

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE PREMIER AND
STAFF OF THE DEPARTMENT OF THE PREMIER AND CABINET**

❖ **Communications from the Office of the Premier to the Department of the Premier and Cabinet**

All requirements should be for, and on behalf of, the Minister in relation to his/her responsibilities as Premier. 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 Director General or nominated officer.

• ***Arranging a meeting with relevant Department staff and requesting their attendance***

All matters of a strategic nature must be referred to the Director General 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, 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.

• ***Requests for briefing notes***

All requests should be made through the Director General or nominated officer. If these officers are not available, the senior officer approached should inform the Director General 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.

- ❖ Directions by staff of the Office of the Premier, to staff of the Department of the Premier and Cabinet, on the manner in which they are to perform their duties

Staff of the Office of the Premier should not, otherwise than with the agreement of the Director General, direct an employee of the Department in relation to the manner in which that employee is to perform their duties.

(1) 

Colin Barnett MLA
PREMIER

P Conran
DIRECTOR GENERAL

Date: 30/1/09

Date: As advised by
Executive Assistant, this
document was signed by
Director General on 19 January 2009
L. Bellch 5.2.09

S74 AGREEMENT

COMMUNICATIONS PROTOCOL

COMMUNICATION ARRANGEMENTS BETWEEN THE OFFICE OF THE PREMIER, MINISTER FOR STATE DEVELOPMENT; SCIENCE AND THE DEPARTMENT OF THE PREMIER AND CABINET (SCIENCE AND INNOVATION)

(It is noted that the Science and Innovation Division is currently part of the organisational structure of the Department of Commerce, and that the arrangements reflected in this agreement are temporary pending the formalisation of structures).

GENERAL

This arrangement formalises the manner in which, and the circumstances in which dealings and communications are to be had between the Office of the Premier and employees of the Science and Innovation Division (currently in the Department of Commerce, but reporting through the Department of the Premier and Cabinet).

This arrangement should be read in conjunction with:

- Administrative Instruction 102 – Official Communications; and
- Public Sector Commissioner's Circular 2009-10 – Communications Arrangements between Ministers and Agencies – s74 of the *Public Sector Management Act 1994*.

1. COMMUNICATIONS FROM THE OFFICE OF THE PREMIER TO SCIENCE AND INNOVATION

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

1.1 Routine requests for information or research

All matters must be directed through the Director General of the Department of the Premier and Cabinet or his delegate (Executive Director, Strategic Projects).

1.2 Arranging a meeting with relevant Departmental staff and requesting their attendance

All meetings of a strategic nature must be referred to the Director General or his delegate (Executive Director, Strategic Projects).

1.3 Matters relating to the drafting of legislation

For each piece of legislation, a departmental drafting officer will be nominated by the Director General. This officer will be responsible for dealing with all matters associated with the legislation and ensuring the Director General is kept informed.

The Director General will ensure that the Premier's office is advised of developments and progress.

1.4 Requests for Briefing Notes (by the Premier; Minister for Science)

All requests should be made through the Executive Director, Strategic Projects.

Responses to correspondence should be provided within 10 days and responses to correspondence from Members of Parliament within five days. There may also be times when a faster turnaround is requested, but this will be a process of negotiation.

1.5 Parliamentary Questions

Information is to be conveyed in the format and timeline agreed with the Minister's office, with all answers to be signed off by the Director General.

2. REQUIREMENTS INVOLVING SCIENCE AND INNOVATION COMMITTING RESOURCES (BEYOND THE NORMAL FUNCTIONS AND DUTIES OF OFFICERS)

All such requests are to be directed to the Director General in writing.

3. DIRECTIONS BY STAFF OF THE PREMIER'S OFFICE TO SCIENCE AND INNOVATION EMPLOYEES ON THE MANNER IN WHICH THEY ARE TO PERFORM THEIR DUTIES

Staff of the Premier's office should not, otherwise than with the agreement of the Director General direct a Science and Innovation employee in relation to the manner in which that employee is to perform the functions of their duties.

4. COMMUNICATIONS FROM SCIENCE AND INNOVATION TO THE PREMIER'S OFFICE

Communication should occur through the Director General, Department of the Premier and Cabinet or his delegate (Executive Director, Strategic Projects).

Non routine communications should be directed from the Director General or Executive Director, Strategic Projects, through the Minister's Chief of Staff or other officer nominated by the Minister or the Chief of Staff.

5. COMMUNICATIONS FROM SCIENCE AND INNOVATION TO THE OFFICE OF A MINISTER RESPONSIBLE FOR ANOTHER PORTFOLIO

Such communications should be through the Director General, Department of the Premier and Cabinet or his delegate (Executive Director, Strategic Projects) or at least discussed with one of these positions beforehand.

6. COMMUNICATIONS BETWEEN SCIENCE AND INNOVATION AND MEMBERS OF PARLIAMENT

All communications with Members of Parliament must be directed to the Premier's office through the Director General, Department of the Premier and Cabinet.

All requests for visits by other State and Federal Ministers, or by members of Science and Innovation employees to a State or Federal office must be directed to the Premier's office through the Director General, Department of the Premier and Cabinet.

7. CABINET MATTERS

All submissions for consideration by Cabinet must be directed through the Director General, Department of the Premier and Cabinet.

8. MEDIA MATTERS

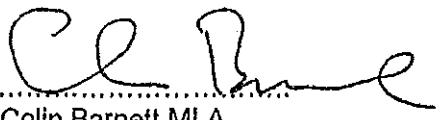
All media requests from the Premier's office must be directed in the first instance to the Director General, Department of Premier and Cabinet or his delegate (Executive Director, Strategic Projects).

Any media enquiries made directly to the agency should be discussed in the first instance with the Executive Director, Strategic Projects.

9. RESOLUTION PROCEDURE FOR A BREACH OF THESE ARRANGEMENTS

In the first instance, the Premier's office and the Director General will discuss the breach and decide on any further action.


SIGNED BY:


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Hon Colin Barnett MLA
PREMIER;
MINISTER FOR STATE DEVELOPMENT; SCIENCE

9/4/13
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Date


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Peter Conran
DIRECTOR GENERAL
DEPARTMENT OF THE PREMIER AND CABINET

8/4/13
.....
Date


.....
Brian Bradley
DIRECTOR GENERAL
DEPARTMENT OF COMMERCE

4.4.2013
.....
Date



**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS
BETWEEN STAFF OF THE OFFICE OF THE PREMIER; MINISTER
FOR STATE DEVELOPMENT; SCIENCE AND
STAFF OF THE CHEMISTRY CENTRE (WA), TRADING AS CHEMCENTRE**

❖ **Communications from the Office of the Premier to ChemCentre**

All requirements should be for, and on behalf of, the Premier in relation to his responsibilities as Minister for Science. 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 ChemCentre 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, 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 Chief Executive Officer informed of developments.

- ***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 ChemCentre officer should sign off the briefing note.

- ♦ ***Requirements Involving ChemCentre in committing resources (beyond the normal functions and duties of ChemCentre'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 ChemCentre to the Office of the Premier**

Communication should generally occur through the Director General, Department of Premier and Cabinet or his delegate (Executive Director, Office of Science).

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

For all communications of a 'strategic' policy nature where ChemCentre has provided a response, it should be specified whether the Chief Executive Officer or nominated officer has actually seen the response before it was sent from ChemCentre. Such communication should also occur through the Director General, Department of Premier and Cabinet or his delegate (Executive Director, Office of Science).

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

The Office of the Premier 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 Office of the Premier.

- ❖ **Cabinet matters**

All submissions for consideration by Cabinet must be directed through the Director General, Department of Premier and Cabinet or his delegate (Executive Director, Office of Science).

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

In the first instance, the Premier or his/her 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 Premier, to staff of ChemCentre, by the Premier, on the manner in which they are to perform their duties

In circumstances where it appears desirable that Office of the Premier staff give direction to an officer of ChemCentre on the manner in which they are to perform their functions, the concurrence of the Chief Executive Officer should be sought.


PREMIER

Date:

24/7/13


A/ CHIEF EXECUTIVE OFFICER

Date:

24/7/2013

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE PREMIER AND
STAFF OF THE DEPARTMENT OF THE PREMIER AND CABINET**

❖ **Communications from the Office of the Premier to the Department of the Premier and Cabinet**

All requirements should be for, and on the behalf of the Minister in relation to his/her responsibilities as Premier. 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 Director General or nominated officer.

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

All matters of a strategic nature must be referred to the Director General 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, 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.

- ***Requests for briefing notes***

All requests should be made through the Director General or nominated officer. If these officers are not available, the senior officer approached should inform the Director General 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 Director General. If this is not possible, the Director General must be informed as soon as practicable. The request should be put in writing.

❖ **Communications from the Department of the Premier and Cabinet to the Office of the Premier**

Generally, communication should occur through the Director General or nominated officer.

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 Director General or nominated officer has approved the response before it was sent from the Department.

❖ **Communications from the Department of the Premier and Cabinet to the Office of a Minister responsible for another portfolio**

The Office of the Premier is to be informed of such communications where the Director General considers the matter is such that there is a 'need to know' by the Office of the Premier.

❖ **Cabinet Matters**

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

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

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


❖ **Directions by staff of the Office of the Premier, to staff of the Department of the Premier and Cabinet, on the manner in which they are to perform their duties**

Staff of the Office of the Premier should not, otherwise than with the agreement of the Director General, direct an employee of the Department in relation to the manner in which that employee is to perform their duties.



Colin Barnett MLA
PREMIER

Date: 12 JUL 2013



Peter Conran
DIRECTOR GENERAL

Date: 15 / 7 / 13

COMMUNICATIONS AGREEMENT BETWEEN THE OFFICE OF THE MINISTER FOR STATE DEVELOPMENT AND THE DEPARTMENT OF STATE DEVELOPMENT

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 State Development and the employees of the Department of State Development.

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

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

Communication from the Office of the Minister to the Department

- **Requests for briefing notes**

Requests for briefing notes should be made in writing or by email to the Departmental Coordination Unit 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, a Deputy Director General will sign.

Routine ministerials should be allocated 10 working days to complete. Urgent requests that require a shorter turnaround timeframe are to be negotiated between the Minister's office and the Departmental Coordination Unit.

- **Routine requests for information or research**

Routine requests for information or research should be directed through the Departmental Coordination Unit. The request will be dealt with within the Department at Director level or higher, in the first instance, to ensure that the information requested is actioned by the most appropriate officer/s within the organisation. A Director may, as he/she determines, nominate a General Manager to deal directly with the Minister's office staff on specific project matters.

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

All matters of a strategic, budgetary or policy nature are to be referred through the Director General in the first instance. For other matters, the appropriate Deputy Director General or Director may be approached directly.

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

For each piece of legislation, a Drafting Officer will be nominated by the Department.

The officer will be responsible for dealing with all matters associated with the legislation and for keeping the Director General informed of developments.

- **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 (email). If prior notification is not possible, the Director General must be informed the same day by email.

Communications from the Department to the Office of the Minister

- **Non-routine communications**

Non-routine communications relating to administrative issues should be directed through the Executive Officer in the Minister's office. Non-routine communications relating to policy issues should be directed through the Minister's Chief of Staff or his/her nominated Policy Officers.

A blue Ministerial Correspondence Action Sheet which includes a reference number and signatures of all departmental officers involved in the response process (from Actioning Officer through to Director General) is to be attached to routine ministerial correspondence.

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

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

- **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, a Deputy Director General will sign.

- **Executive Council matters**

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

- **Parliamentary Questions**

All requests for suggested responses to Parliamentary Questions should be directed to the Departmental Coordination Unit for allocation and action.

The Director General will sign all Parliamentary Questions unless time constraints do not permit this, in which case a Deputy Director General will sign.

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

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

- **Directions by staff of the Office of the Minister 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, the concurrence of the Director General will be sought in advance.

- **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 Office of the Minister is, for the period of the secondment, under the direction of the Minister.

- **Departmental Coordination Unit Contacts**

A/Manager – Scott Fry – 9222 0745 – scott.fry@dsd.wa.gov.au

A/Ministerial Coordinator – Lisa Atkinson – 9222 0479 – lisa.atkinson@dsd.wa.gov.au

SW

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Stephen Wood
DIRECTOR GENERAL
DEPARTMENT OF STATE DEVELOPMENT

Date: *27/6/13*

Colin Barnett

.....
Hon Colin Barnett MLA
MINISTER FOR STATE DEVELOPMENT

Date: *27/6/13*

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE PREMIER AND STAFF OF THE PUBLIC SECTOR COMMISSION

To ensure appropriate and productive communication between the Office of the Premier and the Public Sector Commission, the Premier and Public Sector Commissioner have agreed to put the following arrangements in place.

❖ Communications from the Office of the Premier to the Public Sector Commission

All requests should be for, and on behalf of, the Premier in relation to his responsibilities as Premier.

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

These will normally be directed through the Public Sector Commissioner or nominated officer.

- ***Arranging a meeting with relevant Public Sector Commission staff and inviting their attendance***

All meetings of a strategic nature must be referred to the Public Sector Commissioner or nominated officer.

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

For each piece of legislation, an instructing officer in the Public Sector Commission will be nominated and this officer will be responsible for dealing with all matters associated with the legislation and ensuring the Public Sector Commissioner is kept informed of developments.

- ***Requests for briefing notes***

All requests should be made through the Public Sector Commissioner or nominated officer. If these officers are not available and a senior officer is approached they should inform the Public Sector Commissioner or nominated officer of the request and subsequent action. Wherever possible, a nominated officer should sign off the briefing note.

- ***Requests involving the Public Sector Commission in committing resources (beyond the normal functions and duties of the Public Sector Commission's officers)***

All such requests are to be directed to the Public Sector Commissioner.

❖ **Communications from the Public Sector Commission to the Office of the Premier**

Non-routine communications should be directed through the Premier's Chief of Staff, Deputy Chief of Staff or other officer.

For all communications of a 'strategic' policy nature where the Public Sector Commission has provided a response, it should be specified whether the Public Sector Commissioner or nominated officer has approved the response.

❖ **Communications from the Public Sector Commission to the Office of a Minister responsible for another portfolio**

Through the Chief of Staff or Deputy Chief of Staff, the Office of the Premier may be informed of such communications where the Public Sector Commissioner considers the matter is such that there is a 'need to know' by the Office of the Premier.

❖ **Cabinet matters**

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

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

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

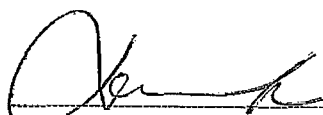
❖ **Directions by staff of the Office of the Premier, to staff of the Public Sector Commission, on the manner in which they are to perform their duties.**

Staff of the Office of the Premier should not, other than with the agreement of the Public Sector Commissioner, direct an employee of the Public Sector Commission on the manner in which they are to perform their duties or in regard to the performance of their duties.



Hon Colin Barnett MLA
PREMIER

Date: 22.2.11



M C Wauchope
PUBLIC SECTOR COMMISSIONER

Date: 22.2.11



COMMUNICATION AGREEMENT

BETWEEN

THE PREMIER

AND

LOTTERYWEST

1. BASIS FOR COMMUNICATION

In accordance with *Section 74 of the Public Sector Management Act 1994*, the following arrangements will apply concerning the circumstances and manner in which communications and dealings will occur between Ministerial officers and employees of Lotterywest (hereafter called the Agency).

This Agreement seeks to ensure:

- Quality service to the Minister's office;
- Accuracy in written communications and Ministerial correspondence;
- Efficient monitoring and tracking; and
- Timeliness in the delivery of Ministerial services and correspondence.

In all communications, the statutory obligations and responsibilities of the relevant parties will be preserved.

2. MINISTERIAL OFFICE COMMUNICATIONS TO THE AGENCY

▪ Routine requests for information or research

These are to be directed through the Chief Executive Officer (CEO) or nominated officer(s) shown at Appendix 1. Telephone contact with general Agency staff should not occur.

▪ Arranging a meeting with relevant Agency staff and requesting their attendance

All matters of a strategic nature will be referred to the CEO or other officers nominated by the CEO. For other matters, the appropriate nominated staff shown at Appendix 1 may be approached direct.

▪ Directions to the Agency

Ministerial staff will only direct officers of the Agency in a manner consistent with *Section 74(2) of the Public Sector Management Act 1994* – ie with the

agreement of the employing authority. Any directions by the Minister to a specific Board of Management within the agency or Minister's portfolio will be given in accordance with the specific Act under which the Board was established.

▪ **Ministerials**

Ministerial Correspondence

Requests from the Minister's office for draft responses to Ministerial correspondence will be sent to the Agency via email. Draft responses for the Minister's signature will be prepared by the agency and forwarded to the Minister's office for consideration via email and hard copy. A copy of the final correspondence, showing the date it was signed by the Minister, will be returned to the Agency in hard copy.

Briefing Notes

Requests for urgent briefing notes will be sent via email to nominated officers in the Agency. Briefing Notes, following approval by the CEO, will be returned to the requesting officer via email. All Briefing Notes, whether specifically requested or prepared at the Agency's instigation, will be provided to the Minister's office in the agreed format.

Speech Notes

Urgent requests for speeches and associated notes will be sent to the Agency via email. Speeches and associated event notes will be prepared, using the agreed format, by Agency staff and approved by the CEO.

Parliamentary Questions

Requests for draft responses to Parliamentary questions will be forwarded to the nominated officers in the Agency via the Parliamentary Questions System, with responses prepared and returned following the CEO's approval. All responses will include the name and contact number of an officer who can advise on any changes or provide further urgent information if needed.

Timelines

The following timelines will apply for Ministerials:

- Ministerial correspondence – turnaround time for Members of Parliament will be five working days following receipt and for members of the general public, 10 working days following receipt;
- Briefing notes – turnaround time as requested by the Minister's office;
- Speech notes – turnaround time as requested by the Minister's office; and
- Media inquiries – turnaround time as requested by the Minister's Media Adviser.

▪ **Matters relating to the drafting of Legislation**

A drafting officer will be nominated for each piece of legislation and this officer will be responsible for dealing with all matters associated with the legislation and for keeping the relevant Ministerial officers and CEO informed of developments.

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

All such requests will be directed in writing to the CEO. If this is not possible, the CEO will be informed as soon as practicable.

- **Significant and/or Contentious Issues**

The CEO will ensure that the Minister is thoroughly informed on all significant and/or contentious issues and, in particular, on any pending or likely adverse findings by regulatory bodies.

3. AGENCY COMMUNICATIONS TO THE MINISTERIAL OFFICE

- **Communications from the Agency to the Minister's Office**

The CEO and other nominated officers will provide advice in a timely manner for the Minister's attention through the Minister's Chief of Staff or other nominated Ministerial staff member. The CEO will be advised of the communication at the earliest opportunity.

Routine communications relating to administrative requests, for example requests for extensions, are to be directed to the requesting officer from the Minister's office.

- **Formal meetings with the Minister**

Formal meetings between the CEO and the Minister will occur on a regular basis as scheduled with the Minister's Appointments Secretary.

- **Communications between the Agency and Members of Parliament**

All communications with Members of Parliament must be directed through the Minister's office in the first instance. All approaches for Ministerial visits by other State or Federal Ministers, or by members of the Agency to a State or Federal Minister's office, will be co-ordinated through the Minister's Policy Adviser.

- **Cabinet matters**

All submissions for consideration by Cabinet are to be directed through the Minister's office and signed-off by the CEO or other officer nominated by the CEO. A minimum of 10 working days needs to be allowed for the internal considerations to be completed.

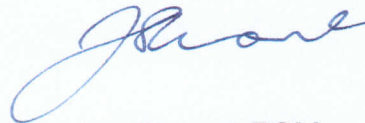
4. RESOLUTION PROCEDURE

- Resolution procedure for a breach of these arrangements

In the first instance, the Minister or Chief of Staff and CEO will discuss any breach of this arrangement and decide on the appropriate action.



Colin Barnett MLA
PREMIER



Jan Stewart PSM
**CHIEF EXECUTIVE OFFICER
LOTTERYWEST**

Date: 4/7/13

Date: 1/7/13

Appendix 1

Nominated Staff Contact List

Name	Title	Direct Line	Email
Jan Stewart	Chief Executive Officer	9340 5120	Jan.stewart@lotterywest.wa.gov.au
Belinda Rhodes	PA to CEO (Tues,Wed,Thurs)	9340 5121	Belinda.rhodes@lotterywest.wa.gov.au
Moira Damon	PA to CEO (Mon & Fri)	9340 5121	Moira.damon@lotterywest.wa.gov.au