

COMMUNICATION AGREEMENT
BETWEEN
THE OFFICE OF THE MINISTER FOR EDUCATION
AND
THE DEPARTMENT OF EDUCATION

In accordance with Section 74 of the *Public Sector Management Act 1994*, this agreement relates to the circumstances and manner in which communications and dealings, both written and verbal, will be conducted between staff of the Office of the Minister for Education and employees of the Department of Education. It is underpinned by the ethical principles, values and behaviours outlined in the Western Australian Public Sector Code of Ethics.

The agreement seeks to ensure:

- high quality services to the Office of the Minister for Education;
- accuracy in written communication and Ministerial correspondence;
- efficient monitoring and tracking; and
- timeliness in the delivery of Ministerial services and correspondence.

In all such communications and dealings, the authority of staff of the Office of the Minister for Education is limited to actions for and on behalf of the Minister in relation to his portfolio responsibilities. When the requirement relates to the work of a Ministerial office employee, or another Minister, and is not for and on behalf of the Minister for Education, this must be expressly stated.

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 actually seen the response before it was sent from the Department.

1. MINISTERIAL CORRESPONDENCE

Requests from the Office of the Minister for Education for draft responses to Ministerial correspondence will be transmitted via the Ministerial bag to the Ministerial Services Unit (MSU) at the Department. Responses, ready for the Minister's signature, will be prepared by Departmental staff and returned to the Minister's office via the bag once executive approval has been obtained. A copy of the final correspondence, stating the date signed by the Minister, will be returned via the bag to the Department for filing. Briefings relating to correspondence will also be requested in this manner.

2. BRIEFINGS FOR INFORMATION OR ADVICE REGARDING SPECIFIC ISSUES OR TOPICS

Requests for briefing notes, other than those relating to correspondence, will be sent from the Office of the Minister for Education via email or fax, under the briefing note cover sheet, to a nominated officer in the MSU. Advice will be obtained from the responsible Departmental officer and returned to the requesting officer via email by MSU following executive approval. Briefings will not be provided for other Government Ministers, but information will be provided to the Minister for Education.

3. SPEECH AND BRIEFING NOTES FOR THE MINISTER TO ATTEND FUNCTIONS

Requests for speech and briefing notes will be sent to MSU from the Office of the Minister for Education via email under the speech and briefing note cover sheet. These will be prepared by Departmental staff, using the appropriate template, and returned to the Minister's office via email once executive approval has been obtained. Updates of attendance lists will be provided to the Minister's office by MSU the day before the event.

4. MINISTERIAL VISITS TO SCHOOLS

The Director General, through MSU, is to be notified of any impending visit to a school by the Minister for Education. The Department will provide briefing notes to the Office of the Minister for Education prior to the visit.

5. EMAIL REQUESTS FOR INFORMATION

Email requests from the Office of the Minister for Education, where it is anticipated that the answer can be provided in a paragraph or less via a return email, will be sent to the nominated officer in MSU for forwarding to the relevant officer in the Department for response. The prepared response will be forwarded to the requesting officer by the nominated MSU officer, following executive approval. Such correspondence will be logged and recorded.

6. URGENT REQUESTS BY EMAIL OR TELEPHONE

It is recognised that urgent requests from the Office of the Minister for Education will occur from time to time. Under these circumstances, only staff from MSU in the first instance, and those senior officers whose names are included on the contact list attached to this Agreement, can be approached by staff of the Minister's office either by telephone or email. The senior officer will provide the information to the Minister's office, confirming the advice, including verbal advice, via email with a cc to MSU.

7. PARLIAMENTARY QUESTIONS

Requests for draft responses to Parliamentary Questions will be received by the nominated Departmental officer in MSU via the Parliamentary electronic application, and responses will be prepared and returned using this application once executive approval and Director General sign-off have been obtained.

Parliamentary Questions Without Notice (Of Which Some Notice Is Given) will be treated as urgent by the Department and an answer will be provided the same or next day, as required.

Parliamentary Questions On Notice will be treated as highly important by the Department and will be answered as a matter of priority.

Questions should be emailed to the nominated officer in MSU, who will ensure appropriate action. Complex matters requiring significant research and coordination may necessitate an extended timeframe.

8. TIMELINES

The following parameters for timelines will apply:

Ministerial correspondence to Members of Parliament	5 working days
Ministerial correspondence to members of the public	10 working days
Briefing notes	At least 5 working days
Speech and briefing notes	At least 10 working days
School visit briefing notes	At least 10 working days
Parliamentary Questions On Notice	Within 10 working days
Parliamentary Questions Without Notice (Of Which Some Notice Is Given)	As per requested timeline
Media inquiries	To coincide with the daily news cycle

9. MEETINGS BETWEEN THE MINISTER FOR EDUCATION AND THE DIRECTOR GENERAL

Regular meetings will be held between the Minister for Education and the Director General. Relevant Departmental Senior Officers, nominated by the Director General, will also attend. Papers for agenda items for these meetings will be forwarded to the Minister at least two working days prior to the meeting.

10. ARRANGING MEETINGS INVOLVING DEPARTMENT OF EDUCATION STAFF

On all matters, requests by staff of the Office of the Minister for Education for Department of Education staff to attend meetings organised by the Office of the Minister for Education or other organisations will be made through the Director General. Departmental attendance at such meetings is at the discretion of the Director General. The record of agreed actions from such meetings needs to be endorsed by the Director General and the Chief of Staff.

11. MATTERS RELATING TO DRAFTING OF LEGISLATION

All matters relating to the drafting of legislation will be made in writing to the Director General. The Department will follow the *Getting Government Legislation Drafted and Enacted: Guidelines and Procedures*, provided by the Parliamentary Counsel's Office.

12. REQUIREMENTS INVOLVING THE AGENCY IN THE COMMITMENT OF RESOURCES BEYOND THE NORMAL FUNCTIONS AND DUTIES OF DEPARTMENT OF EDUCATION OFFICERS

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

Written advice to the Office of the Minister for Education on such matters shall be through the Director General.

13. CABINET MATTERS

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Education.

All requests from the Office of the Minister for Education for development of Cabinet submissions, or for comments on existing submissions, shall be made in writing to the Director General through MSU.

Unless otherwise agreed, Cabinet submissions initiated by the Department of Education are to be forwarded to the Office of the Minister for Education by the Director General before any third party individuals or organisations are permitted to see them. In cases where the Department of Education is developing submissions in conjunction with other agencies, or where their input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained.

All Cabinet papers between the Office of the Minister for Education and the Director General will be sent under confidential cover.

14. POINTS OF CONTACT IN THE OFFICE OF THE MINISTER FOR EDUCATION

In order to avoid overlap and confusion, points of contact will be coordinated to ensure that one officer from each office carries an enquiry to its conclusion.

15. COMMUNICATION FROM THE DEPARTMENT OF EDUCATION TO THE OFFICE OF A MINISTER RESPONSIBLE FOR OTHER PORTFOLIOS

Unless authorised by the Minister for Education or his Chief of Staff, all communications between the Department of Education and the office of another Minister or the Office of the Premier shall be directed through the Office of the Minister for Education.

16. COMMUNICATION BETWEEN THE DEPARTMENT OF EDUCATION AND MEMBERS OF PARLIAMENT

All such communication, both ways, shall be through the Office of the Minister for Education. This includes requests from Members of Parliament, other than the local member, to visit schools.

17. MEDIA

The Department of Education will provide non-political, accurate and timely media advice to the Office of the Minister for Education. This will occur through direct contact between the Media Adviser of the Office of the Minister for Education and identified media personnel from the Department of Education. All advice will be approved by the relevant senior executive or the Director General.

18. MAINTENANCE OF RECORDS

MSU will monitor and record all requests and responses using the Ministerial tracking system, MinTrack, and the Department's record-keeping system, TRIM.

Individual officers are responsible for recording all verbal requests and responses, providing the information by email to MSU, and informing relevant line management.

SIGNED 
SHARYN O'NEILL
DIRECTOR GENERAL

DATE: 27 MAR 2013

SIGNED 
HON PETER COLLIER MLC
MINISTER FOR EDUCATION

DATE: 28/4/13

DEPARTMENT OF EDUCATION

CENTRAL OFFICE CONTACT LIST

As a general rule, the Ministerial Services Unit (MSU) is the first point of contact for staff from the Minister's office. This is the approved list of contacts outside the MSU who can be approached by telephone or email.

Name	Title	Contact Number	Email Address
Sharyn O'Neill Karen Everett	Director General Executive Officer, Office of the Director General	9264 5050 9264 4165	Sharyn.ONeill@education.wa.edu.au Karen.Everett@education.wa.edu.au
David Axworthy	Deputy Director General, Schools	9264 4605	David.Axworthy@education.wa.edu.au
John Leaf	Deputy Director General, Finance and Administration	9264 4511	John.Lead@education.wa.edu.au
Garry Hewitt	A/Executive Director, Office of Early Childhood Development and Learning	9264 4606	Garry.Hewitt@education.wa.edu.au
Peter Titmanis	Executive Director, Innovation, Performance and Research	9264 4900	Peter.Titmanis@education.wa.edu.au
Eirlys Ingram	A/Executive Director, Statewide Services	9264 4267	Eirlys.Ingram@education.wa.edu.au
Clifford Gillam	Executive Director, Workforce	9264 4002	Clifford.Gillam@education.wa.edu.au
Lindsay Hale	A/Executive Director, Statewide Planning and Delivery	9264 8173	Lindsay.Hale@education.wa.edu.au
John Fischer	Executive Director, Infrastructure	9264 5166	John.Fischer@education.wa.edu.au
Eamon Ryan	Executive Director, Professional Standards and Conduct	9264 8954	Eamon.Ryan@education.wa.edu.au
Duncan Beresford-Ord	Executive Director, Aboriginal Education	9264 4230	Duncan.Beresford-Ord@education.wa.edu.au

Communication and Media Representatives

Jane Machin-Everill	Director, Corporate Communications and Marketing	9264 4855	Jane.Machin-Everill@education.wa.edu.au
Liz Di Giovanni	Manager, Media and Communications	9264 5348	Liz.DiGiovanni@education.wa.edu.au
David Mitchell	Principal Media Coordinator	9264 5821	David.Mitchell@education.wa.edu.au
Deana Pullella	Senior Media Officer	9264 4857	Deana.Pullella@education.wa.edu.au
Emma Jones	Senior Media Officer	9264 5723	Emma.Jones2@education.wa.edu.au
Susan Oldham	Senior Media Officer	9264 4749	Susan.Oldham@education.wa.edu.au
Claudine Ledwidge-O'Reilly	Media Officer	9264 4710	Claudine.Ledwidge-oreilly@education.wa.edu.au

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINISTER FOR EDUCATION AND STAFF OF THE COUNTRY HIGH SCHOOL HOSTELS AUTHORITY

1. Communications from the Office of the Minister to the Country High School Hostels Authority

In accordance with Section 74 of the *Public Sector Management Act 1994*, this agreement relates to the circumstances and manner in which communications (both written and verbal) and dealings will be conducted between staff of the Office of the Minister for Education and employees of the Country High School Hostels Authority (CHSHA). It is underpinned by the ethical principles, values and behaviours outlined in the Western Australian Public Sector Code of Ethics.

The agreement seeks to ensure:

- quality services to the Office of the Minister for Education;
- accuracy in written communication and Ministerial correspondence;
- efficient monitoring and tracking; and
- timeliness in the delivery of Ministerial services and correspondence.

In all such communications and dealings, the authority of staff of the Office of the Minister for Education is limited to actions for and on behalf of the Minister in relation to his portfolio responsibilities. When the requirement relates to the work of a Ministerial office employee, or another Minister, and is not for and on behalf of the Minister, this must be expressly stated.

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

1.1 Routine requests for information or research

- **Ministerial correspondence**
Requests from the Office of the Minister for Education for draft responses to Ministerial correspondence will be transmitted via the Ministerial bag to the Ministerial Services Unit (MSU) at the Department of Education. Responses, ready for the Minister's signature, will be prepared by CHSHA staff and returned to the Minister's office via the bag, once executive approval has been obtained. A copy of the final correspondence, stating date signed by the Minister, will be returned via the bag to MSU and on to the CHSHA for filing. Briefings relating to correspondence will also be requested in this manner.

- **Parliamentary Questions**

Requests for draft responses to Parliamentary Questions will be received by the nominated officer in MSU via the Parliamentary electronic application and responses prepared and returned using this application once CHSHA executive approval and Chief Executive Officer sign-off have been obtained.

Parliamentary Questions Without Notice (of which some notice is given) will be treated as urgent by the CHSHA and an answer will be provided the same or next day as required.

Parliamentary Questions On Notice will be treated as highly important by the CHSHA and will be answered as a matter of priority.

Questions should be emailed to MSU, which will ensure appropriate action. Complex matters requiring significant research and coordination may necessitate an extended timeframe.

- **Speech and briefing notes for the Minister to attend functions**

Requests for speech and briefing notes will be sent to MSU from the Minister's office via email or fax under the speech and briefing note cover sheet. These will be prepared by CHSHA staff using the appropriate template and returned to the Minister's office via email by MSU once executive approval has been obtained. Updates of attendance lists will be provided to the Minister's office via MSU the day before the event.

- **Email requests for information**

Email requests from the Minister's office, where it is anticipated that the answer can be provided in a paragraph or less via a return email, will be sent to the nominated officer in MSU for forwarding to the relevant officer in the CHSHA for response. The prepared response will be forwarded to the requesting officer by the nominated MSU officer, following executive approval. Such correspondence will be logged and recorded.

- **Urgent requests**

It is recognised that urgent requests from the Minister's office will occur from time to time. Under these circumstances, only staff from MSU in the first instance and those senior officers whose names are included on the contact list can be approached by staff of the Minister's office either by phone or email. The senior officer will provide the information to the Minister's office, confirm the advice (including verbal advice) via email with a cc to the MSU mailbox (ministerial.services@education.edu.au) and line management.

- **Timelines**

The following parameters for timelines will apply:

Ministerial correspondence to Members of Parliament	5 working days
Ministerial correspondence to members of the public	10 working days
Briefing notes	At least 5 working days
Speech and briefing notes	At least 10 working days
School visit briefing notes	At least 10 working days
Parliamentary Questions On Notice	Within 10 working days
Parliamentary Questions Without Notice	As per requested timeline
Media inquiries	To coincide with the daily news cycle

1.2 Arranging a meeting with relevant Authority 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.

- **Meetings between the Minister for Education and the CHSHA Chairperson**
Regular meetings will be held between the Chairperson and the Minister for Education. Relevant CHSHA Senior Officers, nominated by the Chairperson, will also attend. Papers for these meetings will be forwarded to the Minister at least two working days prior to the meeting. A record of the agreed actions from the meeting will be provided to the Minister's Chief of Staff within three days.
- **Meetings between the Minister for Education and the Chief Executive Officer**
Regular meetings will be held between the Chief Executive Officer and the Minister for Education. Relevant CHSHA Senior Officers, nominated by the Chief Executive Officer, will also attend. Papers for these meetings will be forwarded to the Minister at least two working days prior to the meeting. A record of the agreed actions from the meeting will be provided to the Minister's Chief of Staff within three days.
- **Arranging meetings involving CHSHA staff**
On all matters, requests by staff of the Office of the Minister for Education for CHSHA staff to attend meetings organised by the Office of the Minister for Education or other organisations will be

made through the Chief Executive Officer. CHSHA attendance at such meetings is at the discretion of the Chief Executive Officer.

1.3 Matters relating to the drafting of legislation

All matters relating to the drafting of legislation will be made in writing to the Chief Executive Officer. The CHSHA will follow the *Getting Government Legislation Drafted and Enacted: Guidelines and Procedures*, provided by the Parliamentary Counsel's Office.

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

All such requests should be directed to the Chief Executive Officer in writing. Written advice to the Office of the Minister for Education on such matters shall be through the Chief Executive Officer.

2. Communications from the Country High School Hostels Authority 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 Authority 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 the Authority.

In order to avoid overlap and confusion, points of contact will be coordinated to ensure that one officer from each office carries an enquiry to its conclusion.

3. Communications from the Country High School Hostels Authority to the Office of a Minister responsible for another portfolio or to another Member of Parliament

Unless authorised by the Minister for Education or Chief of Staff, all communications between the CHSHA and the office of another Minister or the Office of the Premier shall be directed through the Minister for Education.

Unless otherwise authorised, all communication between the Country High School Hostels Authority and a Member of Parliament, both ways, shall be through the Office of the Minister for Education.

4. Cabinet matters

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Education.

All requests from the Office of the Minister for Education for development of Cabinet submissions or for comments on existing submissions shall be made in writing to the Chief Executive Officer through MSU.

Unless otherwise agreed, Cabinet submissions initiated by the CHSHA are to be forwarded to the Office of the Minister for Education by the Chief Executive Officer before any third party individuals or organisations are permitted to see them. In cases where the CHSHA is developing submissions in conjunction with other agencies, or where their input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained.

All Cabinet papers between the Office of the Minister for Education and the Chief Executive Officer will be sent under confidential cover.

5. Media

The CHSHA will provide non-political, accurate and timely media advice to the Office of the Minister for Education. This will occur through direct contact between the Media Adviser of the Office of the Minister for Education and a Department of Education media representative. All advice will be approved by a senior CHSHA officer.

6. Maintenance of records

The Department of Education's MSU has implemented a monitoring and tracking system for Ministerial services.

It is the individual officer's responsibility to record all verbal requests and responses, providing the information by email and on TRIM to MSU and to inform relevant line management.

7. Resolution procedure for a breach of these arrangements

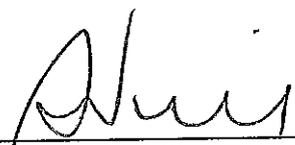
In the first instance, the Minister or his/her Chief of Staff and the Chief Executive Officer will discuss the breach and decide on any further action.

8. Directions by staff of the Office of the Minister, to staff of the Country High School Hostels Authority by the Minister, on the manner in which they are to perform their duties

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

SIGNED 
PETER COLLIER MLC
MINISTER FOR EDUCATION

DATE: 17/5/13

SIGNED 
SHARYN O'NEILL
CHIEF EXECUTIVE OFFICER

DATE: 15 MAY 2013

COUNTRY HIGH SCHOOL HOSTELS AUTHORITY

CONTACT LIST

As a general rule the Ministerial Services Unit (MSU) is the first point of contact for staff from the Minister's office. This is the approved list of contacts outside the MSU who can be approached by phone or email.

Name	Title	Contact Details
Richard Simonaitis	A/Chairperson	M: 0427 1700 54 E: Richard.Simonaitis@cbh.com.au
Sharyn O'Neill	Chief Executive Officer	T: 9264 4165 F: 9264 5014 M: 0407 913 315 E: Sharyn.Oneill@education.wa.edu.au
Jim Hopkins	Director	T: 9264 5432 F: 9264 5433 M: 0427 477 788 E: Jim.Hopkins@education.wa.edu.au

Dept of Education Communication and Media Representatives

Jane Machin-Everill	Director, Corporate Communications and Marketing	T: 9264 4855 M: 0419 943 085 E: jane.machin-everill@education.wa.edu.au
Liz Di Giovanni	Manager, Media and Communications	T: 9264 5348 M: 0409 295 842 E: liz.digiovanni@education.wa.edu.au
David Mitchell	Principal Media Coordinator	T: 9264 5821 M: 0411 117 267 E: david.mitchell@education.wa.edu.au
Emma Jones	Senior Media Officer	T: 9264 5723 E: emma.jones2@education.wa.edu.au

All Hours Media Advice: 9264 5821 (diverts to the on-call media officer mobile telephone)

Country High School Hostels Authority
151 Royal Street
EAST PERTH WA 6004
Tel: 9264 5434
Fax: 9264 5433
www.det.wa.edu.au/boarding

COUNTRY HIGH SCHOOL HOSTELS AUTHORITY

CONTACT LIST

As a general rule the Ministerial Services Unit (MSU) is the first point of contact for staff from the Minister's office. This is the approved list of contacts outside the MSU who can be approached by phone or email.

Name	Title	Contact Details
Richard Simonaitis	A/Chairperson	M: 0427 1700 54 E: Richard.Simonaitis@cbh.com.au
Sharyn O'Neill	Chief Executive Officer	T: 9264 4165 F: 9264 5014 M: 0407 913 315 E: Sharyn.Oneill@education.wa.edu.au
Jim Hopkins	Director	T: 9264 5432 F: 9264 5433 M: 0427 477 788 E: Jim.Hopkins@education.wa.edu.au

Dept of Education Communication and Media Representatives

Jane Machin-Everill	Director, Corporate Communications and Marketing	T: 9264 4855 M: 0419 943 085 E: jane.machin-everill@education.wa.edu.au
Liz Di Giovanni	Manager, Media and Communications	T: 9264 5348 M: 0409 295 842 E: liz.digiovanni@education.wa.edu.au
David Mitchell	Principal Media Coordinator	T: 9264 5821 M: 0411 117 267 E: david.mitchell@education.wa.edu.au
Emma Jones	Senior Media Officer	T: 9264 5723 E: emma.jones2@education.wa.edu.au

All Hours Media Advice: 9264 5821 (diverts to the on-call media officer mobile telephone)

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151 Royal Street
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www.det.wa.edu.au/boarding

Communication Agreement

between

The Office of the Minister for Education

and

The Department of Education Services

In accordance with Section 74 of the *Public Sector Management Act 1994*, this agreement relates to the circumstances and manner in which communications (both written and verbal) and dealings will be conducted between staff of the Office of the Minister for Education and the employees of the Department of Education Services. It is underpinned by the ethical principles, values and behaviours outlined in the Western Australian Public Sector Code of Ethics.

The agreement seeks to ensure:

- quality services to the Office of the Minister for Education
- accuracy in written communication and Ministerial correspondence
- efficient monitoring and tracking
- timeliness in the delivery of Ministerial services and correspondence.

In all such communications and dealings, the authority of staff of the Office of the Minister for Education is limited to actions for and on behalf of the Minister in relation to his portfolio responsibilities. When the requirement relates to the work of a Ministerial office employee and is not for and on behalf of the Minister, this must be expressly stated.

For all communications of a strategic policy nature where the Department 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 the Department.

1. Ministerial correspondence

Requests from the Office of the Minister for Education for draft responses to Ministerial correspondence will be transmitted via courier to the Department. Responses, ready for the Minister's signature, will be prepared by department staff and returned to the Minister's office via courier, once executive approval has been obtained. A copy of the final correspondence, stating date signed by the Minister, will be returned via the courier to the Department for filing. Briefings relating to correspondence will also be requested in this manner.

2. Briefings for information or advice regarding specific issues or topics

Requests for briefing notes, other than those relating to correspondence, will be sent from the Minister's office via email or fax under the briefing note cover sheet to a nominated officer in the Department. Advice will be obtained from the responsible departmental officer and returned to the requesting officer via email by the nominated officer following executive approval.

3. Speech and briefing notes for the minister to attend functions

Requests for speech and briefing notes will be sent to the nominated officer at the Minister's office via email or fax under the speech and briefing note cover sheet. These will be prepared by department staff using the appropriate template and returned to the Minister's office via email once executive approval has been obtained. Updates of attendance lists will be provided to the Minister's office by nominated officer the day before the event.

4. Email requests for information

Email requests from the Minister's office, where it is anticipated that the answer can be provided in a paragraph or less via a return email, will be sent to a nominated contact officer for forwarding to the relevant officer in the Department for response. The prepared response will be forwarded to the requesting officer by the nominated contact officer, following executive approval. Such correspondence will be logged and recorded.

5. Urgent requests

It is recognised that urgent requests from the Minister's office will occur from time to time. Under these circumstances, only those senior officers whose names are included on the contact list can be approached by staff of the Minister's office either by phone or email. The senior officer will provide the information to the Minister's office and confirm the advice, including verbal advice, in writing.

6. Parliamentary questions

Requests for draft responses to Parliamentary questions will be received by the nominated department officer via the Parliamentary electronic application. Responses will be prepared using this application and returned once executive approval and Chief Executive Officer signoff have been obtained.

Parliamentary Questions without notice will be treated as urgent by the Department and an answer provided in a matter of hours.

Parliamentary Questions without notice – of which some notice is given – will be treated as urgent by the Department and an answer will be provided the same or next day.

Parliamentary Questions with notice will be treated as highly important by the Department and will be answered as a matter of priority.

Questions should be emailed to the nominated officer, which will ensure appropriate action¹.

7. Timelines

The following parameters for timelines will apply:

- Ministerial correspondence: turnaround time for Members of Parliament – five working days
- Ministerial correspondence: turnaround time for members of the general public – 10 working days
- briefing notes – at least five working days
- speech and briefing notes – at least 10 working days
- media inquiries to coincide with the daily news cycle.

For Parliamentary Questions timelines, refer to the previous section.

¹ Complex matters requiring significant research and coordination may necessitate an extended timeframe.

8. Meetings between the Minister for Education and the Chief Executive Officer

Regular meetings will be held between the Chief Executive Officer and the Minister for Education. Relevant departmental Senior Officers, nominated by the Chief Executive Officer, will also attend. Papers for these meetings will be forwarded to the Minister not less than two working days prior to the meeting. A record of the agreed actions from the meeting will be provided to the Minister's Chief of Staff within three working days. The Minister will sign off on the agreed actions.

9. Arranging meetings involving Department of Education Services staff

On all matters, requests for department staff to attend meetings organised by the Office of the Minister for Education or other organisations will be made through the Chief Executive Officer. Departmental attendance at such meetings is at the discretion of the Chief Executive Officer. The record of agreed actions from such meetings needs to be endorsed by the Chief Executive Officer and the Chief of Staff.

10. Matters relating to drafting of legislation

All matters relating to the drafting of legislation will be made in writing to the Chief Executive Officer. The Department will follow the guidelines and procedures provided by Counsel's Office (*Getting Legislation Drafted and Enacted*).

11. Requirements involving the agency in the commitment of resources beyond the normal functions and duties of Department of Education Services officers

All such requests should be directed to the Chief Executive Officer in writing.

Written advice to the Office of the Minister for Education on such matters shall be through the Chief Executive Officer.

12. Cabinet matters

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Education.

All requests from the Office of the Minister for Education for development of Cabinet submissions or for comments on existing submissions shall be made in writing to the Chief Executive Officer through the nominated officer.

Unless otherwise agreed, Cabinet submissions initiated by the Department of Education Services are to be forwarded to the Office of the Minister for Education by the Chief Executive Officer before any third party individuals or organisations are permitted to see them. In cases where the Department of Education Services is developing submissions in conjunction with other agencies, or where their input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained.

All Cabinet papers between the Office of the Minister for Education and the Chief Executive Officer will be sent under confidential cover.

13. Points of contact in the office of the Minister for Education

In order to avoid overlap and confusion, points of contact will be coordinated to ensure that one officer from each office carries an enquiry to its conclusion.

14. Communication from the Department of Education Services to the office of a Minister responsible for other portfolios

Unless authorised by the Minister for Education or Chief of Staff, all communications between the Department of Education Services and the office of another Minister, other than the Minister for Training and Workforce Development, or the Office of the Premier, shall be directed through the Minister for Education.

15. Communication between the Department of Education Services and Members of Parliament

All such communication, both ways, shall be through the Office of the Minister for Education.

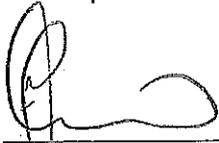
16. Media

The Department of Education Services will provide non-political, accurate and timely media advice to the Office of the Minister for Education. This will occur through direct contact between the Media Adviser and the Principal Policy Advisor of the Office of the Minister for Education and the Department of Education Services' identified media personnel. All advice will be approved by the relevant Corporate Executive member or the Chief Executive Officer.

Direct enquiries from the media to the Department of Education Services should be referred by the Chief Executive Officer, or his representative, to the Principal Policy Advisor in the Minister's Office in the first instance. How the matter is dealt with will be determined by the Minister's Office and the Department will proceed on the advice received.

17. Maintenance of records

The Department will implement a monitoring and tracking system for Ministerial services.



Signed
Richard Strickland
Chief Executive Officer



Signed
Hon Peter Collier MLC
Minister For Education

Date: 26/3/13

Date: 15/4/13

Department of Education Services

Contact List

This is the approved list of contacts that can be approached by phone or email.

Name	Title	Contact Number	Email Address
Richard Strickland	Chief Executive Officer	9441 1951 0419 912 180	Richard.Strickland@des.wa.gov.au
David Lloyd	Acting Executive Director, Corporate Governance & Non- Government Schools	9441 1963 0418 901 824	David.Lloyd@des.wa.gov.au
Terry Werner	Director, Higher Education & Legislative Review	9441 1955 0418 909 669	Terry.Werner@des.wa.gov.au
Mark Brown	Director, Education & Training Regulation	9441 1960 0409 119 501	Mark.Brown@des.wa.gov.au
Mike Helm	Director, Teacher Registration	923000606	
Carol Garlett	Chair, Aboriginal Education and Training Council	9441 1971 0417 911 877	Carol.Garlett@des.wa.gov.au
Anne Wright	Executive Assistant (Ministerial Liaison)	9441 1944	Anne.Wright@des.wa.gov.au
Richard Miles	Assistant Director, Higher Education Policy and Planning	9441 1968	Richard.Miles@des.wa.gov.au
Brad Viney	Assistant Director, Education & Training Regulation	9441 1961	Brad.Viney@des.wa.gov.au
Peter Wood	Assistant Director, Education & Training Regulation	9441 1984	Peter.Wood@des.wa.gov.au
Mike Helm	A/Director Teacher Registration Board	0419 962 394	Mike.Helm@trb.wa.gov.au
Laura Lochore	Coordinator, Strategic Planning and Governance	9441 1966	Laura.Lochore@des.wa.gov.au

Communication and Media Representatives

Richard Strickland	Chief Executive Officer	9441 1951 0419 912 180	Richard.Strickland@des.wa.gov.au
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**COMMUNICATION AGREEMENT BETWEEN
THE OFFICE OF THE MINISTER FOR EDUCATION AND
THE SCHOOL CURRICULUM AND STANDARDS AUTHORITY (SCSA)**

INTRODUCTION

In accordance with Section 74 of the *Public Sector Management Act of 1994*, this agreement relates to all communications between staff of the Office of the Minister for Education and the employees of the School Curriculum and Standards Authority.

The Chief Executive Officer (CEO) or nominated officer will sign-off on all communications.

1. WRITTEN CORRESPONDENCE

1.1 Ministerial correspondence

Requests from the Office of the Minister for Education for draft responses to Ministerial correspondence will be transmitted via courier to the SCSA. Responses, ready for the Minister's signature, will be prepared by the SCSA staff and returned to the Minister's office via courier. A copy of the final correspondence, showing date signed by the Minister, will be returned to the Authority for filing.

1.2 Briefings issues

Requests for briefing notes, other than those relating to correspondence, will be sent from the Minister's office via email or fax under the briefing note cover sheet to the Ministerial Liaison Officer in the SCSA. Advice will be obtained from the responsible SCSA officer and returned to the requesting officer by the Ministerial Liaison Officer via email following sign-off by the CEO or nominee.

1.3 Speech and Briefing Notes for the Minister to attend functions

Requests for speech and briefing notes will be sent to the Ministerial Liaison Officer from the Minister's office via email or fax under the speech and briefing note cover sheet. These will be prepared by the SCSA staff using the appropriate template and returned to the requesting officer following sign-off by the CEO or nominee. Updates of attendance lists will be provided to the Minister's office by the Ministerial Liaison Officer the day before the event.

1.4 Email requests for information

Email requests from the Minister's office, where it is anticipated that the answer can be provided in a paragraph or less via a return email, will be sent to the Ministerial Liaison Officer for forwarding to the relevant officer in the SCSA for response. The prepared response will be forwarded to the requesting officer by the Ministerial Liaison Officer, following approval by the CEO or nominee. Such correspondence will be logged and recorded.

1.5 Urgent requests

It is recognised that urgent requests from the Minister's office will occur from time to time. Under these circumstances, nominated SCSA staff (as described on attached contact list) can be approached by staff of the Minister's office either by phone or email.

2. PARLIAMENTARY QUESTIONS

Requests for draft responses to Parliamentary questions will be received by the Ministerial Liaison Officer via the Parliamentary electronic application. Responses are to be prepared and returned using this application, following approval by the CEO or nominee.

Parliamentary Questions without notice – of which some notice is given – will be treated as urgent by the SCSA and an answer will be provided the same or next day.

Parliamentary Questions on notice will be treated as highly important by the SCSA and will be answered as a matter of priority.

Questions should be emailed to the Ministerial Liaison Officer, which will ensure appropriate action, within the agreed timeline.

3. TIMELINES

The following parameters for timelines will apply:

- 3.1 Ministerial correspondence: turnaround time for Members of Parliament – five working days;
- 3.2 Ministerial correspondence: turnaround time for members of the general public – 10 working days;
- 3.3 Briefing notes – at least five working days;
- 3.4 Speech and briefing notes – at least 10 working days;
- 3.5 Media inquiries to coincide with the daily news cycle; and
- 3.6 Refer to Parliamentary Questions.

4. MEETINGS BETWEEN THE MINISTER FOR EDUCATION AND THE CHIEF EXECUTIVE OFFICER

Regular meetings will be held between the CEO and the Minister for Education. The Chairperson of the School Curriculum and Standards Authority will attend whenever possible. Relevant senior officers, nominated by the CEO, may occasionally attend. Papers for these meetings will be forwarded to the Minister two working days prior to the meeting. A record of the actions from the meeting will be tabled provided to the Chief of Staff prior to the following meeting.

5. ARRANGING MEETINGS INVOLVING SCHOOL CURRICULUM AND STANDARDS AUTHORITY STAFF

On all matters, requests by staff of the Office of the Minister for Education for School Curriculum and Standards Authority staff to attend meetings organised by the Office of the Minister for Education or other organisations, will be made through the CEO. SCSA attendance at such meetings is at the discretion of the CEO. The record of agreed actions from such meetings needs to be endorsed by the CEO and the Chief of Staff.

6. MATTERS RELATING TO DRAFTING OF LEGISLATION

All matters relating to the drafting of legislation will be made in writing to the CEO. The SCSA will follow the guidelines and procedures provided by Counsel's Office *Getting Legislation Drafted and Enacted*.

7. REQUIREMENTS INVOLVING THE AGENCY IN THE COMMITMENT OF RESOURCES BEYOND THE NORMAL FUNCTIONS AND DUTIES OF SCHOOL CURRICULUM AND STANDARDS AUTHORITY OFFICERS

All such requests should be directed to the CEO in writing.

Written advice to the Office of the Minister for Education on such matters shall be through the CEO.

8. CABINET MATTERS

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Office of the Minister for Education.

All requests from the Office of the Minister for Education for development of Cabinet submissions or for comments on existing submissions shall be made in writing to the CEO through the Ministerial Liaison Officer.

All Cabinet papers between the Office of the Minister for Education and the CEO will be sent under confidential cover.

9. COMMUNICATION FROM THE SCHOOL CURRICULUM AND STANDARDS AUTHORITY TO THE OFFICE OF A MINISTER RESPONSIBLE FOR OTHER PORTFOLIOS

Unless authorised by the Minister for Education or Chief of Staff, all communications between the School Curriculum and Standards Authority and the office of another Minister, including the Minister for Training or the Office of the Premier shall be directed through the Minister for Education.

All communications between the SCSA and members of Parliament shall be through the Office of the Minister for Education.

10. MEDIA

The SCSA will provide non-political, accurate and timely media advice to the Office of the Minister for Education. This will occur through direct contact between the Media Adviser of the Office of the Minister for Education and the School Curriculum and Standards Authority's identified media personnel. All advice will be approved by the CEO or relevant Corporate Executive member if the CEO is uncontactable. The SCSA will advise the Office of the Minister for Education of any media enquiries, and will seek acknowledgement by the Minister's Media Adviser prior to providing a response to the media.

11. POINTS OF CONTACT IN THE OFFICE OF THE MINISTER FOR EDUCATION

In order to avoid overlap and confusion, points of contact will be coordinated to ensure that one officer from each office carries an enquiry to its conclusion.

12. MAINTENANCE OF RECORDS

The Authority will implement a monitoring and tracking system for Ministerial services.

SIGNED 
Allan Blagaich
CHIEF EXECUTIVE OFFICER

SIGNED 
Hon Peter Collier MLC
MINISTER FOR EDUCATION

DATE: 23.4.13

DATE: 22/4/13

SCHOOL CURRICULUM AND STANDARDS AUTHORITY CONTACT LIST

As a general rule the Ministerial Liaison Officer is the first point of contact for staff from the Minister's office.

Name	Title	Contact Number	Email Address
Allan Blagaich	Chief Executive Officer	9273 6373 0412 771 401	allan.blagaich@scsa.wa.edu.au
Emeritus Prof Patrick Garnett	Chair, SCSA	9273 6364	patrick.garnett@scsa.wa.edu.au
Susie Johnstone Cindy Chan	Executive Officer – CEO and Chair	9273 6373 9273 6364	exec.officer@scsa.wa.edu.au
Robyn Smith	Director, Curriculum, Assessment and Moderation	9273 6386	robyn.smith@scsa.wa.edu.au
Steve Donatti	Director, Examination Services	9273 6359	steve.donatti@scsa.wa.edu.au
Juanita Healy	Director, Policy and Planning	9273 6310	juanita.healy@scsa.wa.edu.au
Russell Dyer	Director, Standards and Certification	9273 6347	russell.dyer@scsa.wa.edu.au
Janine Naim	Director, Corporate Services	9273 6331	janine.naim@scsa.wa.edu.au

Communication and Media Representative

George Temple	Principal Consultant, Corporate Communications	9273 6703 0417 903 064	george.temple@scsa.wa.edu.au
John Altham and Tracy Wealleans	Senior Consultant, Corporate Communications	9273 6329	john.altham@scsa.wa.edu.au tracy.wealleans@scsa.wa.edu.au

Ministerial Liaison

<p>Susie Johnstone / Cindy Chan Executive Officer and Ministerial Liaison School Curriculum and Standards Authority 27 Walters Drive OSBORNE PARK WA 6017</p>	<p><i>Ministerial Liaison Officer</i></p> <p>Tel: 9273 6373 and 9273 6364 Fax: 9273 6301 Email: exec.officer@scsa.wa.edu.au</p>
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**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF
THE OFFICE OF THE MINISTER FOR ABORIGINAL AFFAIRS AND
STAFF OF THE DEPARTMENT OF INDIGENOUS AFFAIRS**

❖ **Communications from the Office of the Minister to the Department of Indigenous Affairs**

All requirements should be for, and on behalf of, the Minister in relation to his/her 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 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 Indigenous Affairs 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 Director General or nominated officer has actually seen the response before it was sent from the Department.

❖ **Communications from the Department of Indigenous Affairs to the Office of a Minister responsible for another portfolio**

The Office of the Minister 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 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/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 staff of the Department of Indigenous Affairs, 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 Director General should be sought.



.....
Hon Peter Collier MLC
MINISTER FOR ABORIGINAL AFFAIRS

Date:

2/4/13



.....
Cliff Weeks
**DIRECTOR GENERAL
DEPARTMENT OF INDIGENOUS AFFAIRS**

Date:

26.3.13

**ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR ELECTORAL AFFAIRS
AND
STAFF OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION**

❖ **Communications from the Office of the Minister for Electoral Affairs to the Western Australian Electoral Commission**

All requirements should be for, and on behalf of, the Minister in relation to his/her responsibilities as Minister for Electoral Affairs. 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 Western Australian Electoral Commission 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 Western Australian Electoral Commission officer should sign off the briefing note.

- ***Requirements involving the Western Australian Electoral Commission in committing resources (beyond the normal functions and duties of the Western Australian Electoral Commission'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 Western Australian Electoral Commission to the Office of the Minister for Electoral Affairs**

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 Western Australian Electoral Commission 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 the Western Australian Electoral Commission.

❖ **Communications from the Western Australian Electoral Commission to the Office of a Minister responsible for another portfolio**

The Office of the Minister for Electoral Affairs 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 Minister for Electoral Affairs.

❖ **Cabinet matters**

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

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

In the first instance, the Minister for Electoral Affairs 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 Minister for Electoral Affairs , to staff of the Western Australian Electoral 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 for Electoral Affairs staff give direction to an officer of the Western Australian Electoral Commission on the manner in which they are to perform their functions, the concurrence of the Chief Executive Officer should be sought.



MINISTER

Date: 17/4/13



CHIEF EXECUTIVE OFFICER

Date:

11 April 2013