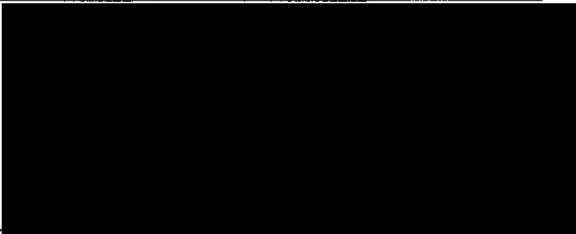


**IN THE MATTER OF THE ROYAL COMMISSION
INTO FAMILY VIOLENCE**

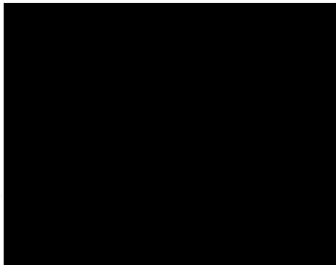
**ATTACHMENT WS AH-9 TO JOINT STATEMENT OF ASSISTANT COMMISSIONER
WENDY MAREE STEENDAM AND SENIOR SERGEANT AILSA CAROLINE HOWARD**

Date of document: 3 August 2015
Filed on behalf of: the Applicant
Prepared by:
Victorian Government Solicitor's Office
Level 33
80 Collins Street
Melbourne VIC 3000



This is the attachment marked '**WS AH-9**' produced and shown to **WENDY MAREE STEENDAM** and **AILSA CAROLINE HOWARD** at the time of signing their Joint Statement on 3 August 2015.

Before me:



An Australian legal practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)

Attachment WS AH-9

Victoria Police Manual – Policy Rules

Formal arrangements with external organisations

Context

Victoria Police may enter into formal written arrangements with external organisations or agencies in order to clarify and document responsibilities, expectations, information sharing arrangements or provision of services.

These arrangements may be binding or non-binding, depending upon the status of the external organisation and the nature of the relationship or arrangement. Arrangements may take the form of contracts, memoranda of understanding (MOUs), protocols or inter-agency agreements. The nature of these documents means that they must be subject to a thorough assessment and development, including consideration by legal advisers, and must be approved at an appropriate level. This policy outlines the responsibilities and requirements to ensure this occurs.

As many arrangements involve information sharing, this policy and the related guidelines also underpin Victoria Police's information security obligations. Victoria Police has a legislative obligation to comply with the **Standards for Victoria Police law enforcement data security (2007)** developed by the Commissioner for Law Enforcement Data Security. The 43 Standards outline necessary controls for the secure management of law enforcement data systems and the information they contain. The policy and guidelines also support Victoria Police's obligation to comply with the **Australian Government protective security policy framework** and the **Information security manual** which describe the minimum standards for physical and information security for all Federal and State government agencies.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the Professional and Ethical Standards to inform the decisions they make to support compliance with Policy Rules.

The following instructions apply to all employees considering the development of a formal written arrangement with an external organisation.

Rules and Responsibilities

1. Scope

These Policy Rules apply to proposed formal arrangements between Victoria Police and an external organisation that are required to document any of the following:

- Information sharing arrangements
- Operational and administrative relationships, including clarification over jurisdictions, roles and responsibilities
- Resource, financial or legal arrangements.

These Policy Rules and related Procedures and Guidelines do not apply to agreements required to formalise procurement arrangements.

2. Initiation

If a formal arrangement with an external organisation is being considered, a report outlining the proposal must be forwarded through line management to the Principal Legal Adviser, Commercial Law, Legal Services Department, for assessment and advice. This applies if the proposal is initiated by Victoria Police or the external organisation.

The proposal must be submitted in writing on a Force File. It is not recommended that a draft arrangement is prepared before submitting the proposal for assessment, but if a draft has already been prepared, it must be submitted with the proposal.

3. Assessment

The Principal Legal Adviser is responsible for assessing the proposal and determining whether a formal arrangement is appropriate, in consultation with:

- Information Security, Information Management Standards and Security Division (IMSSD) with regard to any information sharing arrangements.
- Corporate Policy, Corporate Strategy and Governance Department, with regard to alignment with Victoria Police policy.
- Relevant Policy Owners or subject matter experts with regard to the general content of the proposed arrangement.

As required, an assessment group comprising representatives from the above areas will be convened to conduct a joint assessment of the proposal. In

conducting the assessment the group will have regard to **VPMG Formal arrangements with external organisations**.

4. Development

If the proposal to enter into a formal arrangement is supported, the Principal Legal Adviser is responsible for coordinating its development. This includes, but is not limited to:

- Arranging for the preparation of a suitable document to address the arrangement
- Consulting with stakeholders and subject matter experts, as required
- Consulting with the Victorian Government Solicitor's Office (VGSO), as may be required.
- Arranging for the document to be signed by the relevant Accountable Officer (Deputy Commissioner or Executive Director) or the Policy Owner (Assistant Commissioner or Director). The Policy Owner may only sign an arrangement relating solely to the Command or Departments under his or her charge.

Further details on the development process are in **VPMG Formal arrangements with external organisations**.

5. Recording

An original signed copy of the arrangement must be attached to the Force File. The external organisation/s who are party/ies to the agreement must also receive an original signed copy.

Information Security, IMSSD is responsible for maintaining a Formal Arrangements Register. A copy of the signed arrangement must be provided to Information Security, for recording in the Register.

6. Review and termination

The arrangement must include a date of review and/or termination. The Policy Owner or Accountable Officer must ensure that the arrangement is reviewed by that date:

- If the arrangement is to be renewed or updated, the process outlined in this policy must be followed.
- If the arrangement is to be terminated, the Policy Owner or Accountable Officer must formally terminate it in accordance with the termination clause/s in the arrangement. This must be documented on the Force File.

Information Security must be notified to enable updating of the Formal Arrangements Register.

Quick Links

- [VPMG Formal arrangements with external organisations](#)
- [Policy Owner Framework](#)

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact the Principal Legal Adviser, Commercial Law, Legal Services Department.

Update history

Date of first issue	14/11/11	[Force File 064195/10]
Date updated	Summary of change	Force File number
03/11/14	Included Policy Owner's responsibilities relating to their signatures	064195/10