

S74 AGREEMENT

COMMUNICATIONS PROTOCOL

For the Office of the Minister for Finance; Commerce; Small Business

And

WorkCover Western Australia Authority (WorkCover WA)

Introduction

1. In accordance with section 74 of the *Public Sector Management Act 1994*, the following arrangements have been determined in relation to the manner and circumstances in which communications and dealings occur between the Office of the Minister for Minister for Finance; Commerce; Small Business and the employees of WorkCover WA.
2. Ministerial officers may only communicate with authorised officers of WorkCover WA as listed in the attachment to this agreement and as varied from time to time.
3. The Chief Executive Officer is responsible for maintaining an up to date list of authorised officers and for providing this list to the Minister's Office.

COMMUNICATIONS FROM THE MINISTER'S OFFICE

4. General requests (including speech and speech note requests)
All general requests (requests that are allocated a ministerial reference number and therefore need to be recorded for record keeping purposes) should be directed through the **Chief Executive Officer**. This includes requests sent by email.
5. Informal Requests
All informal requests (those that are not allocated a ministerial number and which will therefore not form part of the official record keeping system) should be made (or emailed) to the **Chief Executive Officer**.
6. Meetings
All requests for meetings and staff attendance will be made through the **Chief Executive Officer**.
7. Briefing Notes and Parliamentary Questions
Requests for briefing notes and responses to parliamentary questions should be made through the **Chief Executive Officer**.

8. Requirements involving committing resources

All requests involving committing resources should be directed in writing to the **Chief Executive Officer**.

COMMUNICATIONS FROM WORKCOVER WA TO THE MINISTER'S OFFICE

9. General communications

Unless otherwise authorised by the Chief Executive Officer all communications from WorkCover WA to the Minister's office are to be made by the **Chief Executive Officer** and directed through the Minister's **Chief of Staff, or other officer nominated by the Minister or Chief of Staff**.

10. Media communications

The occupant of the position nominated (from time to time) as the WorkCover WA media liaison officer may communicate directly with the **Ministerial Media Officer** in relation to practical matters relating to media enquiries or the organisation of promotional activities involving the Minister. It is the responsibility of the WorkCover WA media liaison officer to inform the Chief Executive Officer of such communication as soon as practicable.

11. Communications to the Office of a Minister responsible for another portfolio

All formal communications between WorkCover WA and the office of another Minister are to be directed **through the Minister's office**.

The Minister or the Minister's Chief of Staff may, in specific circumstances, authorise direct contact with another Minister's Office.

CABINET MATTERS

12. **The Chief Executive Officer** must endorse all Cabinet submissions developed on behalf of the Minister. If the Chief Executive Officer is unavailable, and the matter is urgent, the relevant Divisional Head may endorse a submission on his behalf. In these circumstances, the Divisional Head shall inform the Chief Executive Officer as soon as practicable.

13. Where WorkCover WA is developing a submission in conjunction with other agencies, interaction at a senior level without direct ministerial involvement is appropriate, although a high degree of discretion and confidentiality should be maintained. It is the responsibility of the **Chief Executive Officer** to ensure the relevant policy officer in the Minister's office is aware of the development of such a submission.

14. All Cabinet papers between the Minister's Office and WorkCover WA are to be transmitted under secure confidential cover.

15. All Cabinet referrals and comment sheets must be directed through the **Chief Executive Officer**. If the Chief Executive Officer is unavailable, and the matter is urgent, the **relevant Divisional Head** may endorse a comment sheet on the Chief Executive Officer's behalf. In these circumstances the Divisional Head shall inform the Chief Executive Officer as soon as practicable.

URGENT MATTERS

16. In circumstances where an urgent requirement exists, and the Chief Executive Officer is not available, the **relevant authorised officer** may deal with the matter and shall inform the Chief Executive Officer as soon as practicable of the request and any actions taken.

RESOLUTION PROCEDURE FOR A BREACH OF THE COMMUNICATIONS ARRANGEMENTS

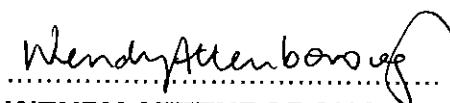
17. In the first instance, **the Minister, or his Chief of Staff, and the Chief Executive Officer** will discuss a breach of this protocol in order to decide on any further action required.

SIGNED BY:



HON SIMON O'BRIEN MLC
MINISTER FOR FINANCE;
COMMERCE; SMALL BUSINESS

Date: 18.1.2011



WENDY ATTENBOROUGH
A/CHIEF EXECUTIVE OFFICER
WORKCOVER WA

Date: 21.12.10

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR FINANCE; COMMERCE; SMALL BUSINESS AND STAFF OF THE DEPARTMENT OF THE REGISTRAR, WA INDUSTRIAL RELATIONS COMMISSION

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 Chief Executive Officer or nominated officer.

- ***Arranging a meeting with relevant Departmental staff and requesting their attendance***

All matters of a strategic nature must be referred to the Chief Executive Officer or nominated officer. For other matters, the appropriate delegated staff may be approached direct.

- ***Matters relating to the drafting of legislation***

For each piece of legislation, the Chief Executive Officer will be responsible for dealing with all and co-ordinating matters associated with legislation.

- ***Requests for briefing notes***

All requests should be made through the Chief Executive Officer or nominated officer. If these officers are not available, the senior officer approached should inform the Chief Executive Officer or nominated officer of the request and subsequent action as soon as practicable. Wherever practicable, the relevant authorised departmental officer should sign off the briefing note

- ***Requirements involving the Department in committing resources (beyond the normal functions and duties of the Department's officers)***

All such requests should be directed to the Chief Executive Officer. If this is not possible, the Chief Executive Officer must be informed as soon as practicable. The request should be put in writing.

❖ Communications from the Department of the Registrar, WA Industrial Relations Commission 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.

For all communications of a 'strategic' policy nature where the Department has provided a response, it should be specified whether the Chief Executive Officer has actually seen the response before it was sent from the Department.

❖ **Communications from the Department of the Registrar, WA Industrial Relations Commission to the Office of a Minister responsible for another portfolio**

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

❖ **Cabinet matters**

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

❖ **Resolution procedure for a breach of these arrangements**

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

❖ **Directions by staff of the Office of the Minister, to staff of the Department of The Registrar, WA Industrial Relations Commission 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 Department on the manner in which they are to perform their functions, the concurrence of the Chief Executive Officer should be sought.



.....
Hon S O'Brien MLC
MINISTER FOR FINANCE;
COMMERCE: SMALL BUSINESS;



.....
John Spurling
CHIEF EXECUTIVE OFFICER

21 December 2010

Date:

18.1.2011

COMMUNICATIONS AGREEMENT BETWEEN THE OFFICE OF THE MINISTER FOR FINANCE AND OFFICERS OF THE DEPARTMENT OF FINANCE

Background

In accordance with Section 74 of the *Public Sector Management Act 1994*, the following concerns the circumstances and manner in which communications (both written and verbal) shall be conducted between ministerial staff supporting the Minister for Finance and the employees of the Department of Finance.

All requirements from the Minister's office to the Department should be for, and on behalf of the Minister, in relation to his responsibilities as Minister for Finance.

It is important that the statutory obligations and responsibilities of the Department are preserved in all communication matters.

Communications from the Minister's office to the Department

- ***Ministerial correspondence***

All ministerial correspondence from the Minister's office will flow through the Ministerial Liaison Manager to the Executive Director/Commissioner for response.

Requests for information regarding a particular taxpayer's matter should be addressed to the Commissioner of State Revenue and must not be copied to officers outside the Minister's office, State Revenue or any other party without the express permission of the taxpayer.

Urgent requests requiring a shorter turnaround timeframe are to be negotiated between the Minister's office and the Ministerial Liaison Manager.

Routine ministerials should be allocated 10 working days to complete. If the Department requires further time to prepare a response, an extension will be sought via email to the Ministerial Liaison Manager who will contact the appropriate person in the Minister's office.

- ***Requests for briefing notes***

Requests for briefing notes should be made in writing or by email to the Director General and copied to the Ministerial Liaison Manager for allocation to an action officer.

For matters of a strategic, budgetary or policy nature or which are politically sensitive, the Director General will sign the briefing note; for other matters, an Executive Director/Commissioner will sign.

- ***Routine requests for information or research***

Routine requests for information or research should be directed to the appropriate Executive Director/Commissioner and copied to the Ministerial Liaison Manager. The request will be dealt with within the Department at Director level or higher to ensure that the information requested is actioned by the most appropriate officer/s within the organisation.

- ***Requesting a departmental representative to attend a ministerial meeting***

In regard to matters of a strategic, budgetary or policy nature, requests to attend ministerial meetings are to be referred through the Director General. For other matters, the appropriate Executive Director/Commissioner may be approached directly with the Director General being informed of the nature of the request.

- ***Matters relating to the drafting of legislation***

All matters relating to the drafting of legislation will be requested in writing via the Director General.

- ***Requirements involving the Department in committing resources (beyond the normal functions and duties of departmental officers)***

All such requests should be directed to the Director General in writing or by email. If time constraints do not permit, requests should be directed to the appropriate Executive Director/Commissioner and the Director General must be informed the same day by email.

- ***Cabinet matters***

All requests from the Minister's office for the development of Cabinet submissions should be made in writing or email to the Director General.

- ***Parliamentary Questions***

All requests for suggested responses to Parliamentary Questions should be directed to the Ministerial Liaison Manager for allocation and action.

The Director General will sign all Parliamentary Questions unless time constraints do not permit, in which case, an Executive Director/Commissioner will sign.

- ***Media enquiries***

All requests for media information from the Department will be directed through the Corporate Communications Manager.

In the event that the media contacts the Minister's office and information is required from the Department to respond:

- the Corporate Communications Manager will obtain the required information from the relevant Executive Director/Commissioner;
- when the required information has been obtained, the Corporate Communications Manager will seek approval from the Director General (or Executive Director/Commissioner if time constraints require) to release that information to the Minister for Finance's media adviser; and
- once the Director General has approved release of the information, the Ministerial Liaison Manager will forward the information to the Minister for Finance's media adviser.

- ***Matters of a political nature***

Requests should not be made of departmental officers to comment on, or prepare, documents of a 'political' nature. Discretion regarding these requests will rest with the Director General.

- ***Placements and secondments***

An officer placed in the Minister's office to provide a departmental viewpoint on a specified range of issues remains under the direction of the Chief of Staff. An officer seconded to the Minister's office is, for the period of the secondment, under the direction of the Minister.

Communications from the Department to the Minister's office

- **Ministerial correspondence**

All ministerial correspondence between the Minister's office and the Department will flow through the Ministerial Liaison Manager to the Senior Policy Adviser Finance, Executive Officer and/or the Correspondence Officer in the Minister's office.

Both the Minister's office and the Department will take all necessary steps to protect the confidentiality of sensitive material.

- **Communications from the Department to the office of a Minister responsible for an external Finance related portfolio**

All communication between the Department and an external Minister's office, which may impact on the Finance portfolio, shall be directed through the Minister's office.

Where an external Minister's office contacts the Department, the Minister's office will be informed.

- **Cabinet matters**

All submissions for consideration by Cabinet are to be directed through the Minister. The Director General will sign all Cabinet Comments unless time constraints prevent this, in which case, an Executive Director/Commissioner will sign.

- **Executive Council matters**

All Executive Council matters shall be directed through the Minister by the Director General.

- **Resolution procedure for a breach of these arrangements**

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

- **Directions by staff of the Minister's office to departmental staff**

In circumstances where it appears desirable that a staff member from the Minister's office gives direction to a departmental officer about the manner in which he/she is to perform a function, an approach to the Department through the Ministerial Liaison Manager requesting the concurrence of the Director General will be sought in advance.

Minister Liaison Unit Contact

Manager – Lynn Warton – 9262 1180 – lynn.warton@finance.wa.gov.au



.....
Anne Nolan
DIRECTOR GENERAL
DEPARTMENT OF FINANCE

Date: 7/9/11



.....
Hon Simon O'Brien MLC
MINISTER FOR FINANCE

Date: 11.9.2011

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR SMALL BUSINESS AND
STAFF OF THE SMALL BUSINESS DEVELOPMENT CORPORATION
(THE AGENCY)**

❖ **Communications from the Office of the Minister to the Agency**

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 Small Business Commissioner or a nominated officer.

- ***Arranging a meeting with relevant Agency staff and requesting their attendance***

All matters of a strategic nature must be referred to the Small Business Commissioner or a nominated officer. For other matters, the appropriate delegated staff may be approached directly.

- ***Matters relating to the drafting of legislation***

For each piece of legislation, a drafting officer will be nominated and this officer will be responsible for dealing with all matters associated with the legislation and for keeping the Small Business Commissioner informed of developments.

- ***Requests for briefing notes***

All requests should be made through the Small Business Commissioner or a nominated officer. If these officers are not available, the senior officer approached should inform the Small Business Commissioner or nominated officer of the request and subsequent action as soon as practicable. Wherever practicable, the relevant authorised agency officer should sign off the briefing note.

- ***Requirements involving the Agency in committing resources (beyond the normal functions and duties of the Agency's officers)***

All such requests should be directed to the Small Business Commissioner. If this is not possible, the Small Business Commissioner must be informed as soon as practicable. The request should be put in writing.

❖ **Communications from the Agency 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.

For all communications of a 'strategic' policy nature where the Agency has provided a response, it should be specified whether the Small Business Commissioner or nominated officer has actually seen the response before it was sent from the Agency.

❖ **Communications from the Agency to the Office of a Minister responsible for another portfolio**

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

❖ **Cabinet matters**

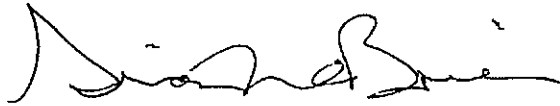
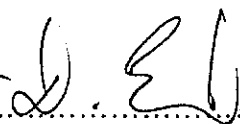
All submissions for consideration by Cabinet must be directed through the Office of the Minister.

❖ **Resolution procedure for a breach of these arrangements**

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

❖ **Directions by staff of the Office of the Minister, to staff of the Agency, on behalf of 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 Agency on the manner in which they are to perform their functions, the concurrence of the Small Business Commissioner should be sought.

	
.....
HON SIMON O'BRIEN, MLC	DAVID EATON
MINISTER FOR SMALL BUSINESS	SMALL BUSINESS COMMISSIONER
	SMALL BUSINESS DEVELOPMENT CORPORATION

Date: 30 January 2012 Date: 20 January 2012

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN THE
PARLIAMENTARY SECRETARY TO THE MINISTER FOR SMALL BUSINESS
AND STAFF OF THE SMALL BUSINESS DEVELOPMENT CORPORATION (THE
AGENCY)**

❖ **Communications from the Parliamentary Secretary to the Agency**

- All requirements of the Parliamentary Secretary should be for, and on behalf of, the Minister in relation to his ministerial responsibilities. Should this not be the case, this should be made clear at the time.
- All communications from the Parliamentary Secretary to the staff of the Agency are to be directed through the Small Business Commissioner or a nominated officer.

❖ **Directions by the Parliamentary Secretary to staff of the Agency on the manner in which they are to perform their duties**

- In circumstances where it appears desirable that the Parliamentary Secretary give direction to an officer of the Agency on the manner in which they are to perform their functions, the concurrence of the Small Business Commissioner or a nominated officer must be sought.

❖ **Communications from the Agency to the Parliamentary Secretary**

- All communications from Agency staff to the Parliamentary Secretary are to be directed through the Small Business Commissioner, or a nominated officer.



HON SIMON O'BRIEN, MLC
MINISTER FOR SMALL BUSINESS



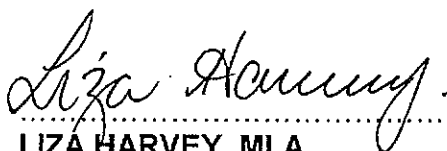
DAVID EATON
SMALL BUSINESS COMMISSIONER

SMALL BUSINESS DEVELOPMENT
CORPORATION

Date:

30 January 2012

Date: 20 January 2012



LIZA HARVEY, MLA
PARLIAMENTARY SECRETARY TO
THE MINISTER FOR SMALL BUSINESS

Date:

S74 AGREEMENT

COMMUNICATIONS PROTOCOL

For the Office of the Minister for Finance; Commerce; Small Business

and

The Department of Commerce

GENERAL

In accordance with section 74 of the *Public Sector Management Act 1994*, the following arrangements have been determined in relation to the manner and circumstances in which communications and dealings between the Office of the Minister for Finance; Commerce; Small Business and the employees of the Department of Commerce.

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

COMMUNICATIONS FROM THE MINISTER'S OFFICE ON BEHALF OF THE MINISTER TO THE DEPARTMENT

1. Routine requests for information or research

1.1 Formal Requests (including speech and speech note requests)

Formal requests (including those requested by e-mail) *i.e. those which are allocated a ministerial reference number and therefore need to be recorded for record keeping purposes*, should be directed through the Director General.

In circumstances where an urgent requirement exists, and the Director General is not available, the request will be made to the relevant Executive Director. In such circumstances, the Executive Director, or his or her designated officer¹, will be responsible for informing the Director General of such requests.

1.2 Informal Requests

Informal requests, *i.e. those which are not allocated a ministerial number and which will not therefore form part of the official record keeping system*, should be made (or emailed) to the Director General or relevant Executive Director in the first instance.

In the event that that neither the Director General or relevant Executive Director are available, a designated officer (as per the list at Attachment One) will respond from the relevant Division. In such circumstances the designated officer will be responsible for informing the Director General and relevant Executive Director of such requests and subsequent action as soon as is practicable.

¹ A list of designated officers for the Department of Commerce is attached (Attachment One). With any changes to organisational structure or staffing an updated copy will be sent to the Minister's Office.

1.3 Arranging a meeting with departmental staff or requesting departmental staff attendance at a ministerial meeting

On matters of a strategic nature, requests for meetings and staff attendance will be made through the Director General.

Arrangements for meetings and staff attendance involving matters of a general nature will be made through the relevant Executive Director or their designated officer.

1.4 Matters relating to the drafting of legislation

For each piece of legislation, a drafting officer will be nominated and this officer will be responsible for dealing with all matters associated with the legislation and for keeping the Director General informed of developments.

1.5 Parliamentary Questions (with and without notice)

Request for responses to all parliamentary questions should be made through the Director General.

1.5 Requests for Briefing Notes

Requests for briefing notes should be made through the Director General or the relevant Executive Director. Should both these officers not be available, and the request is urgent, the request should be made to the relevant Executive Director's designated officer. The Executive Director or his or her designated officer is responsible for informing the Director General of the request and subsequent action as soon as is practicable.

1.6 Requirements involving the Department in committing resources (beyond the normal functions and duties of the Department's officers)

All such requests should be directed to the Director General. If this is not possible, the request should be made to the relevant Executive Director and the Director General must be informed as soon as is practicable. The request should be in writing.

COMMUNICATIONS FROM THE DEPARTMENT TO THE MINISTER'S OFFICE

2.1 General communications

2.1.1 Department of Commerce matters

All communications regarding matters pertaining to the whole of department or corporate matters e.g. budget issues, are to be made by the Director General.

2.1.2 Divisional general operational or correspondence matters

Communications regarding general operational or correspondence matters pertaining to an individual Division within the Department are to be made by the Director General or relevant Executive Director.

2.1.3 Matters related to statutory functions

The Executive Director of Consumer Protection, the Executive Director of WorkSafe and the Executive Director of EnergySafety will communicate directly with the Minister for Commerce on matters related to their statutory functions.

2.2 Non-routine communications

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

2.3 Strategic policy communications

For all communications of a 'strategic' policy nature where the Department has provided a response, it should be specified whether the Director General or, in the absence of the Director General the relevant Executive Director, has approved the response before it was sent from the Department.

2.4 Media communications

Media officers within the Department should communicate directly with the ministerial Media Officer. It is the responsibility of the departmental media officers to ensure the Director General is aware of such communication where necessary.

COMMUNICATIONS FROM THE DEPARTMENT TO THE OFFICE OF A MINISTER RESPONSIBLE FOR ANOTHER PORTFOLIO

3. Formal communications with another Ministerial Office

All formal communications between the Department and the office of another Minister are to be directed through the Office of the Minister for Finance; Commerce; Small Business.

The Minister, or the Chief of Staff, may in specific circumstances, authorise direct contact with another Minister's Office.

CABINET MATTERS

4.1 Cabinet Submissions

4.1.1 Department of Commerce Cabinet Submissions

The Director General must endorse all Cabinet submissions developed on behalf of the Minister. If the Director General is unavailable, and the matter is urgent, the relevant Executive Director may sign on his behalf. In these circumstances, it is the responsibility of the Executive Director to inform the Director General of the lodgement of the submission and provide a copy to the Director General.

4.1.2 Joint Cabinet Submissions

Where the Department is developing a submission in conjunction with other agencies, interaction at a senior level without direct ministerial involvement is appropriate, although a high degree of discretion and confidentiality should be maintained. It is the responsibility of the Department to ensure the relevant ministerial policy officer is aware of the development of such a submission.

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

4.2 Transmittal of Cabinet Papers

All Cabinet papers between the Minister's Office and the Department are to be transmitted under secure confidential cover.

4.4 Cabinet referrals and comment sheets

All Cabinet referrals and comment sheets must be directed through the Director General.

**DIRECTIONS BY THE MINISTER AND INSTRUCTIONS BY THE MINISTER OR
STAFF OF THE OFFICE OF THE MINISTER TO THE DEPARTMENT OF COMMERCE
ON THE MANNER IN WHICH THEY ARE TO PERFORM THEIR FUNCTIONS**

5.1 Direction by the Minister to the Department

Where the Minister gives a formal direction to the Director General, the direction must be in writing and will be recorded in the Department's Annual Report as required.

5.2 Instructions by the Minister or Staff of the Office of the Minister to the Department

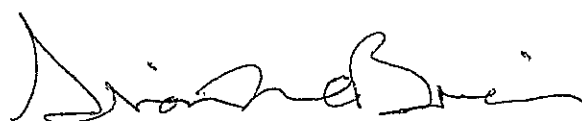
In circumstances where it appears desirable that the Minister or staff in the Office of the Minister give instructions to an officer of the Department on the manner in which they are to perform their duties, the concurrence of the Director General is to be sought before the instruction is issued. This requirement ensures the preservation of clear lines of accountability.

**RESOLUTION PROCEDURE FOR A BREACH OF THE COMMUNICATIONS
ARRANGEMENTS**

6. Resolution Procedure

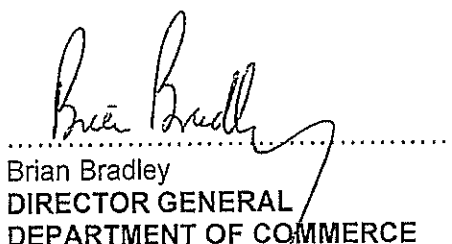
In the first instance, the Minister, or his Chief of Staff, and the Director General will discuss the breach in order to resolve any such complaint and decide on any further action.

SIGNED BY:



Hon Simon O'Brien MLC
MINISTER FOR FINANCE; COMMERCE;
SMALL BUSINESS

24.1.2011
Date:



Brian Bradley
DIRECTOR GENERAL
DEPARTMENT OF COMMERCE

16.12.2010
Date:

Department of Commerce
Authorised Designated Officers

**OFFICERS AUTHORISED TO
COMMUNICATE WITH OFFICE
OF THE MINISTER**

DESIGNATED OFFICERS

Office of the Director General

Brian Bradley
Director General

Joanne Hunt
A/Director

Leona John
Executive Assistant

Melissa Williamson
Ministerial Liaison Officer

Kathryn Loot
Assistant Ministerial Liaison Officer

Greg Goad
A/Manager, Policy and Executive Services

Graham Hindle
Manager, Regional &
Indian Ocean Territory Services

Arthur Hanlon
Director, Communications

Caroline Devaney
Media Liaison Officer

Bernice Nolan
Senior Promotions Coordinator

Labour Relations

Bob Horstman
Executive Director

Robyn Clifton
Executive Assistant

Joseph Lee (*compliance issues*)
Director, Compliance and Education

Bruce Edwards (*public sector issues*)
Director, Public Sector

Lorraine Field
Director, Policy and Legal

WorkSafe

Lex McCulloch
A/Executive Director
Commissioner for WorkSafe #

Rebecca Willmans
Executive Assistant

Ian Munns
Director, Policy and Education

Andrea Crichton-Browne
Director, Legal and Special Investigations

Robyn Parker
Director, Business Service Centre

Energy Safety

Ken Bowron
Executive Director #

Sharon Yap
Executive Assistant

David Allan
Director, Gas & Emergency Management

Don Saunders
Director, Electricity

Joe Bonfiglio
Director, Business Services

Corporate Services

Alan Jackson
Executive Director

David Goodwin
Director, Finance & Administration

Science & Innovation

Julie De Jong
A/Executive Director

Tessa Silcox
Executive Assistant

John Donovan
A/Director, Policy, Science & Program Mgt

Daniela Mattheys
A/Director, Science, Innovation & Business

John O'Hare
General Manager, Marine and Defence

Stephen Grocott
Manager, Industry Participation

Amanda Carrie
Communications

Sue Chafer
Ministerial Liaison Officer

Consumer Protection**Anne Driscoll**

Executive Director

Commissioner for Consumer Protection#

Fiona Myles

Executive Assistant

Gary Newcombe

Director, Strategic Policy & Development

David Hillyard

Director, Industry and Consumer Services

Susan Nulsen

Director, Business Services

Duncan Mackay

Director, Legislation and Policy

Stephen MeagherDeputy Prices Commissioner,
Consumer Information & Analysis**Matthew Crowley**

General Counsel

Alan Hynd

Media Liaison Officer

Gerry Milford

Manager, Strategic Policy Team 1

Andrew Lee

Manager, Strategic Policy Team 2

Danielle Pender

Manager, Legislation & Policy Team 1

Tom Filov

Manager, Legislation & Policy Team 2

Building Commission**Peter Gow**

Executive Director

Kristy Ross

Executive Officer

Jim Dalton

Manager, Complaints

Jane Vallance

Manager, BC Industry Policy

Nabil Yazdani

Manager, BC Codes & Regulations

Phil Payne

Manager, Plumbers Licensing Branch

Kim FareRegistrar – Builder's Registration Board,
Painters Registration Board, and Builders
Dispute Tribunal.

These positions have independent statutory functions with a direct reporting relationship to the Minister in relation to duties undertaken as part of these statutory roles