

**SERVICE TWO
MANAGEMENT OF MATTERS OF STATE**

This Service relates to the Government’s Strategic Goal – “To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future”

The Department provides a range of services on behalf of the Premier, including:

- support for the functions of Executive Government;
- administration of entitlements for Members of Parliament;
- support for Ministerial Offices and the Leaders of the Opposition Parties;
- developing whole-of-government positions on treaties, defence, federal reform and other matters raised through the Council of Australian Governments;
- managing and coordinating Western Australian Government input to federal negotiations;
- coordinating delivery of Government services provided to the Indian Ocean Territories on behalf of the Commonwealth Government; and
- provision of advice, briefing and support to the Premier, Ministers and other government agencies, and coordination of a whole-of-government, all hazards approach to the prevention, response to and recovery from significant security and/or natural disaster incidents.

This service also includes the corporate services function provided to the Office of the Public Sector Standards Commissioner, the Parliamentary Commissioner for Administrative Investigations; and the Department of Treasury and Finance.

SUPPORT TO MINISTERS AND LEADERS OF THE OPPOSITION

Services provided on behalf of the Premier include support for the functions of Executive Government, administration of the entitlements of Members of Parliament, and support for Ministerial Offices and the Leaders of the Opposition parties.

The Department continued to provide corporate services to the Office of the Leader of the Opposition and the Office of the Leader of the Second Party in Opposition during the year.

The Department convenes a Merit Panel, which assesses the merits of any intended secondments and appointments to Ministerial Offices, together with any assessment of the designation and salary to be offered. This results in a consistent approach to the appointment of staff across all Ministerial Offices. The Merit Panel met on 15 occasions and considered 69 submissions during the year.

Following the election, the Director General commenced briefings for Ministerial Officers on topics including the Public Sector Management Act, Department and Ministerial Codes of Conduct, procedures and guidelines covered by the Ministerial Office Manual and the role of the Corruption and Crime Commission.

CABINET SERVICES

The Department continued to provide procedural, operational and other services to Cabinet, including:

- the programming of Cabinet business and setting of agendas;
- the monitoring of submissions presented to Cabinet to ensure that they conform with the guidelines set down in the Cabinet Handbook;
- ensuring that members of Cabinet have all relevant information relating to issues that may impact on one or more of their agencies through the Cabinet referral process;
- providing advice to Ministers, departments and agencies on Cabinet operations and requirements;
- recording and distributing Cabinet submissions and decisions in a secure manner;
- monitoring and recording appointments to Government boards and committees; and
- maintaining a register of people who have expressed an interest in being appointed to Government boards and committees.

There were 43 Cabinet meetings held between 1 July 2004 and 30 June 2005, including 1 Special Meeting held on 5 August 2004 and 6 Regional meetings. During this period Cabinet considered a total of 759 submissions.

The locations and dates for the Regional meetings were as follows:

- | | |
|-----------------------------------|------------------------------|
| 1. Harvey – 6 July 2004 | 4. Bunbury – 1 November 2004 |
| 2. Ningaloo – 27 July 2004 | 5. Mandurah - 9 May 2005 |
| 3. Kalgoorlie – 27 September 2004 | 6. Pilbara – 14 June 2005 |

Cabinet also held a meeting at the Perth Convention Exhibition Centre, in conjunction with the Australian Tourism Exchange, on 20 June 2005.

PARLIAMENTARY SERVICES

The Second Session of the Thirty-Sixth Parliament concluded on 1 December 2004 and the Legislative Assembly was dissolved on 23 January 2005. The official opening of the First Session of the Thirty-Seventh Parliament was held on 29 March 2005 and the autumn sitting concluded on 30 June 2005.

Assistance was provided to the Government with its legislative program and managing the parliamentary questions database.

There were 2 754 Questions on Notice and 1 732 Questions Without Notice.

75 Government and 2 Private Members' Bills were passed during the year.

CONSTITUTIONAL AND VICE-REGAL

The Department arranged the formalities associated with 34 temporary allocations of ministerial portfolios during the year to provide for Ministers' short-term absences from office.

The composition of the Ministry at 30 June 2005 is shown at Appendix 2.

Arrangements were made by the Department on 12 occasions during the year for the appointment of a deputy of the Governor or Administrator to exercise the powers and functions of the office when the Governor was formally absent from office.

EXECUTIVE COUNCIL

Throughout the year, the Department continued to provide administrative and research support to the Executive Council and acted as a contact point for inquiries.

The Department coordinated 26 regular meetings of the Executive Council and 20 special meetings during the year. The total number of submissions processed was 1,059.

COMMUNITY ACCESS AND CORRESPONDENCE

The Department continued to provide the Community Access service, which enables the public to convey their views to the Premier. Departmental officers attended three interviews of members of the public on behalf of the Premier and responded to 3,283 telephone calls to the Community Access telephone line. Officers also provided administrative assistance and responded to 158 calls from the public arising from radio interviews and talk back undertaken by the Premier.

The telephone numbers and email address for the Community Access service are as follows:

Metropolitan	(08) 9222 9449
Country (toll free)	1800 198 274
Email	wa-government@dpc.wa.gov.au

The Department continued to service the Premier's correspondence needs during the year. The Correspondence Secretariat prepared 10,267 items of correspondence for the Premier.

ENTITLEMENTS

The Department administers and provides advice in respect of a range of travel, vehicle and other entitlements provided for Members of Parliament, Ministers and others.

Support and assistance was also provided to Members and their staff in the administration of their Parliamentary electorate offices located throughout the State. In particular, the Department facilitated the relocation of two electorate offices, with a further fifteen being at various stages of completion. Visits to 22 other offices were conducted as part of an organised visit program to liaise with staff, determine any general maintenance requirements and organise the replacement of furniture and equipment where necessary.

TRANSPORT

The Department, through the Government Garage, coordinated the delivery of vehicle and Chauffeur services to the Premier, Ministers and certain designated Office Holders. It also administered the operational leasing facilities for departmental vehicles.

SECURITY AND EMERGENCY MANAGEMENT

The Department, through its representation on the State Emergency Management Committee (SEMC) and the National Counter-Terrorism Committee (NCTC) and various sub-groups of those bodies, continued to provide advice and support to the Premier on matters associated with security and emergency management in Western Australia.

EVENTS AND VISIT MANAGEMENT SERVICES

The Department continued its role of planning and coordinating official visits to the State, directing and arranging State hospitality functions and major Government ceremonial and special events, arranging official gifts for presentation by the Premier, providing protocol advice to the Government and the public, and being a focal point for liaison with the Consular Corps.

State Visit Management

The Department was responsible for the coordination of 22 visit programs during the year. The categories of visits coordinated by the Department were as follows:

- 2 Royal visits
- 2 Visits by Heads of State/Heads of Government
- 2 Ministerial level visits
- 8 Visits by Ambassadors and High Commissioners
- 3 Visits by Consuls and Consuls-General
- 2 Overseas visits by the Premier
- 3 Other visits

Significant visits included those by:

- His Excellency Mr Claudio Martini, President of the Regional Government of Tuscany, from 2 – 5 October 2004;
- His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah, Sultan and Yang Di-Pertuan of Brunei Darussalam, from 18 – 20 February 2005;
- His Royal Highness The Prince of Wales, from 28 February – 2 March 2005;
- His Excellency S R Nathan, President of the Republic of Singapore, from 16 – 18 March 2005; and
- His Excellency Mr Wu Bangguo, Chairman of the Standing Committee of the National People's Congress of the People's Republic of China, from 19 – 21 May 2005

Specific assistance was provided with the planning and coordination of the Premier's official visits to Korea from 20 – 26 October 2004 and Italy and Greece from 21 – 28 April 2005.

Dignitary Protection

As part of its visit management role, the Department maintained close liaison with protective security agencies especially in relation to dignitary protection. The Department was represented at the annual meeting of the National Counter Terrorism Committee's Dignitary Protection Managers' Forum held in Melbourne in June 2005.

Hospitality, Ceremonial and Special Event Management

A total of 38 hospitality, ceremonial and special events were arranged by the Department during the year. These included receptions, dinners and luncheons for distinguished visitors, hosted by the Premier or Ministers on his behalf and community functions associated with regional cabinet meetings.

Major ceremonial and special events arranged during the year included:

- State Funeral Service for the former Governor of Western Australia, the Hon Sir Francis Burt AC KCMG QC on 15 September 2004;

- Western Australia's Interfaith Service for Tsunami Victims on the National Day of Mourning and Reflection on 16 January 2005; and
- Welcome home events for Western Australian participants in the 2004 Olympic Games (9 September 2004) and Paralympic Games (15 October 2004)

CELEBRATION / RECOGNITION AND PROMOTION MANAGEMENT

The Department manages services provided for the recognition of special achievements and celebrations for Western Australians, through the administration of Bravery Awards and arranges the issue of congratulatory messages from the Premier. It also manages services provided for promotion of the State through the provision of presentation packs to exchange students and teachers and through the administration of the State Flag allocation and loan schemes.

PROJECTED ACTIVITIES

As at 30 June 2005, preliminary planning has begun for a number of visits and special and ceremonial events, including:

- a State Funeral for Mr Peter Casserly, the last Western Australian World War 1 veteran;
- a State Reception and Executive Council luncheon to farewell His Excellency the Governor and Mrs Sanderson (October 2005);
- an official visit by the King and Queen of Sweden (November 2005);
- the Swearing-in of Dr Ken Michael AM to the office of Governor of Western Australia (January 2006);
- ten visits by Ambassadors and High Commissioners and associated hospitality functions; and
- functions associated with three planned Regional Cabinet Meetings.

THE AUSTRALIAN HONOURS SYSTEM

Her Majesty The Queen established the Australian Honours system in 1975. The system recognises outstanding achievement and commitment by Australians who have contributed to our country in a way that encourages and reinforces the highest community standards and values.

The Director General is Western Australia's Representative on the Council for the Order of Australia and the Chair of the State selection panel for the Public Service Medal.

A total of 103 awards were made to Western Australians in the Australia Day and Queen's Birthday Honours Lists 2005.

OFFICE OF FEDERAL AFFAIRS

Federal Affairs

Advice was provided for the Premier in relation to a range of matters considered at the June 2005 Council of Australian Governments' meeting and Leaders' Forum on:

- skill shortages, particularly links to vocational education and training;
- workplace relations reform;
- Australia's health system;
- infrastructure;
- review of National Competition Policy;
- native vegetation and biodiversity regulation;
- child pornography; and
- climate change

Support was provided to the Premier for Heads of Government negotiations on a number of issues, including the National Water Initiative, Indigenous affairs, counter-terrorism, bushfires and the provision of health services.

An independent cost-benefit and gap analysis on the impact of the National Water Initiative on Western Australia was commissioned.

The Department led high-level negotiations between the Commonwealth and relevant State agencies on a range of Indigenous issues. Intensive negotiations were undertaken towards an Indigenous Bilateral Agreement on organisational arrangements, effective Indigenous representation and enhanced Indigenous service delivery.

The development of the State's contribution to the national report *Overcoming Indigenous Disadvantage: Key Indicators 2004* was managed. This is the second report against key national indicators of Indigenous disadvantage prepared by Commonwealth and State and Territory representatives under the auspices of the Council of Australian Governments (COAG).

The Department coordinated the State's input to the COAG-commissioned study on the health workforce, including education issues, the needs of rural areas and addressing supply and demand pressures over the next ten years.

A number of negotiations were facilitated in the counter-terrorism area. The:

- *Intergovernmental Agreement on Counter-Terrorism Laws* was signed;
- *National Guidelines for Protection of Critical Infrastructure from Terrorism* was endorsed, following consultation with industry;
- *Intergovernmental Agreement on Surface Transport Security* was signed at the June 2005 COAG meeting;
- Western Australia's input to the COAG *Review of Hazardous Materials*, and negotiations on nationally consistent controls of those substances identified as security sensitive, continues to be managed; and
- Regulations for security sensitive ammonium nitrate in the State are being drafted under comprehensive new dangerous goods reform legislation.

Model bills have been developed on cross-border investigations into surveillance, controlled operations, assumed identities and witness anonymity. Work is continuing to ensure effective and consistent money laundering offences. Western Australian legislation, the *Criminal Law Amendment (Criminal Property) Bill 2004*, received assent in October 2004.

Western Australia's implementation of the COAG response to the National Inquiry on Bushfire Mitigation and Management was coordinated across government.

The Department became the single point of contact with the Commonwealth on national heritage list matters, to ensure a coordinated State response to nominations and to facilitate the flow of information to State agencies. The Department led State negotiations with the Commonwealth on the implementation of the National Heritage List Protocol and participated in the Burrup Heritage Communication Group, set up to promote a whole-of-government

approach to nominations relating to an area of major industrial, as well as heritage significance.

Working groups were convened to progress high priority defence issues of strategic importance to Western Australia, including army training areas, strategic land use and unexploded ordnance. The Department co-chaired and coordinated State participation in the annual Defence-Western Australian Government Consultative Meeting, and led a whole-of-government briefing during a Centre of Defence and Strategic Studies visit to Western Australia.

The Department represented the State on the Commonwealth-State Standing Committee on Treaties to make sure Western Australia's interests were recognised in international treaties being negotiated by the Commonwealth, and Western Australia's submissions to various treaty negotiations were coordinated. Major treaties under negotiation include the:

- World Trade Organisation General Agreement on Trade in Services;
- State's reservation lists for the Singapore-Australia Free Trade Agreement;
- Australia-United States Free Trade Agreement, and
- a number of United Nations Conventions.

Western Australia's contributions to Australia's reports under several United Nations Human Rights Conventions were also prepared.

Indian Ocean Territories [Christmas and the Cocos (Keeling) Islands]

The Department continued to ensure that the State's interests were protected whilst assisting the Commonwealth in the provision of services, under applied Western Australian legislation, in the Indian Ocean Territories.

The Department was instrumental in:

- reviewing and renegotiating services provided by the Departments of Environment, and Treasury and Finance (Government Procurement Division), whose existing Service Delivery Arrangements expired on 30 June 2005;
- amending Service Delivery Arrangements, that is, a variation of the Department of Justice arrangement to include the State Administrative Tribunal, as well as the inclusion of commercial property management in the arrangement with the Department of Housing and Works;
- negotiating the development of possible new Service Delivery Arrangements with the Commonwealth, for Energy Safety, Sport and Recreation, Tourism and Police; and
- providing State agencies with advice, facilitating networks between portfolio groups, and monitoring the 32 Service Delivery Arrangements in place between the State and the Commonwealth.

MAHONEY INQUIRY

The Inquiry into the Management of Offenders in Custody and in the Community was established on 5 April 2005 with a reporting date of 1 October 2005.

The Inquiry is to examine and report on processes and procedures involved in the assessment, placement, management and rehabilitation of offenders in custody, and upon the release of those offenders into the community.