'S INTERESTS
AND
THE DEPARTMENT FOR COMMUNITIES**

45-03337

This arrangement formalises the manner and circumstances in which communications are to be had between ministerial officers assisting the Minister and the employees of the Department for Communities (hereafter called Communities).

Without the express permission of the Director General, a Communities employee shall not communicate verbally or in writing with the Minister.

This arrangement should be read in conjunction with:

- Administrative Instruction 102 – Official Communications; and
- Public Sector Commissioner's Circular 2009-10 – Communication Arrangements between Ministers and Agencies – s74 of the *Public Sector Management Act 1994*.

❖ **Communications from the Office of the Minister to Communities**

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 contact.

- ***Routine requests for information or research***

All matters must be directed through the Director General or the Manager, Strategic and Executive Services (refer Appendix 1 for contact details).

- ***Arranging a meeting with relevant Departmental staff and requesting their attendance***

All meetings must be referred to the Director General or the Manager, Strategic and Executive Services.

- ***Matters relating to the drafting of legislation***

For each piece of legislation, a departmental drafting officer will be nominated by the Director General. This officer will be responsible for dealing with all matters associated with the legislation and ensuring the Director General, through the Manager, Strategic and Executive Services, is kept informed.

The Director General will ensure that the Minister's office is advised of developments and progress.

- ***Requests for Briefing Notes (by the Minister)***

All requests should be made through the Director General or Manager, Strategic and Executive Services. If these officers are unavailable requests should be directed to the relevant corporate executive member or next senior officer. In this case, the senior officer approached should inform the Director General and the Ministerial Liaison Unit of the request and subsequent action, as soon as practicable.

Responses to correspondence should be provided within 10 days and responses to correspondence from members of Parliament within five days. There may also be times when a faster turnaround is requested, but this will be a process of negotiation.

- ***Parliamentary Questions***

Information is to be conveyed in the format and timeline agreed with the Minister's office, with all answers to be signed off by the Director General.

- ❖ **Requirements involving Communities in committing resources (beyond the normal functions and duties of the Department's officers)**

All such requests are to be directed to the Director General in writing.

- ❖ **Directions by staff of Office of the Minister to Communities' employees, by the Minister, on the manner in which they are to perform their duties**

- Staff of the office of the Minister should not, otherwise than with the agreement of the Director General, direct a Communities' employee in relation to the manner in which that employee is to perform the functions of their duties.

- ❖ **Communications from Communities to the Office of the Minister**

- Communication should occur through the Director General, or the Manager, Strategic and Executive Services.
- Non routine communications should be directed from the Director General, or the Manager, Strategic and Executive Services, through the Minister's Chief of Staff or other officer nominated by the Minister or the Chief of Staff.
- For all communications of a 'strategic' policy nature where Communities has provided a response, it should be specified whether the Director General has approved the response before it was sent from Communities.

- ❖ **Communications from Communities to the office of a Minister responsible for another portfolio**

- The office of the Minister 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.

- ❖ **Communications between Communities and members of Parliament**

- All communications with members of Parliament must be directed through the Minister's office in the first instance.
- All requests for visits by other State or Federal Ministers or Members of Parliament, or visits by Communities' employees to a State or Federal offices, must be directed through the Minister's Office in the first instance.

- ❖ **Cabinet matters**

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

- ❖ **Media matters**

- Media related communications are to be directed to the Director Community Relations or nominated officer. For routine matters communication may be by telephone or email. Copies of Communities' 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 Director Community Relations by email.

- Requests for medial releases and other 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 emailed to the Director Community Relations.
- Any media enquiries made directly to Communities should be referred to and discussed in the first instance with the Minister's media advisor.
- The Director General will approve all media material provided by Communities to the Minister's office.

❖ **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 any further action.

Hon Liza Harvey MLA

Minister for Police; Road Safety; Small Business;
Women's Interests



Date: 2.5.13.

Jenni Perkins

Director General



Date: 23/4/13.

Appendix 1

DEPARTMENT FOR COMMUNITIES

Office of the Director General

Jenni Perkins
Director General

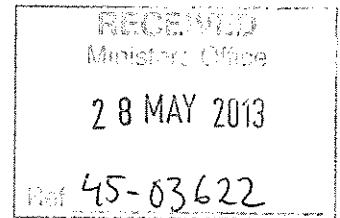
jenni.perkins@communities.wa.gov.au

6551 8601
0407 442 075

Betty O'Brian
Manager, Strategic &
Executive Services

betty.obrian@communities.wa.gov.au

6551 8620
0429 985 971



Memorandum


FILE NO: 10/2935 MEM 4083
TO: Minister for Road Safety
FROM: Iain Cameron, Executive Director, Office of Road Safety
CC:
DATE: 21 May 2013
RE: **Section 74 Communications Arrangements between the Office of the Minister for Road Safety and the Office of Road Safety**

Submitted for your consideration and approval is a draft agreement of the Communications Arrangements between the Office of the Minister for Police; Road Safety; Small Business; Women's Interests and the Office of Road Safety as part of Main Roads WA.

Reece Waldock, Commissioner of Main Roads has endorsed the agreement.

Section 74 of the Public Sector management Act 1994 sets out that an agreement is required for each agency or organisation for which the Minister is responsible.

It would be appreciated if a copy of the final signed agreement could be sent to this office for our records.


Iain Cameron
Executive Director

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR POLICE; ROAD SAFETY; SMALL BUSINESS; WOMEN'S INTERESTS AND THE STAFF OF THE OFFICE OF ROAD SAFETY

❖ **Communications from the Office of the Minister for Road Safety to the Office of Road Safety**

All requirements should be for, and on behalf of, the Minister in relation to the Minister's responsibilities as Minister for Road Safety. Should this not be the case, this should be made clear at the time of the request.

▪ ***Routine request for information or research***

This will normally be directed through the Executive Director, Office of Road Safety or nominated officer. If these officers are not available, the senior officer approached should inform the Executive Director or nominated officer of the request and subsequent action as soon as practicable.

▪ ***Media Related enquiries***

All media related enquiries will be directed to the Office of Road Safety's Public Relations Manager.

▪ ***Arranging a meeting with relevant Office of Road Safety staff and requesting their attendance***

All matters of a strategic nature must be referred to the Executive Director, or nominated officer. For other matters, the appropriate delegated staff member (as nominated by the ED/ORS) may be approached directly.

▪ ***Matters relating to the drafting of legislation***

For each piece of legislation, an instructing officer from the Office of Road Safety will be nominated and this officer will be responsible for dealing with all matters associated with the legislation and for keeping the Executive Director of the Office of Road Safety or nominated officer informed of developments. A drafting officer from the Department of Transport will also be nominated.

▪ ***Requests for briefing notes***

All requests should be made through the Executive Director or nominated officer. If these officers are not available, the senior officer approached should inform the Executive Director or nominated officer of the request and subsequent action as soon as practicable. Wherever practicable, the relevant authorised officer from the Office of Road Safety should approve the briefing note.

- ***Requirements involving the Office of Road Safety in committing resources (beyond the normal functions and duties of officers from the Office of Road Safety)***

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

- ❖ **Communications from the Office of Road Safety to the Office of the Minister for Police; Road Safety; Small Business; Women's Interests**

Generally, communication should occur through the Executive Director or nominated officer.

Non-routine communications should be directed through the Minister's Chief of Staff, or other officer nominated by the Minister's Chief of Staff.

For all communications of a 'strategic' policy nature where the Office of Road Safety has provided a response, it should be specified whether the Executive Director or nominated Officer has approved the response before it was sent.

- ❖ **Communications from the Office of Road Safety to the Office of a Minister responsible for another portfolio.**

All formal communications between the Office of Road Safety and offices of Ministers responsible for another portfolio are to be transmitted through the Office of the Minister for Road Safety.

In the instances where funding for projects is coming from the Road Trauma Trust Account, the approval of the Minister for Road Safety must be sought in the first instance before the approval of other Ministers.

- ❖ **Communications from other Members of Parliament to the Office of Road Safety**

All formal communications between the Office of Road Safety and other Members of Parliament are to be transmitted through the Office of the Minister for Road Safety.

- ❖ **Cabinet Matters**

All submissions for consideration by Cabinet must be directed through the Office of the Minister for Police; Road Safety; Small Business; Women's Interests. Cabinet papers transmitted between the Minister's office and the Office of Road Safety are confidential and are to be transmitted under a confidential cover.

- ❖ **Submissions to Public Inquiries by the Office of Road Safety**

The Executive Director of the Office of Road Safety will provide the Office of the Minister for Road Safety all Office of Road Safety submissions to public inquiries prior to the submission. At the Minister's request a detailed briefing will also be provided prior to any submissions being made.

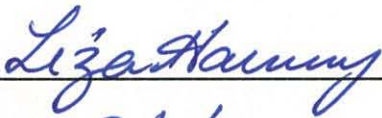
❖ **Resolution procedure for the breach of these arrangements**

In the first instance, the Minister or Minister's Chief of Staff and the Executive Director will discuss the breach and decide on any further action required.

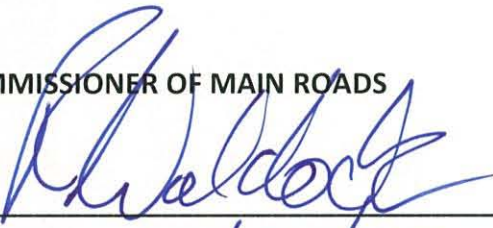
❖ **Directions by staff of the Office of the Minister for Police; Road Safety; Women's Interests and Small Business, to staff of the office of Road Safety, by the Minister, on the manner in which they are to perform their duties.**

Staff of the Office of the Minister should not, otherwise than with the agreement of the Executive Director Office of Road Safety, direct an employee of the Office of Road Safety in relation to the manner in which that employee is to perform their duties.

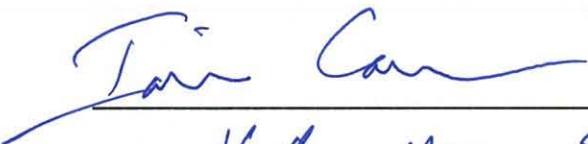
MINISTER FOR POLICE; ROAD SAFETY; SMALL BUSINESS; WOMEN'S INTERESTS


Date: 30/5/13.

COMMISSIONER OF MAIN ROADS


Date: 17/5/13

EXECUTIVE DIRECTOR OFFICE OF ROAD SAFETY


Date: 16th May 2013

