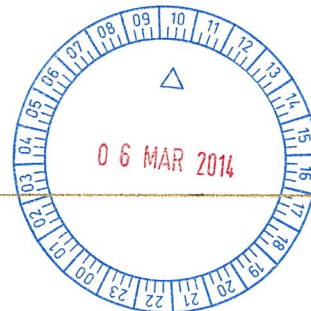




PUBLIC

10/03/14



Treasurer; Minister for Transport

Our ref: 30-45604

Hon Ken Travers MLC
Chair, Standing Committee on Estimates and
Financial Operations
Parliament House
PERTH WA 6000

Dear Mr Travers

QUESTIONS TAKEN ON NOTICE – 2012-13 AGENCY ANNUAL REPORT HEARING

Thank you for your letter of 12 February 2014, detailing a range of Supplementary Information requests for the Committee's Agency Annual Report hearings.

Please find attached a list of the relevant responses (Attachment A).

Yours sincerely

RACHAEL TURNSECK
CHIEF OF STAFF

28 FEB 2014
Att.

ESTIMATES AND FINANCIAL OPERATIONS COMMITTEE

QUESTIONS ON NOTICE SUPPLEMENTARY INFORMATION

Monday, 10 February 2014

Department of Treasury

Question No. A1: Hon Ken Travers MLC asked –

- (1) *If you could provide a copy of the communications agreement you have between the Treasurer and yourselves.*

Answer: The relevant document is attached; please see Appendix 1.

Question No. A2: Hon Rick Mazza MLC asked –

- (2) *Whether any inefficiencies were identified within WAPOL's firearms branch?*

Answer: No.

Question No. A3: Hon Ken Travers MLC asked –

- (3) *In the documentation that you provided us for questions on notice, there were a number of changes to the cashflowing for the Elizabeth Quay project. Is there any change to the total cost of that project?*

(...)

It was in the Budget. There are quite significant changes; what were drivers of those changes? The contract would have been signed at the time of Budget, so I was trying to work out why there have been such significant movements in terms of cash flow.

Answer: The total project cost for the Elizabeth Quay project has increased from \$423 million (2013-14 Budget) to \$450 million (2013-14 Mid-year Review). The spending changes reflected in the 2013-14 Mid-year Review are largely related to utilities upgrades (electricity network infrastructure upgrade) as part of the cross government coordination to future proof the city's services infrastructure. There is no change to the scope of the project.

Question No. A4: Hon Alanna Clohesy MLC asked –

(4)(i) For the key locations of NGO housing program reduced in the AIP reduction.

Answer: The exact locations affected by the reduced housing program have not yet been identified by the Department of Housing.

(4)(ii) For the key locations of the 291 dwellings cut for GROH in the forward estimates.

Answer: The exact locations affected by the reduced GROH program have not yet been identified.

Question No. A5: Hon Peter Katsambanis MLC asked –

(5) So out of that \$580 million-odd – the figure we have been talking about – has that been broken down between the increased costs to the producers at any level, the percentage attributable to the reduction in costs and the percentages attributable to these variations in demand because of price or relative price? (Electricity demand) (...)

Are we able to obtain that breakdown?

Answer: The \$558 million represents the increased operating subsidy provided to Synergy (over the four years 2013-14 to 2016-17) as a result of its non-contestable tariff rates being below cost reflectivity. A breakdown of the operating subsidy increase, reflected in the 2013-14 Mid-year Review, is provided below.

Item	Percentage	\$M
Reduced demand	-17%	-94
Energy and Capacity Costs	46%	257
Excess capacity in the SWIS	31%	173
Network costs (Western Power's regulated revenue)	33%	182
Renewable energy costs and other market costs	15%	84
Additional margin due to additional allowable costs	4%	22
Reduced cost to serve ¹	-12%	-67
Total	100%	558

Note that the primary driver for the network cost increases, and some of the energy and capacity costs, is reduced demand (and has not been captured in the first item of the table being reduced demand).

¹ Operating costs to the business that do not relate to the purchasing of electricity.

Question No. A6: Hon Peter Katsambanis MLC asked –

- (6) *This is for Health, I guess, but the question probably really does not apply to Education: are you able to break down that leave liability between long service leave and annual leave?*

Answer: The following table provides a breakdown of leave liability between annual leave and long service leave for Health:

	30 June 2013 \$000	30 June 2014 (est.) \$000
Annual Leave	456,443	506,678
Long Service Leave	<u>429,331</u>	<u>482,732</u>
Total	885,774	989,410

Question No. A7: Hon Peter Katsambanis MLC asked –

- (7) *For an agency breakdown of the \$3,605 million projection for 30 June 2014 total public sector 'other employee benefits' shown on the balance sheet disclosure on p. 90 of the 2013-14 Mid-year review. Would we be able to get that breakdown by agency?*

Answer: State agencies provide forecasts of employee benefits for the Mid-year Review including annual leave, long service leave, and 'other employee liabilities' which largely consist of salary and wage accruals (i.e. salary and wage earnings yet to be paid in a subsequent pay-period). (Refer to table below).

TOTAL PUBLIC SECTOR OTHER EMPLOYEE BENEFITS AT 30 JUNE 2014
2013-14 Mid-year Review

	Annual Leave \$m	Long Service Leave \$m	Other \$m	Total liability Mid-year Revision \$m
TOTAL PUBLIC SECTOR	1,181.3	1,967.6	456.4	3,605.2
General Government	1,036.0	1,738.7	397.6	3,172.4
<i>Comprising:</i>				
Health	506.7	482.7	159.5	1,148.9
Education	208.7	574.9	104.6	888.2
Western Australia Police	53.0	138.4	33.2	224.7
Corrective Services	37.1	66.2	9.2	112.4
Attorney Generals Dept	13.8	37.8	9.1	60.8
Child Protection and Family Support	17.3	34.3	8.2	59.9
Department of Parks and Wildlife	13.0	26.9	4.7	44.6
Agriculture and Food	12.2	21.3	9.6	43.0
Disability Services Commission	13.4	19.4	9.6	42.4
Finance	13.6	25.5	2.9	42.0
Commissioner of Main Roads	13.4	25.7	2.7	41.8
Transport	10.9	21.0	2.6	34.5
Fire and Emergency Services	9.6	18.4	1.8	29.8
Commerce	8.1	18.4	2.8	29.3
Mines and Petroleum	8.1	13.9	2.2	24.2
Land Information Authority	4.6	13.9	2.4	20.9
Central Institute of Technology	3.1	13.4	2.7	19.2
Premier and Cabinet	6.4	10.3	1.8	18.5
Water	5.2	10.1	2.1	17.3
Planning	5.6	8.1	1.3	15.0
Fisheries	5.0	8.9	-	13.9
Training and Workforce Development	3.4	9.2	1.2	13.9
Challenger Institute of Technology	4.0	8.5	0.7	13.2
Culture and The Arts	3.9	7.8	1.2	12.9
Treasury	3.8	7.2	0.8	11.7
Department of Local Government and Communities	2.4	5.8	0.9	9.1
Mental Health Commission	2.6	4.4	1.2	8.3
Office of the Director of Public Prosecutions	2.2	5.4	0.6	8.2
Department of Environment Regulation	2.5	5.4	-	7.9
West Coast Institute of Training	1.2	4.2	1.1	6.5
Legal Aid Commission of Western Australia	1.5	4.4	0.7	6.5
School Curriculum and Standards Authority	1.2	4.5	0.4	6.1
State Development	1.9	3.3	0.5	5.7
Public Sector Commission	1.5	3.4	0.6	5.6
Corruption and Crime Commission	1.4	3.6	0.5	5.5

TOTAL PUBLIC SECTOR OTHER EMPLOYEE BENEFITS AT 30 JUNE 2014

2013-14 Mid-year Review (cont.)

	Annual Leave \$m	Long Service Leave \$m	Other \$m	Total liability Mid-year Revision \$m
Regional Development	1.6	3.1	0.1	4.8
Durack Institute of Technology	0.6	2.7	1.2	4.5
Aboriginal Affairs	1.5	2.5	0.3	4.3
Sport and Recreation	1.2	2.4	0.5	4.1
South West Institute of Technology	1.2	2.4	0.4	4.0
Department of Lands	1.1	2.3	0.6	3.9
Pilbara Institute	1.6	2.3	— ^(a)	3.9
WorkCover Western Australia Authority	0.7	2.6	0.4	3.7
Chemistry Centre Western Australia	1.4	2.2	-	3.6
Office of the Auditor General	1.2	1.8	0.4	3.4
Kimberley Training Institute	1.4	1.7	0.2	3.4
Office of the Environmental Protection Authority	1.0	2.1	0.3	3.3
Great Southern Institute of Technology	0.9	1.9	0.2	3.1
Zoological Parks Authority	1.2	1.5	0.3	3.0
CY OConnor Institute	0.6	2.0	0.3	2.9
Western Australia Sports Centre Trust	0.9	1.5	0.5	2.9
Education Services	0.8	1.7	0.3	2.8
Western Australia Tourism Commission	1.0	1.5	0.3	2.7
Botanic Gardens and Parks Authority	1.0	1.6	-	2.6
Parliamentary Services Dept	0.6	1.2	0.3	2.1
Racing, Gaming and Liquor Registrar, Western Australia Industrial Relations Commission	0.4	1.4	0.2	2.0
Economic Regulation Authority	0.5	1.4	0.1	2.0
Parliamentary Commissioner for Administrative Investigations	0.8	1.0	0.1	2.0
Small Business Development Corporation	0.6	1.2	0.2	1.9
Country High School Hostels Authority	0.4	0.9	0.3	1.6
Western Australia Electoral Commission	0.4	0.8	0.2	1.3
Legislative Assembly	0.3	0.8	0.1	1.2
Western Australia Greyhound Racing Assoc	0.4	0.5	0.1	1.0
Legislative Council	0.5	0.5	-	1.0
Goldfields Institute of Technology	0.3	0.5	0.1	1.0
Equal Opportunity Commission	0.3	0.3	0.2	0.9
WA Institute of Sport	0.2	0.6	0.1	0.9
National Trust of Australia (Western Australia)	0.3	0.5	-	0.8
South West Development Commission	0.2	0.5	0.1	0.8
Heritage Council of Western Australia	0.3	0.4	0.1	0.8
Pilbara Development Commission	0.2	0.4	0.1	0.7
Independent Market Operator	0.2	0.4	0.1	0.7
	0.2	0.2	0.1	0.6

TOTAL PUBLIC SECTOR OTHER EMPLOYEE BENEFITS AT 30 JUNE 2014
2013-14 Mid-year Review (cont.)

	Annual Leave \$m	Long Service Leave \$m	Other \$m	Total liability Mid-year Revision \$m
Health & Disability Services Complaints				
Office	0.2	0.3	0.1	0.6
Office of the Inspector of Custodial Services	0.2	0.3	0.1	0.5
Kimberley Development Commission	0.2	0.3	_(a)	0.5
Gascoyne Development Commission	0.2	0.2	0.1	0.5
Governors Establishment	_(a)	0.4	_(a)	0.5
Mid-West Development Commission	0.2	0.2	_(a)	0.5
Western Australia Health Promotion Foundation	0.1	0.3	_(a)	0.4
Building and Construction Industry Training Board	0.1	0.3	-	0.4
Commissioner for Children and Young People	0.1	0.2	_(a)	0.4
State Emergency Management Committee	0.2	0.2	-	0.3
Office of the Information Commissioner	0.1	0.2	_(a)	0.3
Great Southern Development Commission	0.1	0.2	0.1	0.3
Peel Development Commission	0.1	0.2	_(a)	0.3
Wheatbelt Development Commission	0.1	0.2	-	0.3
Goldfields-Esperance Development Commission	0.1	0.2	_(a)	0.2
Western Australia Meat Industry Authority	0.1	0.1	-	0.2
Department of Lands - Administered	_(a)	0.1	_(a)	0.2
Burswood Park Board	0.1	0.1	_(a)	0.2
Salaries and Allowances Tribunal	_(a)	0.1	_(a)	0.2
Swan River Trust	-	-	0.1	0.1
Parliamentary Inspector, Corruption and Crime Commission	0.1	_(a)	_(a)	0.1
Law Reform Commission of WA	_(a)	0.1	_(a)	0.1
Minerals and Energy Research Institute of Western Australia	_(a)	_(a)	_(a)	_(a)
Agricultural Produce Commission	_(a)	_(a)	-	_(a)
Local Health Authorities Analytical Committee	_(a)	_(a)	-	_(a)
Keep Australia Beautiful Council (Western Australia)	-	-	_(a)	_(a)
Department of Local Government and Communities - Administered	_(a)	_(a)	_(a)	_(a)
Racing Penalties Appeal Tribunal of Western Australia	-	-	_(a)	_(a)

TOTAL PUBLIC SECTOR OTHER EMPLOYEE BENEFITS AT 30 JUNE 2014

2013-14 Mid-year Review (cont.)

	Annual Leave \$m	Long Service Leave \$m	Other \$m	Total liability Mid-year Revision \$m
Public Non-Financial Corporations	141.9	223.7	58.1	423.7
<i>Comprising:</i>				
Western Power (Electricity Networks Corporation)	36.8	53.8	12.0	102.5
Water Corporation	31.0	62.4	7.6	101.0
Public Transport Authority	14.1	21.3	7.9	43.2
Verve Energy (Electricity Generation Corporation)	14.4	19.2	6.8	40.4
Housing Authority	10.9	18.1	2.7	31.7
Synergy (Electricity Retail Corporation)	2.8	3.8	10.4	17.0
Horizon Power (Regional Power Corporation)	6.6	8.5	1.4	16.6
Fremantle Port Authority	4.4	5.9	5.6	15.8
Western Australia Land Authority	4.0	2.8	-	6.7
Racing and Wagering Western Australia Lotteries Commission	2.2	4.0	-(a)	6.1
Forest Products Commission	1.7	3.7	-	5.4
Gold Corporation	1.3	3.3	0.3	4.9
Metropolitan Redevelopment Authority	1.8	2.9	-	4.6
Port Hedland Port Authority	0.8	3.0	0.5	4.4
Esperance Port Authority	2.2	1.6	0.4	4.2
Geraldton Port Authority	1.4	1.3	1.1	3.9
Rottnest Island Authority	1.0	1.8	-(a)	2.8
Metropolitan Cemeteries Board	1.1	1.5	0.1	2.6
Dampier Port Authority	0.9	1.4	0.3	2.6
Busselton Water Board	0.8	1.1	-	2.0
Bunbury Port Authority	0.2	0.2	0.4	0.9
Broome Port Authority	0.4	0.4	-(a)	0.8
Bunbury Water Board	0.3	0.3	0.2	0.8
Albany Port Authority	0.2	0.3	0.3	0.8
Animal Resources Authority	0.2	0.4	0.1	0.7
Perth Market Authority	0.1	0.6	-(a)	0.7
Potato Marketing Corporation of Western Australia	0.2	0.3	0.1	0.6
	0.1	0.1	0.1	0.2
Public Financial Corporations	3.3	5.1	0.6	9.1
<i>Comprising:</i>				
Insurance Commission of Western Australia	2.3	3.4	0.6	6.4
Western Australia Treasury Corp	1.0	1.7	-	2.7

(a) Amount less than \$50,000.

Question No. A8: Hon Ken Travers MLC asked –

- (8) *What are the contractual commitments that the Department of the Attorney General entered into without prior funding approval, and what is the value of them?*

Answer: Contractual commitments entered into by the Department of the Attorney General without explicit prior funding approval are:

- court security and prisoner transport services at the temporary Kununurra Court: \$2.3 million (\$1.5 million in 2013-14 and \$0.8 million in 2014-15);
- additional 1,000m² floor space at Westralia Square to accommodate Human Resources staff: \$882,680 per year; and
- lease for the Legal Profession Complaints Committee at the Colonial Building: \$145,000 per year.

Question No. A9: Hon Ken Travers MLC asked –

- (9) *I just did a quick search under the royalties for regions section; I could not find anything either (cash transfer from Royalties for Regions to Future Fund).*

Answer: The expenditure representing the transfer of funds between the Royalties for Regions Fund and the Western Australian Future Fund is acquitted annually as part of the Annual Report on State Finances (see appendix 5 on Special Purpose Accounts). This expenditure is also detailed in Appendix 5 of the 2013-14 Budget Paper No. 3 and the preceding text to the Royalties for Regions Expenditure Table in chapter 7 (see page 217 of the 2013-14 Budget Paper No.3).

Question No. A10: Hon Ken Travers MLC asked –

- (10) *Which actually raises a question regarding the Perth parking licensing account. As I understand it, there has been a decision taken to transfer a significant amount of the surplus in that towards the cost of the underground bus station in Perth.*
(...)
Do you know when that decision was taken?

Answer: As part of the 2012-13 Budget.

Question No. A11: Hon Peter Katsambanis MLC asked –

- (11) *For the annual cash cost of superannuation payments for defined benefit schemes.*

Answer: Almost all unfunded superannuation liabilities are paid on an emerging cost basis by the Consolidated Account each year. The cost of these payments is invoiced to Treasury on a fortnightly basis, in arrears, by the Government Employees Superannuation Board, after the Board has paid the benefit to retiring employees (in the case of lump sum retirement scheme entitlements such as Gold State Super) or in line with Pension Scheme entitlements (in the case of members of the Pension Scheme).

Appropriations for these emerging cost payments are shown in Treasury. Budget Paper No. 2: *Budget Statements* Volume 1 for the 2013-14 Budget (p.334) shows that the estimated cost to the Consolidated Account across unfunded schemes for judges, parliamentarians, Pension Scheme, Gold State Super and the residual unfunded component of the West State Super scheme totals an estimated \$657 million in 2013-14, rising to a forecast \$689 million by 2016-17 (including an increase in the 2016-17 estimate for the unfunded parliamentary scheme costs associated with expected retirements that typically follow State elections).

REVISED COMMUNICATION AGREEMENT BETWEEN THE OFFICE OF THE TREASURER AND THE DEPARTMENT OF TREASURY

In accordance with section 74 of the *Public Sector Management Act 1994*, this document addresses the circumstances and manner in which communications (both written and verbal) and dealings between the Office of the Treasurer's staff and officers of the Department of Treasury will occur.

In all such communications and dealings it is noted that the authority of the Office of the Treasurer's staff is limited to actions for and on behalf of the Treasurer in relation to his portfolio responsibilities.

Notwithstanding any arrangements set out below, the Office of the Treasurer's staff will not interfere with officers of Department of Treasury in the exercise of their obligations and responsibilities.

1. GENERAL GUIDELINES

As a general principle, requests made by the Office of the Treasurer's staff for information from, or action to be taken by, the Department of Treasury should be in writing (including via e-mail), addressed to the Under Treasurer. Requests via e-mail should be copied to the Under Treasurer's Executive Officer/s and the relevant Deputy Under Treasurer/Executive Director. Other Department of Treasury employees (i.e. not-executive staff) are not to be contacted directly for information in the first instance, unless this has first been cleared by a member of the Treasury Executive team and/or the request requires an urgent response and the Executive members are unavailable. In these circumstances the Under Treasurer (and Deputy Under Treasurer/Executive Director and Executive Officer/s) must be subsequently advised, either verbally or in writing, by the officer involved. The initial requests should have a turn-around time of no less than 24 hours, unless the information is required for parliamentary or media purposes.

Department of Treasury officers (Assistant Directors and above) are responsible for sign off and enquiries on written correspondence. These officers are authorised to contact the Treasurer's Office directly to seek clarification on current correspondence¹.

It is recognised that due to time constraints or the routine/administrative nature of some matters, certain requests for information may necessitate a verbal approach by the Office of the Treasurer and a verbal response by the Under Treasurer or the relevant Deputy Under Treasurer/Executive Director, and vice versa.

To facilitate such verbal requests, the following guidelines will apply:

- If urgent, such requests may be made verbally to the Under Treasurer or, if he is unavailable, to the responsible Deputy Under Treasurer/Executive Director. If these

¹ Current correspondence is defined as any matters that have been received by the Under Treasurer's Office or Executive that are currently being actioned by the Department of Treasury.

officers are not readily contactable, the request should be directed to the Executive Officer/s, who will direct the request to an appropriate officer or deal direct with the enquiry.

- Verbal requests must be followed up by an e-mail or formal written request for the purposes of departmental record-keeping. The Department of Treasury's responses to all requests must be in writing. If the response must be verbal due to time constraints, the officer providing the response should confirm the advice in writing via e-mail, with a copy placed on the appropriate electronic departmental file for record-keeping purposes.
- All responses to requests from the Treasurer's Office in email form, should be copied to the Chief of Staff and Principal Policy Advisers

2. REQUESTS FOR BRIEFING NOTES/SPEECH NOTES/CONTENTIOUS ISSUE NOTES

All requests for the above documents will be made in writing and referred to the Executive Officer/s. When the Treasurer requires an extremely urgent response, it should be directed to the Under Treasurer, copied to the Under Treasurer's Executive Officer/s and the Deputy Under Treasurer and/or Executive Director. If the Under Treasurer is not immediately available, the urgent briefing request will be directed to the most appropriate Deputy Under Treasurer/Executive Director, or if he/she is also not immediately available, the next most senior officer in the area. In these circumstances the Under Treasurer (and Deputy Under Treasurer/Executive Director and Executive Officer/s) must be subsequently advised, either verbally or in writing, by the officer involved.

In order to ensure the Department of Treasury provides quality material for the Office of the Treasurer, the request should be provided to the Department of Treasury at a minimum of three working days before the due date.

Requests for information relating to speeches shall be provided by the Department of Treasury in the Treasurer's Speech Point template, to be provided by the Treasurer's Office.

An electronic copy of final briefing notes/speech notes/contentious issue notes must be emailed to the appropriate staff member in the Treasurer's Office.

3. REQUESTS FOR INFORMATION OR RESEARCH

Routine requests for information or research should be treated as ministerial correspondence where possible. Consistent with the general principles, when an urgent requirement exists, requests should be directed to the Under Treasurer (and copied to the relevant Deputy Under Treasurer/Executive Director and the Executive Officer/s).

Responses to requests for information or analysis will be provided in the most expedient form, but will always be confirmed in writing, which will include the name of the officer providing the information.

Only the Treasurer, his Chief of Staff, Principal Policy Adviser or other delegate nominated from time to time in writing can determine that requests for information or analysis, other than for parliamentary or media response, is of such urgency that it requires a turnaround of less than 24 hours.

4. ARRANGING MEETINGS WITH DEPARTMENT OF TREASURY OFFICERS

All requests by the Office of the Treasurer's staff for the Department of Treasury officers to attend meetings organised by the Office of the Treasurer or other organisations will be made through the Under Treasurer, copied to the Deputy Under Treasurer/ Executive Director and Executive Officer/s. If the Under Treasurer is not available and the meeting is urgent, direct contact may be made with the relevant Deputy Under Treasurer/Executive Director, who will subsequently advise the Under Treasurer and Executive Officer/s. If both the Under Treasurer and the relevant Deputy Under Treasurer/Executive Director are unavailable, contact may be made with the next most senior officer, who will subsequently advise his/her Executive Director.

5. MATTERS RELATING TO DRAFTING OF LEGISLATION

All matters relating to the drafting of legislation will be requested in writing via the Under Treasurer.

6. REQUIREMENTS INVOLVING THE DEPARTMENT IN THE COMMITMENT OF RESOURCES (REQUESTS OF AN EXTRAORDINARY NATURE)

If such requests are to be made, they should be directed to the Under Treasurer. If the Under Treasurer is unavailable and the requirement is urgent, the request may be made through the relevant Deputy Under Treasurer/Executive Director.

If this occurs in the absence of the Under Treasurer, the Under Treasurer must subsequently be advised. In all cases, written advice to the Office of the Treasurer shall be through the Under Treasurer or the relevant Deputy Under Treasurer/Executive Director.

7. CABINET MATTERS

All requests from the Office of the Treasurer for the development of Cabinet submissions shall be made in writing to the Under Treasurer.

Unless otherwise agreed, Cabinet submissions initiated by the Department of Treasury are to be forwarded to the Office of the Treasurer by the Under Treasurer before they are circulated to any third party individuals or organisations. In cases where the Department of Treasury is developing submissions in conjunction with other agencies, or where their input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained.

8. PARLIAMENTARY QUESTIONS

All requests for responses to parliamentary questions shall be directed to the Executive Officer/s in the Office of the Under Treasurer.

The Under Treasurer will approve all responses but, If the Under Treasurer is not available, the Deputy Under Treasurer/Executive Director responsible for the answer may approve.

Once approved, answers to parliamentary questions will be uploaded to the online parliamentary system. A Microsoft Word and signed PDF version of parliamentary questions and answers shall be sent by email to the Parliamentary Liaison Officer in the Office of the Treasurer.

9. POINTS OF CONTACT IN THE OFFICE OF THE TREASURER

Responses to requests of a policy nature shall be directed to the most appropriate officer in the Office of the Treasurer.

Other forms of communication of a specific nature (e.g. concerning parliamentary questions) shall be referred to the staff in the Office of the Treasurer with specific responsibilities for that particular matter.

10. COMMUNICATION FROM THE DEPARTMENT OF TREASURY TO A MINISTER RESPONSIBLE FOR OTHER PORTFOLIOS

Should communication between the Department of Treasury and the office of another Minister, or the Office of the Premier, be deemed necessary, approval must be sought from the Treasurer or the Chief of Staff. In instances where communication has already been made from the office of another Minister or the Office of the Premier, the Treasurer or the Chief of Staff must be advised (via the Office of the Under Treasurer).

11. COMMUNICATION STANDARDS

The Office of the Treasurer will keep the Office of the Under Treasurer apprised of all the requirements pertaining to the style, format and presentation of the various documents covered by these arrangements.

If a document is not considered acceptable in this context it shall be returned to the Office of the Under Treasurer, annotated accordingly.

All enquiries via telephone from constituents that arrive to the Office of the Treasurer regarding Department of Treasury business should be referred to the Department of Treasury Switchboard on 08 6551 2777.

12. MINISTERIAL CORRESPONDENCE

All Ministerial correspondence between the Office of the Treasurer and the Department of Treasury will flow through the Executive Officer and the Correspondence Officer in the

Office of the Treasurer to the Executive Officer/s and the Ministerial Liaison Assistant in the Office of the Under Treasurer.

Both the Office of the Treasurer and the Department of Treasury will take all necessary steps to protect the confidentiality of sensitive material. Specific security measures will be reviewed from time to time.

Generally, when the Office of the Treasurer requires a draft response from the Department of Treasury for Ministerial correspondence a date two weeks from the date of receipt will be marked as the due date. If the Department of Treasury requires further time to prepare a response, an extension will be sought from the Executive Officer or the Ministerial Liaison Assistant to the appropriate contact in the Office of the Treasurer.

Where correspondence needs to be turned around in a shorter time frame (i.e. due to external deadlines or matters of an urgent nature), the Department of Treasury will endeavour to meet the required deadline.

Where responses to correspondence are to be redrafted by the Department of Treasury a due date of three working days from date of receipt at the Office of the Under Treasurer will be given.

The Department of Treasury may place a red sheet of paper on top of extremely urgent correspondence that needs to be signed within the same day. This should assist in drawing attention to the correspondence at the Treasurer's Office.

13. PROVISION OF STATIONERY

The Office of the Treasurer will be responsible for the provision to the Department of Treasury of Ministerial Envelopes. The Department of Treasury will provide adequate notice of the need to replenish stock in order to allow reasonable time for printing and delivery.

The Department of Treasury will be responsible ordering and payment of Ministerial Letterhead.

14. MEDIA ENQUIRIES

In the event that a reporter contacts the Treasurer's media adviser, and information is required from the Department of Treasury to respond:

- the Treasurer's media adviser will request the information from the Under Treasurer and the Under Treasurer's Executive Officers;
- the Under Treasurer and/or Executive Officers will obtain the required information from the relevant Deputy Under Treasurer/Executive Director; and
- once the Under Treasurer approves the information and its release to the Treasurer's media adviser, the Under Treasurer or the Under Treasurer's Executive Officer will forward the information to the Treasurer's media adviser.

Please refer to the Department of Treasury Media Handling Policy for further details.

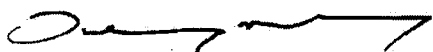
When media conferences are held for the release of reports for which the Department of Treasury has responsibility (e.g. the Budget, Mid-year review), the Department of Treasury shall be responsible for providing the required number of copies for media staff attending the conference. The Department of Treasury shall also be responsible for providing a laptop to enable a presentation to be given, where applicable.

15. MATTERS OF A POLITICAL NATURE

Requests should not be made of Department of Treasury officers to comment on, or prepare, documents of a 'political' nature. Discretion will rest with the Under Treasurer.

16. RESOLUTION PROCEDURES FOR A BREACH OF THIS AGREEMENT

If it appears a breach of this arrangement has taken place, the Under Treasurer shall raise the matter with the Chief of Staff in the first instance. If, following discussions with the Chief of Staff, the matter has not been resolved to a mutual satisfaction, the Under Treasurer and/or Chief of Staff shall raise the matter with the Treasurer.



TIMOTHY MARNEY
UNDER TREASURER

Date: 8.4.13



TROY BUSWELL MLA
TREASURER

Date: 15/05/2013