COMMUNICATION AGREEMENT
BETWEEN THE
OFFICE OF THE MINISTER FOR SENIORS AND AGEING; VOLUNTEERING
AND
THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES

1. BASIS FOR COMMUNICATION

This arrangement formalises the manner and circumstances in which communications are to be had between ministerial officers assisting the Minister and employees of the Department of Local Government and Communities (hereafter called the Department).

This arrangement should be read in conjunction with:

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

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 DEPARTMENT

- ***General Principles***

All requests 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 of contact.

All communication to and from the Minister's office must be logged and tracked by the Department's Ministerial Liaison Coordinator (MLC).

All comments and advice from the Department must be endorsed by the Director General, and should be deemed non-authorised if not endorsed.

Appendix 1

DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES

Name	Title	Phone	Email
Jennifer Mathews	Director General	Extn: 21414 Mob: 0438 670 411	jennifer.mathews@dlgc.wa.gov.au
Jacqueline Lay	Executive Assistant	Extn: 21401	jacqueline.lay@dlgc.wa.gov.au
Narrell Lethorn	Director, Office of the Director General	Extn: 18605 Mob: 0421 585 987	narrell.lethorn@dlgc.wa.gov.au
Daevid Anderson	Manager, Ministerials and Strategic Coordination	Extn: 21465 Mob: 0409 200 046	daevid.anderson@dlgc.wa.gov.au
Claire Havard	Ministerial Liaison Coordinator	Extn: 21407	claire.havard@dlgc.wa.gov.au
Stephanie Reincastle	Strategy and Research Officer	Extn: 21432	stephanie.reincastle@dlgc.wa.gov.au
Issy Rule	Manager, Community and Corporate Communications	Extn: 18688	issy.rule@dlgc.wa.gov.au
Scott Hollingworth	Executive Director, Community Building and Services	Extn: 21488 Mob: 0477 342 690	scott.hollingworth@dlgc.wa.gov.au

All briefing notes, whether specifically requested or prepared at the Department's instigation, will be provided to the Minister's office in the agreed format.

Timeline:

- As requested by the Minister's office.

Speech Notes

Urgent requests for speech notes and event briefs will be sent to the Department via email to ministerials@dlgc.wa.gov.au. Speech notes and event briefs will be prepared by Departmental staff and emailed to the Minister's Appointments Secretary in the agreed format following approval by the Director General.

Timeline:

- As requested by the Minister's office.

Parliamentary Questions

Requests for draft responses to Parliamentary Questions will be emailed to ministerials@dlgc.wa.gov.au via the Parliamentary Questions System, with responses prepared and returned following approval by the Director General.

- ***Media enquiries***

Requests for draft media responses are to be directed to the MLC in the first instance, though direct contact between the Minister's Media Adviser and the Department's Manager, Corporate Communications is allowed.

All draft responses are to be approved by the Director General then emailed to the Minister's office.

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

All meeting requests must be referred to the Director General or the Director, Office of the Director General.

- ***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 officer and Director General informed of developments.

- ***Significant and/or contentious issues***

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

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINSTER FOR SPORT AND RECREATION AND EMPLOYEES OF THE DEPARTMENT OF SPORT AND RECREATION.

❖ Communications from the Office of the Minister to the Department of Sport and Recreation.

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 Director General or his nominated officers listed in Attachment 1.

- ***Arranging a meeting with relevant Department of Sport and Recreation employees and requesting their attendance***

All matters of a strategic nature must be referred to the Director General or nominated officers listed in Attachment 1. 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 officers listed in Attachment 1. The relevant authorised departmental officer should sign off the briefing note and all ministerial correspondence is managed through the Office of the Director General.

- ***Requirements involving the Department of Sport and Recreation 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 Department of Sport and Recreation to the Office of the Minister

Generally, communication should occur through the Director General or his nominated officers listed in Attachment 1.

Attachment 1 – List of Nominated Officers

Strategic issues / policy implications

- Manager, Executive Services.
- Director, Strategic Policy and Regional Services.
- Director, Facilities and Camps.
- Director, Industry Development and Participation.
- Director, Business Management.
- Project Director, Perth Stadium Project Team.

Communications / media management

- Communications Manager
- Project Manager, Stakeholder Engagement and Communications, Perth Stadium Project Team.

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF THE OFFICE OF THE MINSTER FOR SPORT AND RECREATION AND EMPLOYEES OF WA INSTITUTE OF SPORT.

❖ **Communications from the Office of the Minister to the WA Institute of Sport.**

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 his nominated officers listed in Attachment 1.

- ***Arranging a meeting with relevant WA Institute of Sport employees and requesting their attendance***

All matters of a strategic nature must be referred to the Chief Executive Officer or nominated officers listed in Attachment 1. 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 officers listed in Attachment 1. The relevant authorised departmental officer should sign off the briefing note and all ministerial correspondence is managed through the Office of the Chief Executive Officer.

- ***Requirements involving the WA Institute of Sport 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 WA Institute of Sport to the Office of the Minister**

Generally, communication should occur through the Chief Executive Officer or his nominated officers listed in Attachment 1.

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

Hon Mick Murray MLA

MINISTER FOR SPORT AND RECREATION

Date: 3.5.17

Steven Lawrence

CHIEF EXECUTIVE OFFICER
WA INSTITUTE OF SPORT

Date: 2 May 2017

ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN STAFF OF
THE OFFICE OF THE MINSTER FOR SPORT AND RECREATION
AND STAFF OF THE
WA Sports Centre Trust (VenuesWest)

❖ **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 Chief Executive Officer or nominated officers listed in Attachment 1.

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

All matters of a strategic nature must be referred to the Chief Executive Officer, Board Chair or nominated officers listed in Attachment 1. For other matters, the appropriate delegated staff may be approached direct.

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

For each piece of legislation, after an initial discussion with the Chairman about the objectives of the legislative change, a drafting officer will be nominated by the Agency 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 officers listed in Attachment 1. Wherever practicable, the Chief Executive 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 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.

Attachment 1

Nominated Officers – VenuesWest

Chairman	Richard Muirhead
Chief Executive Officer	David Etherton
Chief Operating Officer	Peter Bauchop
Director Strategy, Marketing and Governance	Janis Carren
Director Corporate Services	Steve Paul
Director Portfolio Management	Colin Brandis
Manager Executive Services	Helen Hill
Communications Manager	Emma Neal / Erin Gallagher