ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR CORRECTIVE SERVICES
AND
STAFF OF THE DEPARTMENT OF CORRECTIVE SERVICES

Communications from the Office of the Minister to the Department of
Corrective Services

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

Routine requests for information or research

Requests relating to Parliamentary Questions are to be in writing
and directed through the MLB, marked to the attention of the
relevant senior officer (if known). Should clarification be required,
the MLB will liaise directly with the Minister’s Liaison Officer.

Type of Ministerial Request | Timeframe
--- | ---
Member of Parliament for and on behalf of WA | 5 working days
Premier or Governor | within 3 working days
Ministerial staff for and on behalf of the Minister | 10 working days
Ministerial staff for and on behalf of a member of the public | 10 working days
Ministerial staff for and on behalf of a Member of Parliament | 5 working days

Communications Agreement

The requirements should be for, and on behalf of, the Minister in relation to
his/her responsibilities as Minister. Should this not be the case, this should
be made clear at the time.

1.6
Page 1 of 9
Specific deadlines will be negotiated on a case-by-case by Ministerial office staff and the MLB, depending on the urgency of the communication.

Urgent Communications

Requests for visits are to be initiated by the Minister's Appointments Secretary and the Manager Departmental Liaison, who will arrange for requests first discussed with the COS. For agency representation, an official capacity, staff in the Minister's Office will send a request to the MLB who will arrange for the Minister's Appointments Secretary to be copied in. In addition, the Manager Departmental Liaison will receive all urgent requests and forward them to the MLB. Where appropriate, the Manager Departmental Liaison should contact the relevant senior officer directly, and where necessary, the Manager Information Technology Coordinator and the Manager Media and Communications.

Requests for meetings are to be directed through the Manager Departmental Liaison on a regular basis. An advice note will be forwarded to the relevant senior officer. All urgent communications with a Departmental senior officer must be directed through the Manager Departmental Liaison on a regular basis. An advice note will be forwarded to the relevant senior officer. All urgent communications with a Departmental senior officer must be directed through the Manager Departmental Liaison.

Routine Media Enquiries

Requests for visits are to be initiated by the Minister's Appointments Secretary and the Manager Departmental Liaison, who will arrange for requests first discussed with the COS. For agency representation, an official capacity, staff in the Minister's Office will send a request to the MLB who will arrange for the Manager Information Technology Coordinator and the Manager Media and Communications.

Requests for meetings are to be directed through the Manager Departmental Liaison on a regular basis. An advice note will be forwarded to the relevant senior officer. All urgent communications with a Departmental senior officer must be directed through the Manager Departmental Liaison on a regular basis. An advice note will be forwarded to the relevant senior officer. All urgent communications with a Departmental senior officer must be directed through the Manager Departmental Liaison.
Matters relating to the drafting of legislation

The development of legislation in the Department is dealt with by Policy and Strategy. The Commissioner's office will advise which officer is dealing with particular legislation, and the Minister's Office will advise as part of the consultation process who is the main officer to provide advice on.

A Department employee placed in the Minister's Office to provide advice on

For all communications of a strategic policy nature where the Department

Direction of the Commissioner

Communications from the Department of Corrective Services 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.

Communications from the Department of Corrective Services to the Commissioner

Non-routine communications should be directed through the Minister's Office.

Communications from the Department of Corrective Services to the Commissioner

Relevant involving the Department in committing

Requirements involving the normal functions and duties of the

Relevant to the normal functions and duties of the

Relevant for briefing notes

The Commissioner’s Chairperson is kept up-to-date and informed of developments.

The development of legislation is dealt with by
Communications from the Department of Corrective Services to the Office of a Minister responsible for another portfolio

All communications between the Department and the office of another Minister should be directed through the Office of the Minister for Corrective Services, except where the relevant office explicitly requests otherwise.

Communications between the Minister for Corrective Services and an agency within another Minister's portfolio should be directed through the office of that agency's Minister.

Communications between the Department and the Office of a Member of the Opposition

Requests by non-Government Members of Parliament to the Minister's Office should include the information being sought or issues to be discussed. Agencies are to provide non-Government Members of Parliament with all factual information and 'matters-on-the-record'. Discussions with the Department staff are not to be for the purposes of debating the merits of Government policy.

Personal information about a third party is not to be given to a non-Government (or Government) Member of Parliament without the agency advising and consulting with the individual affected. Where appropriate, non-Government (and Government) Members of Parliament should be advised of the provisions of the Act in particular, s 8 and s 105 (Attachment 4).

Cabinet matters

All communications relating to matters before Cabinet or the Executive Council (EXCO), or about to come before Cabinet or EXCO, must be directed through the Executive Officer at the Minister's Office and All Cabinet and EXCO papers passing between the Ministers' Office and the Department will be sent under confidential cover via the MLB.

Resolution procedure for a breach of these arrangements

Where explicitly requested or agreed to otherwise, the Department will be sent under confidential cover via the MLB.

Consistent with the Freedom of Information Act 1992 (Attachment 4). Requests by non-Government Members of Parliament to the Office of the Minister for Corrective Services should be directed to the Office of the Minister for Corrective Services and an Officer of that agency's Minister.

Communications from the Department of Corrective Services to the Office of a Minister responsible for another portfolio

Offices of other agencies within another Minister's portfolio should be directed through the Commissioner for Corrective Services, except where the relevant office explicitly requests otherwise. All communications between the Department and the Office of another Minister should discuss the breach and decide on any further action.
COMMISSIONER

Directions by staff of the Office of the Minister, to staff of the Department of Corrective Services, by the Minister, on the manner in which they are to perform their duties

In accordance with s 74(2) of the Act, no instructions are to be given by Ministerial Office staff to agency employees on the manner in which they are to perform their duties.

This ensures the preservation of clear lines of accountability and responsibility.

Relevant Chief Executive Officer (CEO), who is the employing authority.

Ministerial Office staff to agency employees on the manner in which they are to perform their duties.

Minister of Corrective Services, by the Minister, on the Minister.

* Directed by staff of the Office of the Minister, to staff of the Department of Corrective Services.
Critical Incident Notification Flow

1. Commissioner
2. Head of Division
3. Assistant Commissioner
4. Relevance CTOJ Director
5. Relevance Prison Operations
6. Manager Departmental Liaison
7. Manager Ministerial Liaison
8. CFCS Media Adviser
9. MFCS Chief of Staff
10. Corrective Services Minister

Copy in:
1. Ministerial Liaison Branch
2. Manager Departmental Services
3. Manager Executive
4. MFCS Media Adviser

Attachment 1
sections 8 and 105 of the Public Sector Management Act 1994 as viewed 3 July 2012.

s 8. Human resource management principles

(1) The principles of human resource management that are to be observed in and in relation to the Public Sector are that:

(a) all selection processes are to be directed towards, and based on, a proper assessment of merit and equity;

(b) no power with regard to human resource management is to be exercised on the basis of nepotism or patronage;

(c) employees are to be treated fairly and consistently and are not to be subjected to arbitrary or capricious administrative acts;

(d) there is to be no unlawful discrimination against employees or persons seeking employment in the Public Sector on a ground referred to in the Equal Opportunity Act 1984 or any other ground;

(e) employees are to be provided with safe and healthy working conditions and reasonable opportunities to engage in work-related training, education, and advancement;

(f) employees are to be treated fairly and consistently, and are not to be subjected to arbitrary or capricious administrative acts;

(g) no power with regard to human resource management is to be exercised on the basis of nepotism or patronage;

(h) all selection processes are to be directed towards, and based on, a proper assessment of merit and equity.

s 105. Members of Parliament etc. not to contact employing authorities etc.

(1) Subject to this section, a person who is a member of Parliament or any other representative of the people shall not contact an employing authority or its employees about some appointments.

(2) In matters relating to the classification of a particular office, post or position, or the employment of an individual employee, or remuneration, reemployment, redeployment or termination of employment, an employing authority is not subject to any direction given, whether under any written law or otherwise, by the Minister responsible for the department or organisation, but shall, subject to this Act, act independently.

(3) For the purposes of this Act a proper assessment of merit in a selection process must be carried out in accordance with the relevant Commissioner's instructions and does not always require a competitive assessment of merit.
(a) an employing authority or its delegate concerning the selection or appointment of any person to an office, post or position in the Public Sector; or

(b) the Commissioner or his or her delegate concerning the selection, appointment or reappointment of a chief executive officer.

Penalty: $1,000.

(2) Nothing in subsection (1) applies to discussions —

(a) 

(i) between —

(ii) the Commissioner and a Minister,

(iii) the Minister, a delegate of the Minister, the chief executive officer of the department principally assisting in the administration of Part 4 or the delegate of that chief executive officer,

concerning a request by the political office holder for the selection and appointment or engagement of a person as a ministerial officer to assist the political office holder; or

(b) 

(i) between —

(ii) the Minister and other Ministers; or

(iii) the Commissioner and a Minister,

concerning the selection, appointment or reappointment of a chief executive officer.

Penalty: $1,000.

(3) A reference in subsection (1) to a member of Parliament or a ministerial officer includes a reference to a person acting on behalf of a member of Parliament or a ministerial officer, as the case requires.

(4) In this section —

(a) ministerial officer includes —

(i) person occupying a special office created under section 36 as read with section 75(1); and

(ii) person engaged under section 100(1) under a contract for services to assist a political office holder.

(b) in this section —

(i) chief executive officer includes —

(ii) the Commissioner and a Minister,

(iii) the Minister and other Ministers;

(iv) a political office holder and

(v) any person to whom the power or function of an office, post or position in the Public Sector of any person to an office, post or position in the Public Sector of any person to an office, post or position in the Public Sector of any person to an office, post or position in the Public Sector of any person to an office, post or position in the

Penalty: $1,000.

(5) Nothing in subsection (1) applies to discussions —

(a) concerning a request by the political office holder for the selection, appointment or reappointment of a chief executive officer; and

(b) concerning the selection, appointment or reappointment of a chief executive officer of the department principally assisting in the administration of Part 4 of the Act or any officer, a delegate of the Commissioner, the chief executive officer or a delegate of the chief executive officer.

Penalty: $1,000.
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Version History
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR EMERGENCY SERVICES AND STAFF OF THE STATE EMERGENCY MANAGEMENT COMMITTEE SECRETARIAT

Communications from the Office of the Minister to the State Emergency Management Committee (SEMC) Secretariat

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

Requests for briefing notes

Routine requests for information or research

Requests for briefing notes

Matters relating to the drafting of legislation

Matters relating to the drafting of legislation

Arranging a meeting with relevant SEMC Secretariat staff and nominated officer

Requests for information or research

Emergency Management Committee (SEMC) Secretariat

Communications from the Office of the Minister to the State Secretariat

Staff of the Office of the Minister for Emergency Services

Arrangements for communications and dealings between

Communications from the Office of the Minister to the State Secretariat
Requirements involving the SEMC Secretariat, beyond the normal functions and duties of the Secretariat, in committing resources (beyond the normal functions and duties of the Secretariat's officers)

Executive Director will discuss the breach and decide on any further action. In the first instance, the Minister or his/her Chief of Staff and the Executive Director must be informed of any breach.

Resolution procedure for a breach of these arrangements

The Office of the Minister

All submissions for consideration by Cabinet must be directed through Cabinet matters.

Communications from the SEMC Secretariat to the Office of the Minister: a need to know

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

Communications from the SEMC Secretariat to the Office of a Minister responsible for another portfolio

For all communications of a strategic policy nature where the SEMC Secretariat has provided a response, it should be specified whether the Executive Director or nominated officer has actually seen the response before it was sent from the SEMC Secretariat.

Resolution procedure for a breach of these arrangements

In the first instance, the Minister or his/her Chief of Staff and the Executive Director will discuss the breach and decide on any further action.
Directions by staff of the Office of the Minister, to staff of the SEMC Secretariat, by the Minister, on the manner in which they are to perform their duties.

In circumstances where it appears desirable that Office of the Minister staff give direction to an officer of the SEMC Secretariat on the manner in which they are to perform their duties, the concurrence of the Executive Director should be sought.

EXECUTIVE DIRECTOR

State Emergency Management Committee Secretariat

EXECUTIVE DIRECTOR

Noelene Jennings

Hon Joe Francis MLA

MINISTER FOR EMERGENCY SERVICES, CORRECTIVE SERVICES, VETERANS

2013

APPROVED / NOT APPROVED

EXECUTIVE DIRECTOR

STATE EMERGENCY MANAGEMENT COMMITTEE SECRETARIAT

APPROVED / NOT APPROVED

Executive Director should be sought in circumstances where it appears desirable that Office of the Minister staff give direction to an officer of the SEMC Secretariat on the manner in which they are to perform their duties.

Direction by staff of the Office of the Minister to staff of the SEMC Secretariat by the Minister, on the manner in which they are to perform their duties should be sought in circumstances where it appears desirable that Office of the Minister staff give direction to an officer of the SEMC Secretariat on the manner in which they are to perform their duties.
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR EMERGENCY SERVICES AND STAFF OF THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Communications from the Office of the Minister for Emergency Services (Minister) to the Department of Fire and Emergency Services (DFES)

All requirements should be for, and on behalf of, the Minister in relation to his 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 Commissioner, Office of the CEO, of the request and subsequent action approved should be informed to the Commissioner of the Executive Services. If the Commissioner is not available, the senior officer should sign off the briefing note.
- Routine media enquiries resulting from DFES related items in the media
  These will normally be directed through the Director Media and Corporate Communications.
- Arranging a meeting with relevant Department staff and requesting their attendance
  All matters of a strategic nature must be referred to the Commissioner or the Manager, Ministerial Services. For other matters, the Manager, Ministerial Services may be approached directly.
- Matters relating to the drafting of legislation
  Liaison on matters of a legal or legislative nature, including direct discussion between the Manager, Legal and Legislation, may be directed to the Manager, Legal and Legislation. For each piece of legislation being progressed, a liaison officer will be nominated and this officer will be responsible for keeping the Commissioner informed of developments.
- Requests for briefing notes
  All requests should be made through the Manager, Ministerial Services. If this officer is not available, the senior officer approached should inform the Commissioner or the Executive Manager, Office of the CEO, of the request and subsequent action. If this officer is not available, the senior officer should sign off the briefing note.
- Requirements involving the Department in committing resources (beyond the normal functions and duties of the Department)
  All such requests should be directed to the Commissioner. If this is not possible, the Commissioner must be informed as soon as practicable.

Communications to the Office of the Minister for Emergency Services from the Department of Fire and Emergency Services (DFES)

- Requests for briefing notes
  These will normally be directed through the Director, Media and Corporate Communications.
- Routine media enquiries resulting from DFES related items in the media
  These will normally be directed through the Manager, Media and Corporate Communications.
- Routine matters for information or research
  These will normally be directed through the Commissioner or the Manager, Media and Corporate Communications.

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

Communications from the Office of the Minister for Emergency Services to the Department of Fire and Emergency Services (DFES)

- Communications involving the Department in committing resources (beyond the normal functions and duties of the Department)
  All such requests should be directed to the Commissioner. If this is not possible, the Commissioner must be informed as soon as practicable.

Communications from the Department of Fire and Emergency Services (DFES) to the Minister for Emergency Services

- Communications involving the Department in committing resources (beyond the normal functions and duties of the Department)
  All such requests should be directed to the Commissioner. If this is not possible, the Commissioner must be informed as soon as practicable.
Communications from DFES to the Office of the Minister

Generally, communication should occur through the Commissioner or the Manager, Ministerial Services.

Where necessary, the Director Media and Corporate Communications, may initiate contact with the appropriate officer to discuss actions required on DFES related items in the media.

Where necessary the Manager, Legal and Legislation may initiate contact with the appropriate officer to discuss legislative issues.

Non-routine communications should occur through the Commissioner, or their nominated officer by the Minister or Chief of Staff.

Communications from DFES to the Office of a Minister responsible for another portfolio

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

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

Resolution procedure for a breach of these arrangements

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

Direction by staff of the Office of the Minister to staff of DFES by the Commissioner.

To the manner in which the employee is to perform their duties.

Agreement of the Commissioner, direct an employee of DFES in relation to the manner in which they are to perform their duties.

If a breach is considered to be a need to know.

The Office of the Minister is to be informed of such communications where the need to know by the Office of the Minister.

Communications from DFES to the Office of the Minister

Generally, communication should occur through the Commissioner or the Manager, Ministerial Services.

Where necessary, the Director Media and Corporate Communications, may initiate contact with the appropriate officer to discuss actions required on DFES related items in the media.

Where necessary the Manager, Legal and Legislation may initiate contact with the appropriate officer to discuss legislative issues.

Non-routine communications should occur through the Commissioner, or their nominated officer by the Minister or Chief of Staff.

Communications from DFES to the Office of the Minister responsible for another portfolio

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

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

Resolution procedure for a breach of these arrangements

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

Direction by staff of the Office of the Minister to staff of DFES by the Commissioner.

To the manner in which the employee is to perform their duties.

Agreement of the Commissioner, direct an employee of DFES in relation to the manner in which they are to perform their duties.

If a breach is considered to be a need to know.

The Office of the Minister is to be informed of such communications where the need to know by the Office of the Minister.

Communications from DFES to the Office of a Minister responsible for another portfolio
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR EMERGENCY SERVICES AND STAFF OF THE FIRE AND EMERGENCY SERVICES SUPERANNUATION FUND

Communications from the Office of the Minister to the Fire and Emergency Services Superannuation Fund [FESSF]

All requirements should be for, and on behalf of, the Minister in relation to his/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 Fund Secretary or nominated Officer.

• Urgent communications
  All urgent communications with a Departmental senior officer must be directed through the Fund Secretary or nominated Officer. For other matters, the appropriate delegated staff may be approached direct.

Arranging their attendance

• Routine media enquiries
  The Minister’s Media Advisor may send requests directly to the Fund Secretary and final media releases for his records.

• Matters relating to the drafting of legislation
  The Minister’s Media Advisor may send requests directly to the Fund Secretary and final media releases for his records.

Routine requests for information or research

• Routine media enquiries
  All routine communiques with a Departmental senior officer must be directed through the Fund Secretary. This includes email and verbal communications.

Urgent communications

• Routine media enquiries
  All urgent communiques with a Departmental senior officer must be directed through the Fund Secretary or nominated Officer.

• Matters relating to the drafting of legislation
  The Minister’s Media Advisor may send requests directly to the Fund Secretary and final media releases for his records.

Arranging their attendance

Routine requests for information or research

Emergency Services Superannuation Fund [FESSF] Communications from the Office of the Minister to the Fire and Emergency Services Superannuation Fund and Staff of the Office of the Premier for Emergency Services Arrangements for Communications and Dealings Between
Requests for briefing notes

All requests should be made through the Fund Secretary or nominated officer. If these officers are not available, the senior officer approached should inform the Fund Secretary or nominated officer of the request and subsequent action as soon as practicable. Wherever practicable, the relevant authorised officer should sign off on the briefing note. The Fund Secretary must be informed if these officers are not available, the senior nominated officer. If these officers are not available, the senior nominated officer should inform the Fund Secretary or nominated officer of the request, and subsequent action as soon as practicable.

Communications between the Fire and Emergency Services

Communications from the Fire and Emergency Services to the Office of a Minister Responsible for another portfolio

The Office of the Minister is to be informed of such communications where the FESSF has nominated officer has actually seen the response before it was sent from the FESSF. Where the Department has provided a response, it should be specified whether the Fund Secretary or COS, or other officer nominated by the Minister or COS, has reviewed the communication, and if not, why not.

Communications from the Fire and Emergency Services to the Office of a Member of the Opposition

Non-Government Members of Parliament should be directed to the Office of the Minister for Emergency Services. Requests by non-Government Members of Parliament to the Minister's Office should be directed to the Office of the Minister for Emergency Services.
Agencies are to provide non-Government Members of Parliament with all factual information and 'matters-on-the-record'. Discussions with the FESSF staff are not to be for the purposes of debating the merits of Government policy.

Consistent 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 without the agency advising and consulting with the individual affected.

Where appropriate, non-Government (and Government) Members of Parliament should be advised of the provisions of the Act, in particular, s 8 and s 105 (Attachment 2).

Cabinet matters

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

Resolutions procedure for a breach of these arrangements

In the first instance, the Minister or his/her COS and the Fund Secretary will discuss the breach and decide on any further actions.

Office of the Minister

Directions by staff of the Office of the Minister, to staff of the Fire and Emergency Services Superannuation Fund, by the Minister, on the manner in which they are to perform their duties

In circumstances where it appears desirable that Office of the Minister staff give direction to an officer of the FESSF, the concurrence of the Fund Secretary should be sought.

Fund Secretary

MINISTER

Date: 12 July 2013

Date: 30 July 2013