9 January 2014

Hon Campbell Newman MP  
Premier  
Executive Building  
Level 15  
100 George Street  
BRISBANE QLD 4000

Dear Premier,

I am writing to seek leave for the period Tuesday 8 April up to and including Thursday 17 April 2014. As Cabinet is meeting on Monday 14 April, I also seek leave from Cabinet at this time.

This request is for annual leave to enable me to nominate the Attorney-General and Minister for Justice to act as Minister for Local Government, Community Recovery and Resilience during the stated period, should the leave be approved.

Thank you for your consideration of this request. I look forward to your advice in due course.

Yours sincerely,

David Crisafulli  
Minister for Local Government Community Recovery and Resilience

DLGCR

RTI Release

RTI Document No. 1
The Hon. David Crisafulli MP
Minister for Local Government Community
Recovery and Resilience
Level 18, Mineral House
41 George Street
BRISBANE QLD 4000

Dear David,

Thank you for your letter of 9 January 2014 requesting approval for leave from 8 to 17 April 2014 inclusive.

I provide approval for this leave and I note that the Hon Jarrod Bleijie MP, Attorney-General and Minister for Justice will act as Minister for Local Government Community Recovery and Resilience during this period.

My office will advise the Cabinet Secretary, State Affairs, Ministerial Services and the Hon Jarrod Bleijie MP’s office of these acting arrangements.

If you require any clarification please contact Kate Winter in my office on (07) 3719 7012.

Yours sincerely,

CAMPBELL NEWMAN
Page 4 redacted for the following reason:

Sch. 3(2)(1)(b)
19 March 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister,

I write to remind you again of the need for the security of Cabinet information and document management processes.

As you know, all Cabinet documents, including in particular decisions, submissions and their attachments and drafts of these documents, are strictly confidential. Matters discussed by Cabinet can have significant implications for the State, business and individuals, and the unauthorised disclosure of these matters can be damaging to the public interest and/or detrimental to the companies and individuals affected by Cabinet decisions.

Unlawful disclosure of Cabinet-in-Confidence information may constitute an offence under the Criminal Code, and Public Sector Ethics Act 1994 and constitute official misconduct under the Crime and Misconduct Act 2001. Offence provisions relating to unlawful disclosure of information relate to both electronic and hardcopy forms of documentation.

Ministers and chief executive officers are accountable for Cabinet-in-Confidence information held within their respective portfolios/departments.

Accordingly, I am requesting that all ministers ensure that measures are in place to protect the security and confidentiality of Cabinet-related information within their portfolios. In particular, please ensure that your staff are aware of the following:

- When not being viewed, hardcopy Cabinet material is to be stored in a secure area (not left on work desks).
- Cabinet documents are not disclosed to organisations that are external to the government, such as government-owned corporations or non-government organisations. When consulting with an external organisation on material to be submitted to Cabinet, the relevant text should be removed from the document as standalone text and any reference to Cabinet or CBRC consideration removed.
- If distributing Cabinet related material within Government for consultation purposes, ensure that ‘Cabinet-in-Confidence’ is in the subject line or in the message box, that appropriate security measures are taken (for example, password protection), and that the documents be identified as ‘consultation drafts’. 

RTI Document No. 5
Please also ensure that all staff in your office are familiar with the procedures for managing Cabinet information, as outlined in section 4.14 of the Queensland Cabinet Handbook, which can be viewed online at www.cabinet.qld.gov.au. To assist you in this process, please find enclosed a quick reference guide to handling Cabinet documents.

As you know, Cabinet Legislation and Liaison Officer (CLLO) units are established in each department, and they are responsible for the secure management, storage, circulation and access to Cabinet and Cabinet related documents. I encourage you to work closely with your Director-General and CLLO when dealing with Cabinet material.

Mr Jon Grayson, Director-General of the Department of the Premier and Cabinet is writing to all directors-general to enforce this message across Queensland government departments.

Thank you for your assistance.

Yours sincerely

[Signature]

CAMPBELL NEWMAN

*Encl
SECURITY AND MANAGEMENT OF CABINET INFORMATION

The Queensland Cabinet Handbook provides a definition of Cabinet documents (section 1.7) and further details about the security and management arrangements for Cabinet information (section 4.14).

The following provides an overview of these requirements. Please refer to the Queensland Cabinet Handbook at www.cabinet.qld.gov.au for further information.

- **What are Cabinet Documents?** - refer to section 1.7, Queensland Cabinet Handbook
  - Submissions, briefs, decisions
  - Attachments to submissions created for the purpose of submission to Cabinet
  - Legislative proposals, Bills etc
  - All correspondence and other material relating to Cabinet matters
  - Rough drafts, copies or extracts of the above

- **Why is there security of Cabinet information?** - refer to section 4.14, Queensland Cabinet Handbook
  - Cabinet submissions and decisions are confidential
  - Matters discussed by Cabinet can have significant implications for the State, business and individuals
  - The unauthorised disclosure of these matters can be damaging to the public interest and/or detrimental to the companies and individuals affected by Cabinet decisions.
  - Unlawful disclosure of Cabinet-in-Confidence information may constitute an offence under the Criminal Code, Public Sector Ethics Act 1994 and constitute official misconduct under the Crime and Misconduct Act 2001

- **How to handle Cabinet information** – refer to section 4.14.1-7, Queensland Cabinet Handbook
  - Cabinet information maintained in electronic or hardcopy form, must be subject to the same security consciousness as any documents actually considered by Cabinet or generated as a result of Cabinet’s deliberations

- **TRIM Cabinet Information System (TCIS)** copies of Cabinet Submissions
  - Each individual who has access to TCIS is allocated a unique number
  - Printed TCIS documents are bar-coded and tracked and therefore need to be returned to Cabinet Secretariat, DPC

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<tr>
<th>DO’s</th>
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<td>• Put away any hard copy Cabinet material you are working on in a secured area</td>
<td>• Leave any hard copy Cabinet material lying around your desk at the end of the work day</td>
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<td>• Return all TCIS bar-coded documents to the departmental Cabinet Legislation and Liaison Officer for return Cabinet Secretariat, DPC</td>
<td>• File or shred TCIS bar-coded Cabinet documents</td>
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| • Take any Cabinet decisions or submissions to meetings that include external stakeholders | }
Dear Minister,

The revised remuneration procedures offer a simpler and more consistent approach to determining the remuneration for government bodies. The policy removes the need for exclusions and applies to all government bodies, including government-owned corporations (GOCs), government-owned businesses, companies, boards, councils, trusts, tribunals, panels and committees. The remuneration matrix provides new remuneration categories which take into account a body’s functions and, where applicable, the business profile of the public sector entity they manage and the associated levels of independence, risk and complexity.

The new remuneration scheme commenced from the date of Cabinet approval for new government bodies, and is to be applied to existing bodies as each appointment expires or when remuneration matters are progressed to Cabinet. The existing remuneration and conditions for current appointees in your portfolio remain unchanged until their term expires, or if you consider it is appropriate to vary their remuneration and seek Cabinet endorsement of new fees.

Shareholding ministers are required to comply with the revised remuneration procedures when considering GOC chair and director remuneration. The remuneration procedures’ domestic travel and motor vehicle allowances do not apply to GOCs, as the entitlement for chairs and directors to be reimbursed for reasonable out-of-pocket expenses applies.

The conditions for the appointment of public sector employees to government bodies have not changed. Public sector employees may continue to be nominated for appointment, however, they are not to be paid daily fees or annual fees except where this is approved by government. The employee’s chief executive is to certify that the appointment is not connected in any way to their employment, and that their government body work will occur outside of hours of work or while on unpaid leave.

Sch. 3(2)(1)(b)

For reply please quote: ACS/VS03 – TF/14/4419 – DOC/14/32716

02 APR 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister,

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Sch. 3(2)(1)(b)
All remuneration for government bodies is to be endorsed by Cabinet. The remuneration assessment form is to be supplied to my department 28 days before you lodge an advance submission. My expectation is that remuneration assessments must include a clear rationale and supporting information to justify the proposed rates. The remuneration assessment form, reviewed by my department, is to be attached to the significant appointment submission.

The Cabinet Handbook will be updated to reflect the changed requirements and the revised remuneration procedures have been published on my department’s GovNet website http://premiers.govnet.qld.gov.au and by clicking on (1) ‘Policies & Procedures’, (2) ‘Queensland Government Bodies’, and then (3) ‘Queensland Cabinet Handbook’.

In most cases, the fee ranges in the remuneration matrix align with remuneration currently paid to chairs and members of Government bodies. The new fees are not intended to increase government body expenditure and ministers may continue to recommend paying fees lower than the assessable rate or elect to not pay fees. The general principle of not remunerating advisory bodies also remains. Appointees to bodies who do not receive fees will also continue to receive reimbursement for reasonable out-of-pocket expenses.

My officers are delivering information sessions about the revised remuneration procedures and are assisting your department with the preparation of remuneration assessments for government bodies in your portfolio. Should you require any further information, you can contact Mr Tim Herbert, General Manager, Government Services, DPC by email at tim.herbert@premiers.qld.gov.au or on telephone (07) 3003 9279.

Thank you for your attention to this matter.

Yours sincerely

CAMPBELL NEWMAN
10 March 2014

Hon Campbell Newman MP
Premier of Queensland
Level 15, Executive Building
BRISBANE QLD 4000

Dear Premier,

I write in relation to staffing within my Ministerial office.

Mr Matthew Jackson has been working as an Assistant Advisor at an Assistant Director level in my office on a temporary basis.

I propose extending Mr Jackson’s probationary period for three months. At the conclusion of this period, I will write to you again in relation to Mr Jackson’s appointment.

As always I am available at your convenience for any concerns you may have.

Yours sincerely,

David Crisafulli
Minister for Local Government, Community Recovery and Resilience
14 August 2014

Hon Campbell Newman
Premier of Queensland
Brisbane QLD 4000

Dear Premier,

I write in relation to staffing within my Ministerial office.

Mr Andrew Longmire has been working as an Assistant Media Advisor in my office since 10 May 2012.

The role of Senior Media Advisor has become vacant due to an inter-office transfer. I recommend that Mr Longmire be appointed to this position with a starting date of 14 April 2014.

I request that Mr Longmire be employed at the level of

As always, I am available at your convenience for any questions you may have.

Yours sincerely,

David Crisafulli
Minister for Local Government
23 APR 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister

Thank you for your letter of 3 April 2014 seeking approval to publicly release the Queensland Strategy for Disaster Resilience. I therefore support the public release of the strategy.

Thank you for consulting me on this matter.

Yours sincerely

CAMPBELL NEWMAN
For reply please quote: GCP/JB – TF/148869 – DOC/14/66325

16 MAY 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister,

You would be aware that the G20 Cultural Program unit within my department has been developing a package of community celebrations to take place in the lead up to the G20 Leaders’ Summit this year.

This is a once in a lifetime opportunity to celebrate our great state and beautiful city, to excite and engage with our community and showcase Brisbane on a global stage.

It is planned that key cultural engagement activities will run from 24 October to 9 November 2014, and will incorporate many Brisbane city and suburban spaces and buildings.

I am seeking your support of the G20 Cultural Program and, where possible, commitment to provide resources and promotional opportunities, as requested by the coordination unit.

Should you have any enquiries about the G20 Cultural Program, please contact Mr Phil Kesby, Executive Director, G20 Cultural Program on telephone or by email at phil.kesby@premiers.qld.gov.au.

I look forward to your support in delivering a cultural program that inspires the world and makes Brisbane proud.

Yours sincerely,

CAMPBELL NEWMAN
21 MAY 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister,

The Queensland Government will again be participating in the Royal Queensland Show (the Ekka) from 8 to 17 August 2014, with departments able to showcase key initiatives through informative, interactive and engaging displays.

The Queensland Government precinct provides a centralised and exciting opportunity to promote our key government services and initiatives to the public. In 2014, the Queensland Government precinct will again be housed in the lower level of the Commerce Building.

The theme for 2014 is ‘Great State. Great Opportunity’ with participating departments encouraged to profile improvements to services and share key successes from across government. Departments with front-line services or initiatives relevant to the Ekka’s broad audience are encouraged to be involved.

Departments are welcome to participate individually or as part of a central agency display coordinated by my department.

Consistent with previous years, all participating departments will be required to contribute to costs related to the precinct lease, delivery of individual displays and interactive elements, security and cleaning. These costs will be advised when all displays have been finalised.

For further information please contact Ms Cara Gurnett from within my department by email at cara.gurnett@premiers.qld.gov.au or on telephone (07) 3003 9108.

The Ekka provides a unique opportunity to actively engage with the community and I look forward to your support of the Queensland Government precinct in 2014.

Yours sincerely,

CAMPBELL NEWMAN
11 FEB 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister,

I am writing to remind all ministers about the requirements of Executive Council Minutes (ECMs) and late ECMs, given the significant number of late ECMs that have been submitted to the Governor in Council over the last year.

The Queensland Executive Council Handbook (the handbook) states that signed ECMs must be lodged with the Executive Council Secretariat by 1 pm each Monday, for consideration at the Executive Council meeting held on the Thursday of the following week.

In accordance with the handbook, the lodging of late ECMs should only take place in circumstances where genuine, unforeseen, urgent matters of state arise. Only in such circumstances, should you seek my approval for an ECM to proceed as late to an Executive Council meeting. When seeking my approval for a late ECM, you must include the reasons for urgency, as well as the reason for the late lodgement of the ECM, in your request.

The handbook also states it is preferable for a minister lodging a late ECM to attend the Executive Council meeting, where the respective minister will be expected to explain the reasons for the urgency to the Governor. Should you submit a late ECM, you will be requested by my office to attend the Executive Council meeting.

Please ensure that your department plans matters for consideration by the Governor in Council in advance, to avoid the need for a late lodgement.

Should your department require further information, Mr Leighton Craig, Director, Appointments and Constitutional Services within my department, can be contacted on telephone (07) 3003 9229.

Thank you for your assistance with this matter.

Yours sincerely,

CAMPBELL NEWMAN
Dear Minister

2014 Queensland Greats Awards

I am pleased to announce that the 2014 Queensland Greats Awards are open for nomination.

Since 2001, these prestigious awards have acknowledged and honoured outstanding individuals and institutions whose lifetime, or long-term, achievements have played a significant role in the history and development of Queensland.

I encourage you to promote the awards and help recognise and honour remarkable Queenslanders who are continuing to strengthen our communities and inspire the next generation.

Nominations close on 14 March 2014, with recipients announced at a ceremony held during Queensland Week, 31 May–8 June 2014.

For more information about the awards, please contact Ms Danika Ryan, Project Coordinator, Events Coordination by email at danika.ryan@premiers.qld.gov.au or on telephone (07) 300399167.

I thank you for your support of this important program.

Yours sincerely,

CAMPBELL NEWMAN
03 FEB 2014

The Honourable David Crisafulli MP
Minister for Local Government,
Community Recovery and Resilience
PO Box 15031
CITY EAST QLD 4002

Dear Minister


The dates you have proposed sound good. I'm happy for you to advise councils that the Get Ready Week will be held from 13–19 October 2014 and I look forward to being a part of this very important initiative.

The events team in the Department of the Premier and Cabinet has been advised that I have approved your suggested dates so that this event can be included in the whole-of-Government events calendar.

I look forward to hearing more about the details of the event closer to the time.

Yours sincerely

Campbell Newman
Our ref: MBN13/1658

8 JAN 2014

The Honourable Campbell Newman MP
Premier
PO Box 15185
CITY EAST QLD 4002

Dear Premier

I am writing with reference to the membership of the Queensland Reconstruction Authority Board.

I have received correspondence from the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss MP, asking to replace Ms Glenys Beauchamp with Mr Mike Mrdak as one of the Commonwealth representatives on the Queensland Reconstruction Authority’s Board. Mr Mrdak is Secretary of the Commonwealth Department of Infrastructure and Regional Development.

A copy of the Deputy Prime Minister’s letter and curriculum vitae for Mr Mrdak is attached.

Mr Mrdak will perform Board functions as part of his existing duties and will not be eligible to receive further remuneration for his membership of the Board.

Appointments to the Queensland Reconstruction Authority Board are made in accordance with the Queensland Reconstruction Authority Act 2011, which requires that all appointments be approved by the Governor in Council.

The membership of the Authority’s Board of Management consists of 7 people:
- the chairperson, Major General Richard Wilson (Ret) AO
- two members nominated by the Australian Government
  - Ms Glenys Beauchamp, Secretary of the Department of Regional Development and Local Government
  - Mr Brad Orgill, Head of the Building the Education Revolution (BER) Implementation Taskforce
- One member nominated by the Local Government Association of Queensland (LGAQ)
  - Ms Lyn McLaughlin, former Mayor of Burdekin Shire Council
Three members with expertise or experience in engineering, planning or another field considered appropriate by the Minister
- Former Director-General Main Roads Mr Steve Golding
- Expert in local government planning and development matters Mr Jim McKoulty
- Experienced town planner and Deputy President of the Townsville Chamber of Commerce Mr Stephen Motti.

I am writing to advise you of my intention to seek Governor in Council approval to appoint Mr Mike Mrdak as a member of the Queensland Reconstruction Authority Board up to and including 30 June 2014. The Department of the Premier and Cabinet's Executive Services unit has been consulted, and advises that subject to your approval this matter could be considered by Executive Council on 30 January 2014.

Yours sincerely

David Crisafulli MP
Minister for Local Government, Community Recovery and Resilience

Encl (2)
The Hon Warren Truss MP  
Deputy Prime Minister  
Minister for Infrastructure and Regional Development  
Leader of The Nationals  
Member for Wide Bay  

Reference: 05427-2013

The Hon David Crisafulli MP  
Minister for Local Government, Community Recovery and Resilience  
PO Box 15031  
CITY EAST QLD 4002

Dear Minister,

I am writing concerning the operation of the National Partnership Agreement for Natural Disaster Reconstruction and Recovery (NPA), which the Commonwealth and Queensland governments have recently renegotiated. Among other arrangements, the NPA provides for two Commonwealth representatives on the board of the Queensland Reconstruction Authority (QRA). Since the QRA’s creation, the Commonwealth representatives have been Ms Glenys Beauchamp and Mr Brad Orgill.

Ms Beauchamp recently resigned her membership of the QRA board as she has been appointed to lead the Department of Industry. I am recommending the appointment of Mr Mike Mrdak, Secretary of the Department of Infrastructure and Regional Development, to replace Ms Beauchamp. Mr Mrdak has wide-ranging experience in infrastructure, programme governance and accountability which makes him an ideal candidate for membership of the QRA board. I ask that you progress Mr Mrdak’s appointment in time for the next QRA board meeting on Tuesday 17 December 2013.

The NPA also provides for me to attend Queensland Disaster Management Committee of Cabinet meetings to discuss current and emerging issues in the reconstruction programme with you and other relevant Queensland Ministers. I look forward to receiving the invitation for the next meeting and working with you to strengthen the working relationship between the Commonwealth and Queensland governments to undertake recovery and reconstruction efforts.

Yours sincerely,

[Signature]

WARREN TRUSS

Suite MG 41, Parliament House  
CANBERRA ACT 2600  
Phone: 02 6277 7080  
Fax: 02 6273 4163


Mike Mrdak

Secretary, Department of Infrastructure and Regional Development

Mike was appointed Secretary of the Department of Infrastructure, Transport, Regional Development and Local Government (as it was previously known) on 29 June 2009, taking responsibility for managing the Department's portfolio interests, supporting the Australian Government's infrastructure agenda, national transport reform initiatives in the road, rail, aviation and maritime sectors and commitment to people living in our regions.

The Department of Infrastructure and Regional Development provides policy advice, programmes and regulation across a wide range of activities, including major infrastructure projects, road and rail, aviation and airports, transport security, maritime, vehicle safety standards and road safety. The Department also supports a strong and liveable Australia by focusing on regional development and enabling communities to achieve economic and social development.

Mike is no stranger to the portfolio having begun his Australian Public Service career in 1988 as a Graduate with the then Department of Transport and Communications. He has held a number of senior positions across the portfolio and with the Department of the Prime Minister and Cabinet.