MINISTER FOR LANDS

S74 Communications Arrangement - Minister for Planning and the Department for Planning and Infrastructure

In accordance with Premier’s Circular 2007/13 and as specified under s74 of the Public Sector Management Act, please find attached the Communications Agreement between the Minister for Lands and the Department for Planning and Infrastructure.

Eric Lumsden PSM
Director General
3/12/2008
COMMUNICATION AGREEMENT

BETWEEN

THE MINISTER FOR LANDS

AND THE

DEPARTMENT FOR PLANNING AND INFRASTRUCTURE

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 the Department for Planning and Infrastructure (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 will be directed through the Office of the Director General.

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

All matters of a strategic nature will be referred to the Director General or other officer nominated by the Director General.

- 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 – i.e., 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.
Ministerial related requests

Ministerial correspondence, briefing notes and speeches will be prepared in accordance with procedures outlined in the Correspondence Manual provided by the Office of the Minister for Lands.

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

Briefing notes
Requests for briefing notes will be sent via email to a nominated Agency officer. Briefing Notes will be returned to the requesting officer via email with the Director General or nominated officer’s approval. Most Briefing Notes, whether specifically requested or prepared at the Agency’s instigation, will be provided to the Minister’s office in the format shown at Appendix 1. However, where a Briefing Note has been requested by the Ministerial Appointment Secretary or the Ministerial Executive Officer, the template shown at Appendix 2 is to be used.

Speeches
Requests for speeches (or speech notes) and associated briefing notes will be sent to the Agency (Ministerial and Parliamentary Services) via email. On outline of the Minister’s requirements ie. the message to be given and the key points to be covered etc, must be provided by the Minister’s Office by way of a completed Speech Brief (Appendix 3). Speeches will be prepared in dot point format, Arial 14 font. Any accompanying briefing notes will be prepared in line with the format shown at Appendix 2. Documents will be returned to the Minister’s office via email with the Director General or nominated officer’s approval.

Parliamentary Questions
Requests for draft replies to Parliamentary Questions will be forwarded to the Agency’s nominated officer via the electronic Parliamentary Question System, with responses prepared and returned using this System following the Director General or nominated officer’s approval. All draft replies will include the name and contact number of an officer who can advise on any changes or provide further urgent information if needed.

Contentious issue notes
Contentious issue notes will be provided in the template shown at Appendix 5 on an ongoing basis. Contentious issue notes will also be provided on subjects requested by the Minister’s Office.

Media enquiries
Media enquiries seeking information not readily available from the Minister’s Media Advisors or Policy Officers should be sent to the Agency’s Communications Branch (Public Relations Manager or Officer) via email. The information from the Agency will be relayed to the Ministers office via email.
Timelines
The following timelines will apply for:
- Ministerial correspondence – turnaround time for Members of Parliament will be 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – within the timeframe stated;
- Speech notes – within the timeframe stated;
- Media enquiries – turnaround time as required to coincide with the daily news cycle and as advised 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 Director General 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 Director General. If this is not possible, the Director General will be informed as soon as practicable.

• Significant and/or Contentious Issues

The Director General will ensure that the Minister is regularly advised of all significant and/or contentious issues, and in particular, on any pending or likely adverse findings by regulatory bodies. All briefings about such matters will be undertaken in a frank and direct manner by the Director General and will occur in formal meetings. In urgent situations, a written briefing note on a matter will be forwarded by the Director General and discussed with the Minister at an appropriate time, preferably at a formal meeting.

3. AGENCY COMMUNICATIONS TO THE MINISTERIAL OFFICE

• Communications from the Agency to the Minister’s Office

Generally, all communications should occur through the Director General or nominated officer. Routine communications will be directed through the Minister’s relevant Policy Adviser. Other very important communications will be directed through the Minister’s Chief of Staff, or other officer nominated by the Minister or Chief of Staff.

Communications relating to media enquiries or media announcements will be made directly to the Minister’s media advisor/press secretary, by the Agency’s Communications Branch. The Director General will be informed of communication of this nature via email.
• Formal meetings with the Minister

Formal meetings with the Minister will occur on a weekly basis or as scheduled by
the Minister’s Appointments Secretary. Agendas will be discussed with the Minister’s
relevant Policy Advisor prior to finalisation and will normally contain no more than 6
items, with one of those being general business. Agendas will be presented in the
format shown at Appendix 6 and meeting notes will be presented in the format shown
at Appendix 1.

• Communications from the Agency to another Minister’s Office

The Minister’s office will be informed of all such communications as they occur or as
soon as practical thereafter. 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 coordinated through the Minister’s Policy Advisor.

• Briefings for Members of Parliament (including opposition Members)

Under normal circumstances Members of Parliament will approach Ministerial Offices
seeking an Agency briefing on specified issues. If referred to the Agency, it will
respond to such requests as outlined by the Minister’s Office.

There may also be occasions where, through other mechanisms eg. committee
meeting, award function, community briefing, a Member of Parliament (or
representative) may seek further information on an issue by way of an Agency
briefing. On these occasions, such requests will be referred to the Minister’s Office
for direction prior to the Agency making any commitment to provide a briefing.

• Executive Council Submissions

All Executive Council submissions will be signed off by the Director General or other
officer nominated by the Director General and forwarded to the Minister’s Office in a
red plastic wallet.

On occasions where there is a requirement for amendments to be published in the
Government Gazette on the Friday following the Tuesday Executive Council (ExCo)
meeting, a direct collection of papers from ExCo is required to enable Gazetted
deadlines to be met. On these occasions, a nominated Agency officer will seek
approval to do so from the Executive Officer prior to making direct contact with the
Formalities Officer at ExCo. Papers will be collected and delivered to the State Law
Publisher to arrange Gazetted. A copy of the ExCo papers will be provided to the
Executive Officer, Minister’s Office and to the Agency’s Ministerial and Parliamentary
Services unit, for their respective records.

• Cabinet matters

All Submissions for consideration by Cabinet will be directed through the Minister’s
Office, signed-off by the Director General or other officer nominated by the Director
General. Draft submissions are to be lodged for the Minister’s consideration at least
10 working days in advance of the deadline associated with Cabinet’s 10-day rule
(i.e. 20 working days prior to the date of the Cabinet meeting).
4. RESOLUTION PROCEDURE

- Resolution procedure for a breach of these arrangements

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

HON BRENDON GRYLLS MLA
MINISTER FOR LANDS

Date: 19 DEC 2008

Eric Lumsden PSM
Director General
Department for Planning and Infrastructure

Date: 3/12/18
KEY PERSONNEL

Department for Planning and Infrastructure:

- Assistant Director General, Operations
- General Manager, State Land Services
- General Manager, Pastoral Land
- Manager, Infrastructure Corridors
- Director, Ministerial and Parliamentary Services
- Manager, Communications
- Manager, Public Relations

- Ministerial and Parliamentary Services personnel

- Selected Agency officers for the purposes of seeking expedient clarification or further advice relative to a matter currently with the Minister
Briefing Note to the Minister for Lands

TITLE: Insert Subject

KEY MESSAGE

Insert key lines here - no more than one paragraph/two sentences - summary of what Minister really needs to know

Optional: This briefing note has also been submitted to the Minister for ....

Recommendation

- Insert one or more clear recommendations: That you ...

Background

Insert detail of background if required

Current Situation

Insert detail of current situation

Sensitivities

Insert detail of sensitivities or Nil

Eric Lumsden PSM
Director General

[Signature]

[Approval Options]

[Minister for Lands]

Contact:
Enter name: Enter position title
Enter phone no. Enter mobile no.

ADG/ED/GM:
Enter name: Enter abbrev position title
Enter phone no. Enter mobile no.

Date: Enter date eg 31 July 2007
MINISTER FOR LANDS

1. BACKGROUND

[Insert background information pertaining to the event/meeting request or issue]. Please note that briefing notes should be kept to one (1) page in length. However, two (2) pages are permissible if specified or absolutely required. If further information is required in the briefing note, please include as attachments.

2. CURRENT SITUATION

Provide details of the current situation/status.

3. ACTION REQUIRED

That the Minister for [Portfolio] (please amend according to request – event/appointment/briefing note and to circumstances)

a. Notes this information.
b. Confirms his availability to participate in [Insert event details ]

Eric Lumsden PSM
Director General

1/1/2008

AUTHOR/DATE
CONTACT
## SPEECH BRIEF

To be completed by Executive Officer/Appointments Officer/Policy Officer and approved by Minister before sending to Agency

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Minister’s Role</td>
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<tr>
<td>Duration of Speech</td>
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<td>Organising Body</td>
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<tr>
<td>Date &amp; Time</td>
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<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Audience – number and area of interest</td>
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<tr>
<td>Message to be given</td>
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<tr>
<td>Key Points</td>
<td></td>
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</tbody>
</table>

Minister's Office contact: __________________________

Approved by Minister for Lands: ______________________

Date: __________________________
SPEECH COVER SHEET FOR
THE HON. ..........

(TITLE OF EVENT)

(VENUE AND ADDRESS)

(DATE OF FUNCTION)

(TIME)
MINISTER FOR LANDS

ISSUE: (BRIEF STATEMENT OF ISSUE)

BACKGROUND: (BULLET POINTS)
  
  
  
  
  
  
  
  

SUGGESTED SPEAKING POINTS (BULLET POINTS)
  
  
  
  

CONTACT NAMES AND NUMBERS (INCL MOBILE):
MINISTER'S OFFICE:
DEPARTMENT: PLANNING AND INFRASTRUCTURE:

Note: Full references including page references must be provided, quotation marks must be used where statements are drawn from previously published works and copies of all original sources or relevant extracts must be provided as attachments to the briefing note.
Weekly Meeting with Minister for Lands

(Time)
(Day and Date)
(Venue)

Attendees:

AGENDA

1  Actions from last meeting
2  
3  
4  
5  
6  Other business/next meeting
# DEPARTMENT FOR PLANNING AND INFRASTRUCTURE
## CONTACT LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Directorate</th>
<th>Telephone</th>
<th>Mobile</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Lumsden</td>
<td>Director-General</td>
<td>92547500</td>
<td>0417981181</td>
<td>Meteida Perera</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[Teresa Stiles]</td>
</tr>
<tr>
<td>Meteida Perera</td>
<td>Executive Officer</td>
<td>92647501</td>
<td>0411389017</td>
<td>Theresa Stiles</td>
</tr>
<tr>
<td>Janice Robinson</td>
<td>A/Director, Ministerial and Parliamentary Services</td>
<td>92647519</td>
<td></td>
<td>Sharon Aisbett</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[Belinda Chami]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jason Rader</td>
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<td></td>
<td>Andrew Cooper</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>June Winsome-Smith</td>
</tr>
<tr>
<td>Athol Jamieson</td>
<td>Assistant Director-General/Operations</td>
<td>92168700</td>
<td>0417959505</td>
<td>Lana Harris</td>
</tr>
<tr>
<td>Ron Pumphrey</td>
<td>A/General Manager, State Land Services</td>
<td>93475020</td>
<td>0438851230</td>
<td>Joanne/Lalita</td>
</tr>
<tr>
<td>Larry Fouracres</td>
<td>Manager, Metropolitan</td>
<td>93475107</td>
<td>0438851231</td>
<td></td>
</tr>
<tr>
<td>Ken McCrackan</td>
<td>Manager, South East Region</td>
<td>93475049</td>
<td>0438851227</td>
<td></td>
</tr>
<tr>
<td>Steve Burgess</td>
<td>Manager, Mid-West</td>
<td>93475100</td>
<td>0438851228</td>
<td></td>
</tr>
<tr>
<td>Garry Crow</td>
<td>Manager, South West</td>
<td>93475090</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murray Raven</td>
<td>Manager, Kimberley-Pilbara</td>
<td>93475034</td>
<td>0428953855</td>
<td></td>
</tr>
<tr>
<td>Nevin Wittber</td>
<td>General Manager, Pastoral Land</td>
<td>93475120</td>
<td>0407773584</td>
<td></td>
</tr>
<tr>
<td>David Lanagan</td>
<td>Manager, Native Title Unit</td>
<td>93475081</td>
<td>0407422265</td>
<td></td>
</tr>
<tr>
<td>Peter Lewis-Aifleck</td>
<td>A/Manager, Infrastructure Corridors</td>
<td>93475130</td>
<td>0407968550</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Dampier Bunbury Natural Gas Pipeline)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Flynn</td>
<td>Manager, Communications</td>
<td>92168712</td>
<td>0412158146</td>
<td></td>
</tr>
<tr>
<td>Emma Cooper</td>
<td>Manager, Public Relations</td>
<td>92168715</td>
<td>0439516500</td>
<td></td>
</tr>
</tbody>
</table>
Dear Minister

COMMUNICATION ARRANGEMENTS

Please find attached the Communications Arrangements between The Office of the Minister for Regional Development and The Gascoyne Development Commission for your signature.

Yours sincerely

Stephen Yule
Chief Executive Officer

1 December 2008
COMMUNICATION ARRANGEMENTS

Between

THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

And

THE GASCOYNE DEVELOPMENT COMMISSION

OVERVIEW

Section 74 of the Public Sector Management Act specifies that the manner and circumstances in which communications and dealings between ministerial support staff and the employees of agencies occur are to be the subject of written arrangements by the relevant Minister.

Interactions between these two groups are, and will continue to be frequent. These guidelines are provided to assist both groups to maintain a co-operative working relationship while preserving the integrity of their different roles in providing advice and support to the Minister and the Government.

It is important that both groups appreciate their different roles and responsibilities in supporting the Minister and the Government. The authority and responsibilities of Ministerial Office Staff, (Minister's Office) is for, and on behalf of, the Minister in relation to his whole-of-Government and whole-of-portfolio responsibilities. The authority and responsibilities of the Gascoyne Development Commission staff (GDC) is to provide advice and support, through the Chief Executive Officer (CEO), who represents the GDC view of the issues and alternatives.

Notwithstanding any arrangements set out below, Ministerial staff and officers of the GDC will not interfere with each other in the exercise of their obligations and responsibilities. If in any circumstances it appears desirable that Ministerial staff give direction to GDC staff on the manner in which they are to perform their functions, this approach will only be made by a senior officer in the Minister's office and will require the prior agreement of the CEO.

These guidelines should be applied giving full consideration to the different needs of the particular situation or issue. Officers from both groups should keep in mind the key principles and intent of maintaining the integrity of their responsibilities while providing a quality service rather than the precise and detailing working of any particular clause.
SECTION A: GENERAL GUIDELINES

1. As a general principle, requests made by Ministerial staff for information or for action to be taken by the GDC should be in writing and addressed to the CEO or his nominee using the agreed routines and procedures — see Section B.

2. However, it is recognised that due to time constraints or the routine administrative nature of some requests, an oral or e-mail approach by the Minister's Office and an oral or e-mail response by the GDC may be more appropriate. To assist facilitation of such requests, the following general principals should apply:

   a. Ministerial staff may approach the GDC Senior Project Manager when information sought relates to a matter of fact or process, excluding finance matters eg. Matters of an historical nature, matters in progress within the GDC, library advice, specific project work either proposed or in progress.

   b. Routine queries relating to information on GDC finance and administration eg. GDC expenditure, purchasing, fleet vehicles, staff travel, which do not involve questions of policy, can be directed to the Manager Corporate Services.

   c. Requests from the Minister's office for information or advice about specific policy matters should originate from the Minister's senior staff in writing to the CEO or his nominee, through the procedures established under Section B. An example would be a request for a statement about what the GDC's advice would be to the Minister given a particular circumstance or issue. If the request is urgent it should be made orally to the CEO or, if the CEO is unavailable, to the Senior Project Manager. If this officer is not readily available, the request should be directed to the CEO's Executive Assistant.

3. Responses should normally be in writing through the CEO or in the CEO's absence, the Senior Project Manager, acting as Deputy CEO, signing on behalf of the CEO. If time constraints require an oral response, the CEO should be advised of the matter as soon as possible.

4. In all instances where the routine referral procedures have not been used, both the GDC and Ministerial staff involved are required to act responsibly to ensure that any necessary procedures and permanent records required by either the GDC or the Minister's office are reinstated, retrospectively if necessary. In particular, file copies of e-mails and File Notes of conversations containing information requested and provided should be maintained on permanent files.
5. Staff of both offices should not make telephone or e-mail inquiries on the status of correspondence referred through the normal processes, except through the channels established for handling these inquiries. See Section B.

6. All written correspondence (including facsimiles and e-mails) between the Minister's office and the GDC should refer to a Ministerial Reference Number for accurate record keeping. This number should be generated by the Minister's office and recorded at the top of correspondence to the GDC. In the case of telephone requests, the number should be advised and written on a File Note by the GDC officer.

7. All written correspondence from the Minister's office should also record the date for the return of information or action requested. In identifying this date, Ministerial staff should assess the relative importance of the request in relation to the priorities of the region. The maximum time should be provided to enable the GDC to process the request in a professional manner.

Timelines
The following timelines will apply for Ministerials:
- Ministerial correspondence – turnaround time for Members of Parliament will be 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – no later than 5 working days following the request;
- Speech notes – at least 10 working days prior to the event; and
- Media inquiries – turnaround time as requested by the Minister's Media Adviser.

8. The GDC's Executive Assistant will maintain a record of all Ministerial correspondence, including the Ministerial Reference Number, the due date and the date of reply by the GDC.

SECTION B: REQUESTS FOR DRAFT RESPONSES, BRIEFING NOTES, SPEECH NOTES, STAFF TO ATTEND MEETINGS, ADVICE, REFERRAL OF CORRESPONDENCE FOR DIRECT RESPONSE, PARLIAMENTARY QUESTIONS, ETC.

1. Requests falling into the above categories will be made in writing to the CEO or his nominee through the established and agreed referral procedures. These procedures should be followed in all circumstances.
2. Responses from the CEO to the Minister will similarly follow the agreed procedures, which include authorisations for signing on behalf of the CEO and for ensuring the CEO is kept informed.

3. General inquiries by the GDC staff as to the status or progress of a particular piece of correspondence with the Minister’s office, eg whether draft correspondence has been signed or travel requests approved, must be made to the CEO or his/her designated senior officers and not directly to Ministerial staff.

4. When the Minister requests changes to correspondence, which are of a minor nature, eg. The correction of typographical errors or minor work changes to draft correspondence, the Minister’s office staff can fax or e-mail the requested changes direct to the GDC’s Executive Assistant, who will arrange for corrected, reprinted original correspondence to be provided to the Minister’s office by post or by e-mail.

5. Requested changes of a more significant nature should be achieved by returning the correspondence through the agreed referral procedures.

SECTION C: MATTERS RELATING TO DRAFTING OF LEGISLATION

All matters relating to drafting of legislation will be made in writing to the CEO.

SECTION D: CABINET MATTERS

1. All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the CEO and the Minister’s Office.

2. All requests from the Minister’s Office for development of Cabinet Submissions or for comments on existing submissions shall be in writing to the CEO or his nominee.

3. Unless otherwise agreed, Cabinet Submissions initiated by the GDC are to be forwarded to the Minister’s Office by the CEO before any third party is allowed to see them. In cases where the GDC is developing a submission in conjunction with other agencies, or where other agency input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained and the senior officer shall inform the CEO that the work is being carried out.
4. All Cabinet papers between the Minister's Office and the CEO will be sent under confidential cover. If faxed communications are necessary, adequate security arrangements shall be implemented.

SECTION E: REQUIREMENTS INVOLVING UNUSUAL COMMITMENT OF RESOURCES (beyond the normal functions and duties of officers)

1. Any such requests should only be directed from a senior officer in the Minister's office and be directed to the CEO, preferably in writing if time allows. If the CEO is unavailable and the request is urgent, an approach should be made to the GDC's Senior Project Manager in the first instance, if unavailable to the Manager Corporate Services, and then in the final instance to the CEO's Executive Assistant.

2. If the arrangement is dealt with in the absence of the CEO, he/she must subsequently be advised.

3. In all cases written advice to the Minister's Office shall be directed through the CEO or a delegated nominee.

SECTION F: GDC CONTACT WITH OTHER PORTFOLIO MINISTERS, THE PREMIER AND THEIR STAFF

1. All communication between the GDC and another portfolio Minister, the Premier or their staff shall be directed through the office of the Minister for the Gascoyne. When communications are urgent but not of a policy nature eg. Speech notes for the Premier, these may be communicated direct to the Minister concerned but will subsequently be processed through the accepted procedures. However, a copy of the direct communication to another Minister should also be forwarded at the same time to the Minister for the Gascoyne.

2. Similarly, the GDC will ensure that referrals from other portfolio Ministers' offices are received via the office of the Minister for the Gascoyne. Where a matter is urgent, a response may be provided direct. However, verbal authorisation should be obtained as soon as necessary. Direct contact, either way will only occur in exceptional circumstances of genuine urgency. Normal processes will be followed on all other occasions.

3. It is acknowledged that the GDC has a direct involvement with other portfolio Ministers with discrete projects (including Regional Cabinet meetings and ministerial visits) and issues. The GDC is permitted to make direct contact with these Ministers provided the CEO obtains the
prior written approval of the Minister for the Gascoyne. The CEO is to submit to the Minister for the Gascoyne a list detailing relevant portfolio Ministers, projects and issues at the commencement of each calendar year.

4. Inquiries received by the GDC from Members of State or Commonwealth Parliaments, which are of a routine nature, eg requests for copies of GDC publications, and may be responded to directly. All other inquiries should be politely referred to the Minister’s Office and a senior officer informed of the request.

SECTION G: RESOLUTION OF DIFFICULTIES WITH THESE PROCEDURES

Should any difficulties occur with these arrangements, or breaches to them, the CEO and the Minister, or their specifically delegated representatives, will discuss and resolve the situation, if necessary, recommending changes to the guidelines.

GASCOYNE DEVELOPMENT COMMISSION CONTACT LIST

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen Yule</td>
<td>Chief Executive Officer</td>
<td>(08) 9441 1803</td>
<td><a href="mailto:stephen.yule@gdc.wa.gov.au">stephen.yule@gdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Tami Maire</td>
<td>Senior Project Manager</td>
<td>(08) 9441 1803</td>
<td><a href="mailto:tami.maire@gdc.wa.gov.au">tami.maire@gdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Jill Dwyer</td>
<td>Executive Assistant</td>
<td>(08) 9441 1803</td>
<td><a href="mailto:jill.dwyer@gdc.wa.gov.au">jill.dwyer@gdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Kylie Pearse</td>
<td>Reception &amp; Administration Assistant</td>
<td>(08) 9441 1803</td>
<td><a href="mailto:kylie.pearse@gdc.wa.gov.au">kylie.pearse@gdc.wa.gov.au</a></td>
</tr>
</tbody>
</table>

Signed: ........................................... Date: 8/12/08
Chief Executive Officer
Gascoyne Development Commission

Signed: ........................................... Date: ......................
Minister for Regional Development
MINISTERIAL COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR
REGIONAL DEVELOPMENT; LANDS AND
STAFF OF LANDCORP

Agreed communication arrangements between Ministerial Officers and
staff of LandCorp

Overview

Interaction between the Minister's Office and LandCorp is, and will continue to
be frequent. These guidelines are provided to assist both groups to maintain
cooporative working relationships. Notwithstanding any arrangement set out
below, Ministerial staff and LandCorp officers will not interfere with each other
in the exercise of their obligations and responsibilities.

These guidelines should be applied giving full consideration to the needs of a
particular situation or issue. Officers from both groups should at all times
adhere to providing a quality service rather than the precise and detailed
wording of any particular clause. In particular, there needs to be flexibility
when a response or advice is urgently sought.

As a general principle, all requests made by the Minister's Office for
information or for action to be taken by LandCorp should be in writing and
addressed to the Chief Executive Officer using the agreed routines,
procedures and templates. However, it is recognised that due to time
constraints or the routine/administrative nature of some requests, an oral or
e-mail approach (or a combination) may be more appropriate.

It is LandCorp policy that all contact to and from the Minister's Office should
be made through the Office of the Chief Executive only.

1. Routine requests for information or research

Requests made by Ministerial staff for information or for action to be taken by
LandCorp should be in writing (including facsimile and email) addressed to the Chief Executive Officer or nominated Officer. This would
apply in the following circumstances:

- Requests for draft responses, briefing notes, speech notes, staff to
  attend meetings, advice, referral of correspondence for direct
  response, parliamentary questions etc.;
- Matters relating to drafting of legislation;
- Cabinet Matters; and
- Requirements involving unusual commitment of resources (beyond the
  normal functions and duties of LandCorp staff)

All requests will be responded to by LandCorp in a timely manner and
within agreed timeframes set by the Minister's Office. Extensions to
response timelines will be requested and negotiated with the Minister's Office on an individual case by case basis.

Responses to Parliamentary Questions both with and without notice will be treated as urgent by LandCorp and will be responded to as a matter of priority.

2. **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;
- Refer to Parliamentary Questions.

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

All matters of a strategic nature must be referred to the Chief Executive Officer or nominated officer.

4. **Matters relating to the drafting of legislation**

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

5. **Requests for briefing notes**

All requests should be made through the Chief Executive Officer or nominated officer in writing. These requests are to be issued giving appropriate notice for a response. Requests are to be as clear and detailed as possible, stating exactly what is required and by whom and when it is required and giving the issue of particular interest.

6. **Requirements involving LandCorp in the committing of resources (beyond the normal functions and duties of Landcorp 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.
7. **Communications from LandCorp 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 LandCorp 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 LandCorp.

8. **Communications from LandCorp to the Office of a Minister responsible for another portfolio**

All communication between LandCorp and other portfolio Ministers, Members of Parliament and the Premier or their staff should be directed through the Minister's Office.

LandCorp may communicate directly with the Minister for Planning's Office on matters that fall within the jurisdiction of the Minister for Planning, including the Perry Lakes and Hope Valley Wattleup redevelopment projects and other relevant projects as required.

The Office of the Minister should be informed of any ad hoc communications with other portfolio Ministers, the Premier or their staff.

9. **Cabinet matters**

All submissions for consideration by Cabinet should be directed through the Office of the Minister in writing using the agreed processes.

10. **Media queries and communications**

Any communication initiated by the Minister or his nominee should be directed to the Chief Executive Officer or nominated officer, with the exception of media inquiries where the Minister's Media Adviser may liaise directly with LandCorp's Corporate Communications team.

11. **Resolution procedure for a breach of these arrangements**

Should any difficulties arise with these arrangements, the Minister or his Chief of Staff and the Chief Executive Officer will discuss and resolve the situation, if necessary recommending changes to policy and practice.

---

Hon Brendan Grylls MLA
MINISTER FOR REGIONAL DEVELOPMENT; LANDS

Date: 8 DEC 2006

Ross Holt
CHIEF EXECUTIVE OFFICER
LANDCORP

Date: 25/11/08
CONTACT LIST - LANDCORP

LandCorp
Level 3 Wesfarmers House
40 The Esplanade
PERTH WA 6000
www.landcorp.com.au

In the first instance Officers from the Office of the Chief Executive Officer are to be contacted.

For daily General Correspondence and Ministerial Liaison please contact Jodie Salle or Claire Evans.

For CEO appointments please contact Claire Alley.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Mobile</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Holt</td>
<td><a href="mailto:ross.holt@landcorp.com.au">ross.holt@landcorp.com.au</a></td>
<td>9482 7420</td>
<td>0417 900 641</td>
<td>9383 3721</td>
</tr>
<tr>
<td>Claire Evans</td>
<td><a href="mailto:claire.evans@landcorp.com.au">claire.evans@landcorp.com.au</a></td>
<td>9482 7416</td>
<td>0447 922 332</td>
<td></td>
</tr>
<tr>
<td>Lesley Affleck (P/F)</td>
<td><a href="mailto:lesley.affleck@landcorp.com.au">lesley.affleck@landcorp.com.au</a></td>
<td>9482 7583</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jodie Salle</td>
<td><a href="mailto:jodie.salle@landcorp.com.au">jodie.salle@landcorp.com.au</a></td>
<td>9482 7546</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claire Alley</td>
<td><a href="mailto:claire.alley@landcorp.com.au">claire.alley@landcorp.com.au</a></td>
<td>9482 7424</td>
<td></td>
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</table>

For urgent instances where the Chief Executive Officer is unavailable the following three General Managers may be contacted, however the Chief Executive Officer is to be notified as soon as practicable.

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office</th>
<th>Mobile</th>
<th>Home</th>
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<tbody>
<tr>
<td>Mike Moloney</td>
<td><a href="mailto:mike.moloney@landcorp.com.au">mike.moloney@landcorp.com.au</a></td>
<td>9482 7408</td>
<td>0418 956 266</td>
<td>9385 0101</td>
</tr>
<tr>
<td>Frank Marra</td>
<td><a href="mailto:frank.marra@landcorp.com.au">frank.marra@landcorp.com.au</a></td>
<td>9482 7443</td>
<td>0418 940 525</td>
<td>9287 2469</td>
</tr>
<tr>
<td>Kerry Fijac</td>
<td><a href="mailto:kerry.fijac@landcorp.com.au">kerry.fijac@landcorp.com.au</a></td>
<td>9482 7486</td>
<td>0439 902 706</td>
<td>9345 2341</td>
</tr>
</tbody>
</table>
For General Media inquiries the Corporate Communications team are to be contacted direct.

Note that Sue Smith is to be contacted for Corporate organisational queries or if the three Communications Coordinators are not available only.

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<tr>
<th>Name</th>
<th>Email</th>
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<th>Mobile</th>
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</thead>
<tbody>
<tr>
<td>Sue Smith</td>
<td><a href="mailto:sue.smith@landcorp.com.au">sue.smith@landcorp.com.au</a></td>
<td>9482 7546</td>
<td>0409 690 165</td>
</tr>
<tr>
<td>Communications Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiona Cheyne</td>
<td><a href="mailto:fiona.cheyne@landcorp.com.au">fiona.cheyne@landcorp.com.au</a></td>
<td>9482 7556</td>
<td>0431 275 918</td>
</tr>
<tr>
<td>Coordinator - Metro/Industry Infrastructure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hilary Woodley</td>
<td><a href="mailto:hilary.woodley@landcorp.com.au">hilary.woodley@landcorp.com.au</a></td>
<td>9482 7556</td>
<td>0417 937 970</td>
</tr>
<tr>
<td>Communications Coordinator - Regional Issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Felicity Carlin</td>
<td><a href="mailto:felicity.carlin@landcorp.com.au">felicity.carlin@landcorp.com.au</a></td>
<td>9482 7492</td>
<td>0404 414 828</td>
</tr>
<tr>
<td>Communications Coordinator - Special Projects (i.e. Perth Waterfront; Bunbury Waterfront, Contentious Issues Projects generally)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MINISTER FOR REGIONAL DEVELOPMENT

COMMUNICATIONS ARRANGEMENTS – OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT AND THE KIMBERLEY DEVELOPMENT COMMISSION.

Further to the requirements of S74 of the Public Sector Management Act please find attached a signed copy of the final Communication Arrangements agreed between this Office and the Office of the Minister for Regional Development.

An electronic copy has also been lodged with your office.

I note that a copy will be lodged with the Director of the Ministry of Premier and Cabinet following the endorsement of the Minister.

Jeff Gooding
Chief Executive
23 October 2008
COMMUNICATION ARRANGEMENTS BETWEEN
THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT
AND
THE KIMBERLEY DEVELOPMENT COMMISSION

OVERVIEW

Section 74 of the Public Sector Management Act 1994 specifies that the manner and circumstances in which communications and dealings between Ministerial support staff and the employees of Agencies occur are to be the subject of written arrangements by the relevant Minister.

Interactions between these two groups are, and will continue to be, frequent. These guidelines are provided to assist both groups to maintain a co-operative working relationship while preserving the integrity of their different roles in providing advice and support to the Minister and the Government.

It is important that both groups appreciate their different roles and responsibilities in supporting the Minister and the Government. The authority and responsibilities of the Ministerial Office Staff (Minister’s Office) is for, and on behalf of, the Minister in relation to his/her whole-of-government and whole of portfolio responsibilities. The authority and responsibility of the Kimberley Development Commission staff (KDC) is to provide advice and support, through the Chief Executive Officer (CEO), who represents the KDC view of the issues and alternatives.

Notwithstanding any arrangements set out below, Ministerial staff and officers of the Kimberley Development Commission (KDC) will not interfere with each other in the exercise of their obligations and responsibilities. If in any circumstances it appears desirable that Ministerial staff give direction to KDC staff on the manner in which they are to perform their functions this approach will only be made by a senior officer in the Minister’s Office and will require the prior agreement of the Chief Executive.

These guidelines should be applied giving full consideration to the different needs of a particular situation or issue. Officers from both groups should keep in mind the key principles and intent of maintaining the integrity of their responsibility while providing a quality service rather than the precise and detailed working of any particular clause.
1. GENERAL BUSINESS

As a general principle, requests made by Ministerial staff for information or for action to be taken by the KDC should be in writing and addressed to the Chief Executive or his nominee using the agreed routines and procedures – see Section 2.

However, it is recognised that, due to time constraints or the routine, administrative nature of some requests, a verbal or e-mail approach by the Minister’s Office and a verbal or e-mail response by the KDC may be more appropriate. To assist facilitation of such requests, the following general principles should apply.

Any appropriate KDC officer may be approached by Ministerial staff when information sought simply relates to a matter of fact or process (e.g. Matters of an historical nature, expenditure information from the KDC’s Finance Section, Library or administrative advice).

Routine queries relating to matters in process within the KDC, which do not involve questions of policy can be directed to the most relevant KDC officer and may, if appropriate, involve meetings with the KDC officer(s). An example would be information on the progress of a specific project which is already in train. The KDC officers should advise their supervisor who will, based on the importance of the issue, determine whether more senior officers need to be informed.

Requests from the Minister’s office for information or advice about specific policy matters should originate from the Minister’s senior staff in writing to the Chief Executive or his nominee, through the procedures established under Section 2 below. An example would be a request for a statement about what the KDC’s advice would be to the Minister, given a particular circumstance or issue. If the request is urgent it should be made verbally to the Chief Executive or, if the Chief Executive is unavailable, the responsible senior officer. If such a senior officer is not readily available, the request should be direct to the Chief Executive’s Executive Officer.

Responses should normally be in writing through the Chief Executive or in his absence through the senior officer on behalf of the Chief Executive. If time constraints require a verbal response the Chief Executive or his nominee should be advised of the matter as soon as possible.

In all instances where the routine referral procedures have not been used, both the officers involved are required to act responsibly to ensure that any necessary procedures and permanent records required by either the KDC or the Minister’s Officer are reinstated, retrospectively if necessary. In particular, file copies of e-mails and File Notes of conversations containing information requested and provided should be maintained on permanent files.

Staff of both offices should not make telephone or e-mail enquiries on the status of correspondence referred through normal processes, except through the channels established for handling these enquiries. See Section 2 below.
2. REQUESTS FOR DRAFT RESPONSES, BRIEFING NOTES, SPEECH NOTES,
STAFF TO ATTEND MEETINGS, ADVICE, REFERRAL OR CORRESPONDENCE
FOR DIRECT RESPONSE, PARLIAMENTARY QUESTIONS, ETC..

Requests falling into the above categories will be made in writing to the Chief Executive
or his nominee through the established, agreed referral procedures. These procedures
should be followed in all circumstances.

Responses from the Chief Executive or his nominee to the Minister will similarly follow
the agreed procedures which include authorisations for signing on behalf of the Chief
Executive and for ensuring the Chief Executive is kept informed.

General enquiries from KDC staff as to the status or progress of a particular piece of
correspondence, eg, whether draft correspondence has been signed or travel requests
approved, should be addressed to KDC staff and not directly to Minister's Office staff.

When the Minister requests changes to correspondence which are of a minor nature –
eg the correction of typographical errors or minor word changes in draft correspondence,
the processes include a facility for the Minister's Office administrative personnel to fax or
e-mail the requested changes direct to the KDC's Executive Officer who will arrange for
corrected, reprinted original correspondence to be provided in the next delivery of
correspondence to the Minister's office or by e-mail.

Requested changes of a more significant nature should be achieved by returning the
correspondence through the agreed referral procedures.

The following agreed timelines will apply:

Ministerial correspondence
The turnaround time for Ministerial correspondence from Members of Parliament will be
five working days.

The Commission will submit draft responses to Ministerial correspondence from Members of Parliament to the Minister's Office by e-mail within five working days following the request.

The turnaround time for Ministerial correspondence from Members of the General Public will be ten working days.

The Commission will submit draft responses to Ministerial correspondence from Members of the General Public to the Minister's Office by e-mail within ten working days following the request.

Ministerial briefing notes
The Commission will submit Ministerial briefing notes to the Minister's Office by e-mail no later than five working days following the request.

Ministerial speech notes
The Commission will submit draft Ministerial speech notes to the Minister's Office by e-mail at least ten working days prior to the event for which they are prepared.
Media enquiries
The Commission's Chief Executive or delegate will contribute to media enquiries as requested by the Minister's Media Advisor.

3. MATTERS RELATING TO DRAFTING OF LEGISLATION
All matters relating to drafting of legislation will be made in writing to the Chief Executive.

4. CABINET MATTERS
All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Chief Executive or his nominee and the Minister's Office.

All requests from the Minister's Office for development of Cabinet Submissions or for comments on existing submissions, shall be in writing to the Chief Executive or his nominee.

Unless otherwise agreed, Cabinet Submissions initiated by the KDC are to be forwarded to the Minister's Office by the Chief Executive or his nominee before any third party is allowed to see them. In cases where the Commission is developing submissions in conjunction with other Agencies, or where other Agency input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained and the senior officer shall inform the Chief Executive or his nominee that the work is being carried out.

All Cabinet papers between the Minister's Office and the Chief Executive or his nominee will be sent under confidential cover. If faxed communications are necessary, adequate security arrangements shall be implemented.

5. REQUIREMENTS INVOLVING UNUSUAL COMMITMENT OF RESOURCES
(Beyond the normal functions and duties of departmental officers.)

Any such request should only be directed from a senior officer in the Minister's Office and be directed to the Chief Executive, preferably in writing if time allows. If the Chief Executive is unavailable and the request is urgent, an approach should be made to a senior officer or to the Chief Executive's Executive Officer.

If the arrangement is dealt with in the absence of the Chief Executive, he/she must be subsequently advised.

In all cases written advice to the Minister's Office shall be directed through the Chief Executive or a delegated nominee.
6. COMMISSION CONTRACT TO THE OTHER PORTFOLIO MINISTERS, THE PREMIER AND THEIR STAFF.

All communications between the KDC and another portfolio Minister, the Premier or their staff shall be directed through the Office of the Minister for Regional Development. Where communications are urgent but not of a policy nature (e.g. speech notes for the Premier) these may be communicated directly to the Minister concerned, but will subsequently be processed through the accepted procedures. However, a copy of the direct communication to another Minister should also be forwarded at the same time to the Minister for Regional Development.

Similarly, the KDC will ensure that referrals from other portfolio Minister's Offices are received via the Office of the Minister for Regional Development. Where a matter is urgent, a response may be provided directly. However, verbal authorisation should be obtained as soon as practicable and the written processes established, retrospectively if necessary. Direct contact, either way, will only occur in exceptional circumstances of genuine urgency. Normal processes will be followed on all other occasions.

It is acknowledged that the KDC has a direct involvement with other portfolio Ministers with discrete projects (including Regional Cabinet meetings and Ministerial visits) and issues. The KDC is permitted to make direct contact with other portfolio Ministers provided the Chief Executive obtains the prior written approval of the Minister for Regional Development. The Chief Executive is to submit to the Minister for the Kimberley a list detailing relevant portfolio Minister's projects and issues at the commencement of each calendar year.

Enquiries received by the KDC from members of State or Commonwealth Parliaments which are of a routine nature, e.g. requests for copies of KDC publications, may be responded to directly. All other inquiries should be politely referred to the Minister's Office and a senior officer informed of the request.
7. RESOLUTION OF DIFFICULTIES WITH THESE PROCEDURES

Should any difficulties occur with these arrangements, or breaches to them, the Chief Executive and the Minister or their specifically delegated representatives will discuss and resolve the situation, if necessary, recommending changes to the guidelines.

[Signature]

Chief Executive
Kimberley Development Commission

Date

[Signature]

Minister for Regional Development

Date 25 NOV 2008
APPENDIX 1  
KDC STAFF CONTACT LIST FOR MINISTERS OFFICE

A list of KDC Officer contact details is provided for reference. These Officers may be contacted directly by the Ministers Office in addition to the Chief Executive.

Where the Chief Executive is not immediately involved, all communication between the Ministers Office and KDC Officers is to be brought to his earliest attention.

**KUNUNURRA OFFICE**
7 Ebony Street
PO Box 620, Kununurra WA 6743

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Mobile</th>
<th>Fax &amp; Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Gooding</td>
<td>Chief Executive Officer</td>
<td>0419 907 668</td>
<td>08 9168 3264 (wk)</td>
<td>9168 1146</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Satellite phone</td>
<td>Telephone conference</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0424 211 039</td>
<td>08 9168 3410</td>
<td>9168 2044</td>
</tr>
<tr>
<td>Vacant (please refer Liz Kirkby or Shakira McGrath)</td>
<td>Executive Officer</td>
<td><a href="mailto:eo@kdc.wa.gov.au">eo@kdc.wa.gov.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shakira McGrath</td>
<td>Clerical Receptionist</td>
<td>0400 822 429</td>
<td><a href="mailto:shakira.mcgrath@kdc.wa.gov.au">shakira.mcgrath@kdc.wa.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>Liz Kirkby</td>
<td>Senior Projects Officer</td>
<td>0409 681 162</td>
<td><a href="mailto:liz.kirkby@kdc.wa.gov.au">liz.kirkby@kdc.wa.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>Anna Moulton</td>
<td>Ord Enhancement Scheme (OES) Program Manager</td>
<td>0409 524 699</td>
<td><a href="mailto:anna.moulton@kdc.wa.gov.au">anna.moulton@kdc.wa.gov.au</a></td>
<td></td>
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**BROOME OFFICE**
Cnr Napier & Dampier Tce
PO Box 172, Broome WA 6725

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Mobile</th>
<th>Email</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Kelvin Barr</td>
<td>Deputy Director</td>
<td>0407 137 266</td>
<td><a href="mailto:kelvin.barr@kdc.wa.gov.au">kelvin.barr@kdc.wa.gov.au</a></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Satellite phone</td>
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<tr>
<td></td>
<td></td>
<td>0406 121 769</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marty Hayes</td>
<td>Research Officer</td>
<td>0412 441 355</td>
<td><a href="mailto:marty.hayes@kdc.wa.gov.au">marty.hayes@kdc.wa.gov.au</a></td>
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COMMUNICATION AGREEMENT

BETWEEN

THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

AND

THE WHEATBELT DEVELOPMENT COMMISSION

In accordance with Section 74 of the Public Sector Management Act of 1994, the following agreement has been determined in relation to the circumstances and manner in which communications (both written and verbal) and dealings between staff of the Office of the Minister for Regional Development and the employees of the Wheatbelt Development Commission. It is underpinned by the ethical principles, values and behaviours outlined in the Western Australian Public Sector Code of Ethics.

In such communications and dealing, the authority of Ministerial support staff is limited to actions for an on behalf of the Minister in relation to his portfolio.

Notwithstanding any arrangements set out below, at no time are Ministerial support staff able to interfere with officers of the Commission in the exercise of their statutory responsibilities.

1. MINISTERIAL CORRESPONDENCE

Requests from the Office of the Minister for Regional Development for draft responses to Ministerial correspondence will be transmitted electronically to the Commission’s Executive Assistant. Responses for the Minister’s signature will be prepared by Commission staff and returned to the Minister’s office via email, once Chief Executive Officer approval has been obtained. A copy of the final correspondence, stating date signed by the Minister, will be returned via post to the Commission 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 will be sent from the Minister's office via email or fax under the briefing note cover sheet to the Executive Assistant. Advice will be obtained from the responsible Commission officer and returned to the requesting officer via email following Chief Executive Officer approval.

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

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

4. REQUESTS FOR INFORMATION

Routine 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 Executive Assistant for forwarding to the relevant officer in the Commission for a response. The prepared response will be forwarded to the requesting officer following Chief Executive Officer approval.

The Chief Executive Officer is responsible for the actions of officers from the Commission who make direct contact with Ministerial support staff outside the terms of this agreement. All communications of a strategic or policy nature are to be endorsed by the Chief Executive Officer. When the Chief Executive Officer cannot be contacted, this communication should specify if the strategy or policy is one which the Chief Executive Officer is aware of or fits within Commission policy, or precedent. In this situation, it is the agency's responsibility to ensure the Chief Executive Officer is advised of the communication.

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 nominated staff 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 Executive Assistant will provide the information to the Minister's office, confirm the advice, including verbal advice.
6. **PARLIAMENTARY QUESTIONS**

Requests for draft responses to Parliamentary Questions will be received by the Executive Assistant via the Parliamentary electronic application and responses prepared and returned using this application once Chief Executive Officer signoff has been obtained.

Parliamentary Questions Without Notice will be treated as urgent by the Commission 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 Commission and an answer will be provided the same or next day.

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

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;
- Refer to Parliamentary Questions.

8. **MEETINGS BETWEEN THE MINISTER FOR REGIONAL DEVELOPMENT AND THE CHIEF EXECUTIVE OFFICER**

Regular meetings will be held between the Chief Executive Officer and the Minister for Regional Development. Relevant Departmental Senior Officers, nominated by the Chief Executive Officer, will also attend. Papers for these meetings will be forwarded to the Minister 24 hours prior to the meeting.

9. **ARRANGING MEETINGS INVOLVING SOUTH WEST DEVELOPMENT COMMISSION STAFF**

On all matters, requests by staff of the Office of the Minister for Regional Development for Wheatbelt Development Commission staff to attend meetings organised by the Office of the Minister for Regional Development or other organisations, will be made through the Executive Assistant through the Chief Executive Officer. Commission attendance at such meetings is at the discretion of the Chief Executive Officer.
10. **MATTERS RELATING TO DRAFTING OF LEGISLATION**

All matters relating to the drafting of legislation will be made in writing and directed to an officer nominated by the Chief Executive Officer.

11. **REQUIREMENTS INVOLVING THE AGENCY IN THE COMMITMENT OF RESOURCES BEYOND THE NORMAL FUNCTIONS AND DUTIES OF SOUTH WEST DEVELOPMENT COMMISSION OFFICERS**

All such requests should be directed to the Chief Executive Officer, or if the Chief Executive Officer is unavailable and the requirement is urgent, through the Executive Assistant to the Chief Executive Officer. These requests will be in writing; however, there may be instances where these requests are initially verbal and subsequently confirmed in writing.

Written advice to the Office of the Minister for Regional Development on such matters shall be through the Chief Executive Officer or the Executive Assistant to 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 Regional Development.

All requests from the Office of the Minister for Regional Development for development of Cabinet Submissions or for comments on existing Submissions shall be made in writing to the Chief Executive Officer through the Executive Assistant.

Unless otherwise agreed, Cabinet Submissions initiated by the Wheatbelt Development Commission are to be forwarded to the Office of the Minister for Regional Development by the Chief Executive Officer before any third party individuals or organisations are permitted to see them. In cases where the Wheatbelt Development Commission 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 Regional Development and the Chief Executive Officer will be sent under confidential cover.

13. **POINTS OF CONTACT IN THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT**

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 WHEATBELT DEVELOPMENT COMMISSION TO THE OFFICE OF A MINISTER RESPONSIBLE FOR OTHER PORTFOLIOS

Unless authorised by the Minister for Regional Development or Chief of Staff, all communications between the Wheatbelt Development Commission and the office of another Ministers or the Office of the Premier shall be directed through the Minister for Regional Development.

15. COMMUNICATION BETWEEN THE WHEATBELT DEVELOPMENT COMMISSION AND MEMBERS OF PARLIAMENT

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

16. MEDIA

The Wheatbelt Development Commission will provide non-political, accurate and timely media advice to the Office of the Minister for Regional Development. This will occur through direct contact between the Media Adviser of the Office of the Minister for Regional Development and the Wheatbelt Development Commissions Executive Assistant. All advice will be approved by the Chief Executive Officer.

17. MAINTENANCE OF RECORDS

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

18. RESOLUTION PROCEDURES FOR A BREACH OF THE MINISTER’S AGREEMENT

In the first instance, the Chief Executive Officer and the Minister for Regional Development will discuss any breach of this agreement in order to resolve the situation.
WHEATBELT DEVELOPMENT COMMISSION CONTACT LIST

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Singe</td>
<td>Chief Executive Officer</td>
<td>9622 7222</td>
<td><a href="mailto:Davidsinge@wheatbelt.wa.gov.au">Davidsinge@wheatbelt.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0427 227 222</td>
<td></td>
</tr>
<tr>
<td>Grant Arthur</td>
<td>Assistant Director</td>
<td>9622 7222</td>
<td><a href="mailto:grantarthur@wheatbelt.wa.gov.au">grantarthur@wheatbelt.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0407 385 732</td>
<td></td>
</tr>
<tr>
<td>Breanne Chimes</td>
<td>Executive Assistant</td>
<td>9622 7222</td>
<td><a href="mailto:Breanne.chimes@wheatbelt.wa.gov.au">Breanne.chimes@wheatbelt.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>0429 118 121</td>
<td></td>
</tr>
<tr>
<td>Norm Brierley</td>
<td>Manager of Finance and</td>
<td>9622 7222</td>
<td><a href="mailto:Normbrierley@wheatbelt.wa.gov.au">Normbrierley@wheatbelt.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td>Corporate Services</td>
<td>0429 118 121</td>
<td></td>
</tr>
</tbody>
</table>

Date: 4 November 2008

DAVID SINGE  
CHIEF EXECUTIVE OFFICER  
WHEATBELT DEVELOPMENT COMMISSION

Date: 10. NOV. 2000
23 October 2008

Attention: Ms Anne Polski
Office of the Minister for Regional Development; Lands;
Minister Assisting the Minister for Transport;
Minister Assisting the Minister for State Development
Level 9, Dumas House
2 Havelock Street
WEST PERTH 6005

Dear Anne,

Re: Communication Agreement

I refer to previous communications in relation to the above.

Please find enclosed Communication Agreement between the Goldfields-
Esperance Development Commission and the Office of the Minister for
Regional Development. Could you please arrange for the Minister to sign
same and return a copy to this office for our records.

If you require any further information please do not hesitate to contact me
on 9080 5002.

Yours sincerely

Mrs Cobie Fryer
Executive Assistant
COMMUNICATION AGREEMENT

BETWEEN

OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

AND

GOLDFIELDS-ESPERANCE DEVELOPMENT COMMISSION

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 the Goldfields-Esperance Development Commission.

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 responsibility of the relevant parties will be preserved.

2. MINISTERIAL OFFICE COMMUNICATIONS TO THE GOLDFIELDS-ESPERANCE DEVELOPMENT COMMISSION

- Routine requests for information or research

Routine requests of this nature should be directed through the Executive Assistant to the Chief Executive Officer, or officers nominated by the Chief Executive Officer. Only in circumstances where an urgent requirement exists and the designated officer is available, will direct contact be made with the relevant Commission officer. In such circumstances the officer concerned will be responsible for informing management of such requests.
- Arranging a meeting with relevant Goldfields-Esperance Development Commission staff and requesting their attendance

On matters of a strategic nature, requests for meetings and staff attendance will be referred to the Chief Executive Officer. For matters of a general nature, requests should be directed to the Executive Assistant to the Chief Executive Officer.

- Directions to the Goldfields-Esperance Development Commission

Ministerial staff will only direct officers of the Goldfields-Esperance Development Commission in a manner consistent with Section 74(2) of the Public Sector Management Act 1994 – i.e. with the agreement of the employing authority. Any directions by the Minister to a specific Board of Management within the Minister’s portfolio will be given in accordance with the specific Act under which the Board was established.

- Request for Briefing Notes

All requests for briefing notes will be made through the Chief Executive Officer or the Executive Assistant to the Chief Executive Officer.

- Timelines

The following timelines will apply:

- Ministerial correspondence: turnaround time for Members of Parliament – 5 working days following receipt;
- Ministerial correspondence: turnaround time for members of the general public – 10 working days following receipt;
- Briefing notes: no later than 5 working days following the request;
- Speech notes: at least 10 working days prior to the event;
- Media inquiries to coincide with the daily news cycle.

- 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 Chief Executive Officer informed of developments.
• Requirements involving the Goldfields-Esperance Development Commission in committing resources (beyond the normal functions and duties of the Goldfields-Esperance Development Commission officers)

All such requests will be directed in writing to the Chief Executive Officer, or if the Chief Executive Officer is unavailable and the requirement is urgent, through the Executive Assistant to the Chief Executive Officer. If this is not possible, the Chief Executive Officer will be informed as soon as practicable. There may be instances where these requests are initially verbal and subsequently confirmed in writing.

3. COMMUNICATIONS FROM THE GOLDFIELDS-ESPERANCE DEVELOPMENT COMMISSION TO THE MINISTERIAL OFFICE

• Communications from the Goldfields-Esperance Development Commission to the Minister's Office

Routine communications will be directed through the Minister's relevant Policy Advisor.

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

• Communications from the Goldfields-Esperance Development Commission to the Office of a Minister responsible for another portfolio

All formal communications between the Goldfields-Esperance Development Commission and the office of a Minister, other than the Minister responsible for Regional Development, are to be directed through the Office of the Minister for Regional Development. The Minister for Regional Development may, in specific circumstances, authorise direct contact with another Minister's office.

• Cabinet matters

All communications relating to matters before Cabinet, or about to come before Cabinet, are to be directed through the Minister's office. In cases where the Goldfields-Esperance Development Commission is developing submissions in conjunction with other agencies, interaction at a senior level without direct Ministerial involvement is appropriate,
through a high degree of discretion and confidentiality should be maintained.

All Cabinet papers between the Minister's office and the Chief Executive Officer are to be transmitted under secure confidential cover.

- Operational Matters

Existing arrangements will continue where the Goldfields-Esperance Development Commission's officers have delegated responsibility from the Chief Executive Officer to respond direct to the Minister's office on routine Ministerial correspondence and other matters of a routine and general nature.

4. RESOLUTION PROCEDURES FOR A BREACH OF THESE ARRANGEMENTS

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

Hon Brendan Grylls MLA
Minister for Regional Development

Date: 20/10/93

Robert Hicks
Chief Executive Officer
Goldfields-Esperance Development Commission

Date: 23/10/93
COMMUNICATION ARRANGEMENTS

OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

AND

GREAT SOUTHERN DEVELOPMENT COMMISSION

In accordance with section 74 of the Public Sector Management Act of 1994, the following arrangements have been determined in relation to the manner and circumstances in which communications and dealings between Ministerial support staff and the employees of the Great Southern Development Commission can occur.

In such communications and dealings it is important to note that the authority of Ministerial support staff is limited to actions for and on behalf of the Minister in relation to his portfolio responsibilities.

Notwithstanding any arrangements set out below, at no time are Ministerial support staff able to interfere with officers of the Commission in the exercise of statutory responsibilities.

1. Routine request for information or research

Routine requests of this nature should be directed through the Executive Assistant to the Chief Executive Officer, or officers nominated by the Chief Executive Officer. Only in circumstances where an urgent requirement exists and the designated officer is available, will direct contact be made with the relevant Commission officer. In such circumstances the officer concerned will be responsible for informing management of such requests.

2. Arranging a meeting with Commission Staff and requesting their attendance

On matters of a strategic nature, requests for meetings and staff attendance will be made through the Executive Assistant to the Chief Executive Officer. Arrangements for meetings and staff attendance involving matters of a general nature will be made through the Executive Assistant to the Chief Executive Officer.

3. Matters relating to the drafting of legislation

Matters relating to the drafting of legislation will be directed to the Chief Executive Officer.

4. Request for briefing notes

All requests for briefing notes will be made through the Chief Executive Officer or the Executive Assistant to the Chief Executive Officer.
5. Requirements involving the Commission in committing resources

All such requests involving the commitment of resources beyond the normal functions and duties of the Commission will be directed to the Chief Executive Officer, or if the Chief Executive Officer is unavailable and the requirement is urgent, through the Executive Assistant to the Chief Executive Officer. These requests will be in writing; however, there may be instances where these requests are initially verbal and subsequently confirmed in writing.

6. Communications from the Great Southern Development Commission to the Minister's Office

The Chief Executive Officer is responsible for the actions of officers from the Commission who make direct contact with Ministerial support staff outside the terms of this arrangement.

6.1 Strategic and Policy

All communications of a strategic or policy nature are to be endorsed by the Chief Executive Officer. When the Chief Executive Officer cannot be contacted this communication should specify if the strategy or policy is one that the Chief Executive Office is aware of or fits within Commission policy, or precedent. In this situation it is the agency's responsibility to ensure the Chief Executive Officer is advised of the communication.

Such communications should be transmitted through the appropriate officer in the Minister’s Office (in most cases the Chief of Staff or Principal Policy Adviser).

6.2 Specific Nature

Enquiries of a specific nature (eg appointments, Parliamentary Questions) should be referred to the officer in the Minister’s Office with delegated responsibility in particular areas.

7. Communications from the Commission to the Office of a Minister responsible for another portfolio

All formal communications between the Commission and the office of a Minister, other than the Minister responsible for Regional Development, are to be directed through the Office of the Minister for Regional Development. The Minister for Regional Development may in specific circumstances authorise direct contact with another Minister's office.
8. Cabinet matters

All communications relating to matters before Cabinet, or about to come before Cabinet, are to be directed through the Minister's Office. In cases where the Commission is developing submissions in conjunction with other agencies, interaction at a senior level without direct Ministerial involvement is appropriate, though a high degree of discretion and confidentiality should be maintained.

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

9. Directions by the Ministerial Office Staff to Great Southern Development Commission Staff on the manner in which they are to perform functions

In circumstances where it appears desirable that the Ministerial staff give direction to officers of the Commission on the manner in which they are to perform their functions, such directions will be in writing and will require the agreement of the Chief Executive Officer. This requirement ensures the preservation of clear lines of accountability.

10. 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;
- Responses required Media inquiries to coincide with the daily news cycle;
- Parliamentary Questions without notice -- treated as urgent by the Commission and an answer provided in a matter of hours;
- Parliamentary Questions without notice -- of which some notice is given -- treated as urgent by the Commission and an answer provided the same or next day;
- Parliamentary Questions with notice -- treated as highly important by the Commission and an answer provided as a matter of priority;
- Ministerial Briefing Notes from the Commission to the Minister's office for the Minister's information -- to be acknowledged within 5 working days;
- Ministerial Briefing Notes from the Commission to the Minister's office seeking Ministerial direction -- to be responded to within 10 working days.
11. Operational Matters

Existing arrangements will continue where the Commission's officers have delegated responsibility from the Chief Executive Officer to respond direct to the Minister's Office on routine Ministerial Correspondence and other matters of a routine and general nature.

12. Resolution procedures for breaches of these arrangements

In the first instance, the Chief Executive Officer and the Minister for Regional Development will discuss any breach of these arrangements in order to resolve the situation.

Hon Brendon Grylls MLA
MINISTER FOR REGIONAL DEVELOPMENT
24 OCT 2008

Bruce Manning
CHIEF EXECUTIVE OFFICER
GREAT SOUTHERN DEVELOPMENT COMMISSION
Date: 1/10/08
GREAT SOUTHERN DEVELOPMENT COMMISSION

Contact details

Great Southern Development Commission
PO Box 280
110 Serpentine Road
ALBANY WA 6331

Phone: 08 9842 4888
Fax: 08 9842 4828

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Manning</td>
<td>Chief Executive Officer</td>
<td>08 9842 4811</td>
<td>0427 424 801</td>
<td><a href="mailto:bruce.manning@gsdc.wa.gov.au">bruce.manning@gsdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Alison Carpenter</td>
<td>Executive Assistant</td>
<td>08 9842 4808</td>
<td></td>
<td><a href="mailto:alison.carpenter@gsdc.wa.gov.au">alison.carpenter@gsdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Russell Pritchard</td>
<td>A/Deputy Chief Executive Officer</td>
<td>08 9842 4810</td>
<td>0427 424 810</td>
<td><a href="mailto:russell.pritchard@gsdc.wa.gov.au">russell.pritchard@gsdc.wa.gov.au</a></td>
</tr>
</tbody>
</table>
COMMUNICATION AGREEMENT
BETWEEN
THE OFFICE OF THE MINISTER FOR REGIONAL
DEVELOPMENT
AND
THE SOUTH WEST DEVELOPMENT COMMISSION

In accordance with Section 74 of the Public Sector Management Act of 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 Regional Development and the employees of the South West Development Commission. 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 Regional Development;
☐ 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 Regional Development 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 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 Commission.

1. MINISTERIAL CORRESPONDENCE

Requests from the Office of the Minister for Regional Development for draft responses to Ministerial correspondence will be transmitted via the Ministerial bag to the Commission. Responses for the Minister's signature will be prepared by Commission staff and returned to the Minister's office via the bag, once Chief Executive Officer approval has been obtained. A copy of the final correspondence, stating date signed by the Minister, will be returned via the bag to the Commission 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 that relating to correspondence, will be sent from the Minister's office via email or fax under the briefing note cover sheet to the Executive Officer. Advice will be obtained from the responsible Commission officer and returned to the requesting officer via email following Chief Executive Officer approval.

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

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

4. E-MAIL REQUESTS FOR INFORMATION

E-mail 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 Executive Officer for forwarding to the relevant officer in the Commission for a response. The prepared response will be forwarded to the requesting officer following Chief Executive Officer 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 nominated staff 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 Executive Officer will provide the information to the Minister's office, confirm the advice, including verbal advice.

6. PARLIAMENTARY QUESTIONS

Requests for draft responses to Parliamentary Questions will be received by the Executive Officer via the Parliamentary electronic application and responses prepared and returned using this application once Chief Executive Officer signoff has been obtained.

Parliamentary Questions Without Notice will be treated as urgent by the Commission 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 Commission and an answer will be provided the same or next day.

Parliamentary Questions With Notice will be treated as highly important by the Commission and will be answered as a matter of priority.
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;
- Refer to Parliamentary Questions.

MEETINGS BETWEEN THE MINISTER FOR REGIONAL DEVELOPMENT AND THE CHIEF EXECUTIVE OFFICER

Regular meetings will be held between the Chief Executive Officer and the Minister for Regional Development. Relevant Departmental Senior Officers, nominated by the Chief Executive Officer, will also attend. Papers for these meetings will be forwarded to the Minister 24 hours prior to the meeting. A record of the agreed actions from the meeting will be provided to the Minister's Chief of Staff within 3 days. The Minister will sign off on the agreed actions.

ARRANGING MEETINGS INVOLVING SOUTH WEST DEVELOPMENT COMMISSION STAFF

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

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 Commission will follow the guidelines and procedures provided by Counsel's Office Getting Legislation Drafted and Enacted.

REQUIREMENTS INVOLVING THE AGENCY IN THE COMMITMENT OF RESOURCES BEYOND THE NORMAL FUNCTIONS AND DUTIES OF SOUTH WEST DEVELOPMENT COMMISSION OFFICERS

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

Written advice to the Office of the Minister for Regional Development 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 Regional Development.

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

Unless otherwise agreed, Cabinet Submissions initiated by the South West Development Commission are to be forwarded to the Office of the Minister for Regional Development by the Chief Executive Officer before any third party individuals or organisations are permitted to see them. In cases where the South West Development Commission 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 Regional Development and the Chief Executive Officer will be sent under confidential cover.

13. POINTS OF CONTACT IN THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

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 SOUTH WEST DEVELOPMENT COMMISSION TO THE OFFICE OF A MINISTER RESPONSIBLE FOR OTHER PORTFOLIOS

Unless authorised by the Minister for Regional Development or Chief of Staff, all communications between the South West Development Commission and the office of another Ministers or the Office of the Premier shall be directed through the Minister for Regional Development.

15. COMMUNICATION BETWEEN THE SOUTH WEST DEVELOPMENT COMMISSION AND MEMBERS OF PARLIAMENT

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

16. MEDIA

The South West Development Commission will provide non-political, accurate and timely media advice to the Office of the Minister for Regional Development. This will occur through direct contact between the Media Adviser of the Office of the Minister for Regional Development and the South West Development Commission's Community Relations Officer. All advice will be approved by the Chief Executive Officer.
MAINTENANCE OF RECORDS

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

SOUTH WEST DEVELOPMENT COMMISSION CONTACT LIST

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Punch</td>
<td>Chief Executive Officer</td>
<td>97922028 0407931602</td>
<td><a href="mailto:don.punch@swdc.wa.gov.au">don.punch@swdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Colette Fitzgerald</td>
<td>Executive Officer/Ministerial Liaison Officer</td>
<td>97922006 0437056675</td>
<td><a href="mailto:colette.fitzgerald@swdc.wa.gov.au">colette.fitzgerald@swdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Graeme Baesjou</td>
<td>Manager Regional Development</td>
<td>97922022 0427066657</td>
<td><a href="mailto:graeme.baesjou@swdc.wa.gov.au">graeme.baesjou@swdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Tonille Watson</td>
<td>Community Relations Officer</td>
<td>97922030 0417931051</td>
<td><a href="mailto:tonille.watson@swdc.wa.gov.au">tonille.watson@swdc.wa.gov.au</a></td>
</tr>
</tbody>
</table>

DON PUNCH

CHIEF EXECUTIVE OFFICER

SOUTH WEST DEVELOPMENT COMMISSION

Date: 25/02/2009

HON BRENDON GRYLLS MLA

MINISTER FOR REGIONAL DEVELOPMENT

Date: 30/10/08
MINISTERIAL PROTOCOLS & PROCEDURES POLICY

Agreement between the
Minister for Regional Development
And
Pilbara Development Commission

Effective October 2008
1.1 FORMALLY AGREED COMMUNICATION ARRANGEMENTS BETWEEN THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT AND THE PILBARA DEVELOPMENT COMMISSION

1.1.1 Overview (attachment 1)

1.1.2 General Guidelines

1.1.3 Requests for draft responses, briefing notes, speech notes, staff to attend meetings, advice, referral of correspondence for direct response, parliamentary questions, etc.

1.1.4 Matters relating to drafting of legislation

1.1.5 Cabinet matters

1.1.6 Requirements involving unusual commitment of resources (beyond the normal functions and duties of Commission officers)

1.1.7 Commission contact with the other portfolio Ministers, the Premier and their staff

1.1.8 Resolution of difficulties with these procedures

1.2 MINISTERIAL CORRESPONDENCE – DEFINITIONS, STANDARDS, RESPONSIBILITIES AND PROTOCOL

1.2.1 Definition of ministerial correspondence

1.2.2 Ministerial Correspondence – Receipt and Dispatch

1.2.3 Standards and responsibilities for quality and timeliness

1.2.4 Protocol

1.2.5 Letters of Support, Invitation or Introduction

1.2.6 Enquiries from Members of Parliament

1.2.7 Timelines for Ministerials
COMMUNICATIONS ARRANGEMENT

1.1 Formally agreed communication arrangements between the Office of the Minister for Regional Development and the Pilbara Development Commission

1.1.1 Overview

Section 74 of the Public Sector Management Act specifies that the manner and circumstances in which communications and dealings between Ministerial support staff and the employees of agencies occur are to be the subject of written arrangements by the relevant Minister.

Interactions between these two groups are, and will continue to be, frequent. These guidelines are provided to assist both groups to maintain a cooperative working relationship while preserving the integrity of their different roles in providing advice and support to the Minister and the Government.

It is important that all groups appreciate their different roles and responsibilities in supporting the Minister and the Government. The authority and responsibility of Ministerial Office Staff (Minister’s Office & Minister’s Office staff) is for, and on behalf of, the Minister in relation to his whole of government and whole of portfolio responsibilities. The authority and responsibilities of the Pilbara Development Commission staff (the Commission) is to provide advice and support, through the Chief Executive Officer that represents the Commission's view of issues and alternatives.

Notwithstanding any arrangements set out below, Ministerial staff and officers of the Commission will not interfere with each other in the exercise of their obligations and responsibilities. If in any circumstances it appears desirable that Ministerial staff give direction to Commission staff on the manner in which they are to perform their functions, this approach will only be made by a senior officer in the Minister’s Office and will require the prior agreement of the Chief Executive Officer.

These guidelines should be applied giving full consideration to the different needs of a particular situation or issue. Officers from both groups should keep in mind the key principles and intent of maintaining the integrity of their responsibility while providing a quality service rather than the precise and detailed working of any particular clause.

The Pilbara Development Commission contact list is attached (Attachment 1) and includes the contact details of the staff employed by the Commission as at October 2008.

1.1.2 General Guidelines

As a general principle, requests made by Minister’s Office staff for information or for action to be taken by the Commission should be in writing and addressed to the Chief Executive Officer or Executive Officer using the agreed routines and procedures — see items 1.1.3 and Section 7.1 of Pilbara Development Commission Policy and Procedures Manual.
However, it is recognised that, due to time constraints or the routine/administrative nature of some requests, an oral or e-mail approach by the Minister's Office staff and an oral or e-mail response by the Commission may be more appropriate. To assist facilitation of such requests, the following general principles should apply.

Any appropriate Commission officer may be approached by Minister's Office staff when information sought simply relates to a matter of fact or process, e.g. matters of a historical nature, library or administrative advice.

Routine queries relating to matters in progress within the Commission, which do not involve questions of policy, can be directed to the most relevant Commission officer and may, if appropriate, involve meetings with the Commission officer(s). An example would be information on the progress of a specific project, which is already in train. The Commission officer must advise their Chief Executive Officer or Chief Executive Officer nominated delegate(s).

Requests from the Minister's Office for information or advice about specific policy matters should originate from the Minister's senior staff in writing to the Chief Executive Officer or Executive Officer, through procedures established under section 7.1 of the Pilbara Development Commission's Policy and Procedures Manual. An example would be a request for a statement about what the Commission advice would be to the Minister given a particular circumstance or issue. If the request is urgent it should be made orally to the Chief Executive Officer or if the Chief Executive Officer is unavailable, the responsible Chief Executive Officer's nominated contact officer.

Responses should normally be in writing through the Chief Executive Officer or in the Chief Executive Officer's absence, the Chief Executive Officer's nominated contact officer signing on behalf of the Chief Executive Officer. If time constraints require an oral response the Chief Executive Officer should be advised of the matter as soon as possible.

In all instances where the routine referral procedures have not been used, both the officers involved are required to act responsibly to ensure that any necessary procedures and permanent records required by either the Commission or the Minister's Office are reinstated, retrospectively if necessary. In particular, file copies of e-mails and File Notes of conversations containing information requested and provided should be maintained on permanent files.

Staff of both offices should not make telephone or e-mail enquiries on the status of correspondence referred through the normal processes, except through the channels established for handling these enquiries. See item 1.1.3 to 1.1.8.

1.1.3 Requests for draft responses, briefing notes, speech notes, staff to attend meetings, advice, referral of correspondence for direct response, parliamentary questions, etc

Requests falling into the above categories will be made in writing to the Chief Executive Officer or Executive Officer through the established, agreed referral procedures. These procedures are documented in the Commission's policy and procedures manual (see section 7.1) and include processes for dealing with urgent requests and arrangements for ensuring that the necessary documentation is maintained. These procedures should be followed in all circumstances.
Responses from the Chief Executive Officer to the Minister will similarly follow the agreed procedures, which include authorisation for signing on behalf of the Chief Executive Officer and for ensuring the Chief Executive Officer is kept informed.

General enquiries from Commission staff as to the status or progress of a particular piece of correspondence, e.g. whether draft correspondence has been signed or travel proposals approved, should be addressed to responsible Commission staff and not directly to Minister's Office staff.

Requested changes to documents should be achieved by returning the document to the Commission's ministerial liaison staff who will arrange for it to be forwarded to the relevant officers for correction, reprinting and return to the Minister's Office in the next delivery.

1.1.4 Matters relating to drafting of legislation

All matters relating to drafting legislation will be made in writing to the Chief Executive Officer or nominated officer.

1.1.5 Cabinet matters

All communications relating to matters before Cabinet, or about to come before Cabinet, must be directed through the Chief Executive Officer or Executive Officer and the Minister's Office.

All requests from the Minister's Office for development of Cabinet Submissions, or for comments on existing submissions, shall be in writing to the Chief Executive Officer or Executive Officer.

Unless otherwise agreed, Cabinet Submissions initiated by the Commission are to be forwarded to the Minister's Office by the Chief Executive Officer or Executive Officer before any third party is allowed to see them. In cases where the Commission is developing submissions in conjunction with other agencies, or where other agency input at an early stage is deemed important, a high degree of discretion and confidentiality shall be maintained and the officer working in conjunction with the agency shall inform the Chief Executive Officer that the work is being carried out.

For Cabinet Referral Items for comment the Minister's Office will provide a copy via facsimile or email. Under NO CIRCUMSTANCES are submissions to be copied or retained by the Commission. Each person within the Commission who sees the document must complete the details on the attached cover sheet.

All Cabinet Comment Sheets must be signed by the Chief Executive Officer and in addition can also where applicable be signed by the Chief Executive Officer's nominated officer. No covering memo is required unless the Chief Executive Officer wishes to add a briefing content for the Minister, which is not included on the Cabinet Comment Sheet.

1.1.6 Requirements involving unusual commitment of resources (beyond the normal functions and duties of Commission officers)
Any such request should only be directed from a senior officer in the Minister's Office and be directed to the Chief Executive Officer, preferably in writing if time allows. If the Chief Executive Officer is unavailable and the request is urgent, an approach should be made to the Chief Executive Officer's nominated contact officer.

If the arrangement is dealt with in the absence of the Chief Executive Officer, he/she must subsequently be advised.

In all cases written advice to the Minister's Office shall be directed through the Chief Executive Officer or a delegated nominee.

1.1.7 Commission contact with the other portfolio Ministers, the Premier and their staff

All communications between the Commission and another portfolio Minister, the Premier or their staff shall be directed through the office of the Minister for Regional Development.

Similarly, the Commission will ensure that referrals from other portfolio Ministers' offices are received via the office of the Minister for Regional Development. Where a matter is urgent, a response may be provided direct. However, verbal authorisation should be obtained as soon as practicable and the written processes established, retrospectively if necessary. Direct contact, either way, will only occur in exceptional circumstances of genuine urgency. Normal processes will be followed on all other occasions.

Inquiries received by the Commission from Members of State or Commonwealth Parliaments, which are of routine nature, e.g. Requests for copies of Commission’s publications may be responded to directly. All other inquiries should be politely referred to the Minister’s Office and a senior officer informed of the request.

1.1.8 Resolution of difficulties with these procedures

Should any difficulties occur with these arrangements, or breaches to them, the Chief Executive Officer and the Minister or their specifically delegated representatives will discuss and resolve the situation, if necessary recommending changes to the Ministerial Protocols & Procedures Policy.

1.2 Ministerial Correspondence — Definitions, Standards, Responsibilities and Protocol

Ministerial correspondence is the prime means of contact with our Minister and accounts for a significant portion of our contact with our other clients.

The Commission’s formal agreement with the Minister on the manner in which communications between the Minister’s Office and the Commission will be managed (see item 1.1) includes a clear undertaking that all communications will be dealt with in the manner prescribed by that Ministerial Protocols and Procedures Policy and as further defined below.
1.2.1 Definition of ministerial correspondence

Ministerial correspondence will generally come under one of the following headings:

- **Draft** — correspondence addressed to the Minister from external sources and referred to the Commission for preparation of a draft response for the Minister's signature.
- **Direct** — correspondence addressed to the Minister from external sources and referred to the Commission for preparation of a draft response for the Commission Chief Executive Officer's signature or the Chief Executive Officer's delegated officer.
- **Advice** — correspondence addressed to the Minister from external sources and referred to the Commission for provision of advice.
- **Attention** — correspondence addressed to the Minister from external sources and referred to the Commission for attention if required.
- **Comment** — correspondence addressed to the Minister from external sources and referred to the Commission for comment.
- **Memos** from the Minister or his staff to the Commission requesting specific action.
- **Requests** from the Minister's Office for speech notes for our Minister or another portfolio Minister.
- **Requests** from the Minister's Office for background or briefing notes on a particular subject.
- **Parliamentary questions**.
- **Correspondence initiated by the Commission providing information to the Minister.**
- **Cabinet Submission initiated by other Ministers referred to the Commission for comment.**
- **Cabinet Submission initiated by the Commission and submitted for the Minister's consideration.**
- **Comments** from other agencies/Ministers on Cabinet Submissions initiated by the Commission, requiring further comment from the Commission.
- **International and Interstate Travel Proposals.**
- **Executive Council Minutes.**

1.2.2 Ministerial Correspondence — Receipt and Dispatch

Given the geographic distance between the Commission and the Minister's Office, Correspondence, Parliamentary Questions and Cabinet Comments will be faxed or emailed by the Minister's Office.

Responses to Cabinet Comments and Ministerial requests will be emailed to the Minister's Executive Officer with a signed copy being faxed to the responsible Ministerial Officer at the Minister's Office. Parliamentary Questions will be referred to the Liaison Officer.

1.2.3 Standards and responsibilities for quality and timeliness

Every officer is personally responsible for the quality of the product that leaves their desk and should not rely on subsequent quality checks.
All ministerials requiring a response have a "required by" date on them and they must be ready for signing by either the Chief Executive Officer one day prior to the due date.

In circumstances where there are valid reasons for not being able to complete the work on time, an extension of time must be requested from the Commission ministerial liaison staff. In some cases where an extension of time is agreed, an interim response may be required. The Commission ministerial liaison staff will advise on this at the time of making the request.

1.2.4 Protocol

All general correspondence requires a covering memo under the Chief Executive Officer's name. However, in the Chief Executive Officer's absence, signing of the covering memo can be undertaken by a delegated senior officer.

All procedures and processes for quality checking, collation and transmittal are identical for all groups of correspondence.

Commission staff are responsible to the Chief Executive Officer for both the quality and content of correspondence presented to the Minister for approval.

1.2.5 Letters of Support, Invitation or Introduction

The Commission receives requests from clients for letters of support or invitation to be issued either by the Commission or by the Minister to assist the client in their business dealings.

The following procedure should apply for letters of support:

- No indication of the likelihood/otherwise of the Minister agreeing to any letter should be given in advance to the client. Any indication of support indicated may cause embarrassment should the request for a letter be declined.
- Letters should only be provided if company representatives are well recognised in their field and are considered of benefit to do so. A statement of purpose and benefits to Western Australia of the proposed visit should be included in a covering memo to the Minister. A request from a company not well recognized should be declined.
- Should a letter be issued it should not endorse the financial viability of a particular firm, or otherwise have the potential to be interpreted as "Government support/guaranteed" the bona-fides of a company.
- Any such letters should be specifically addressed. Letters to "TO WHOM IT MAY CONCERN" are inappropriate and should not be issued.

Letters of invitation may be issued on behalf of Western Australian companies for overseas companies to visit the State provided the financial arrangements are made clear, e.g. the company is bearing its own costs or the Western Australian company is responsible. It should be made clear that the Western Australian Government is not responsible for any costs associated with the visit. The Premier issues most letters of this type unless he delegates a Minister to sign.

The Minister is often requested to provide a letter of introduction for business or organisations traveling overseas. It is important that these letters do not infer any government backing or guarantee.
1.2.6 Enquiries from Members of Parliament

Staff may from time to time receive requests from Members of Parliaments (State and Commonwealth) for information held by the Commission.

The correct protocol is for these requests to be received via our Minister's Office. However, there may be occasions when MPs or their staff contact Commission staff for information directly.

The following procedure should apply:

- If the request is for information on a publication that is publicly available the information may be provided.
- If the information requested is not public, is policy advice or involves a request that would require substantial resources to prepare or collate, then the request should be politely referred to the Minister’s office.

Any request and proposed response should in either case be referred to the Chief Executive Officer or delegated officer for determination of appropriate action.

Officers should also refer the Ministerial Protocols & Procedures Policy Agreement between the Commission and the Minister's Office (see item 1.1) for further guidance on interactions with the Minister's Office.

1.2.7 Timelines for Ministerials

The following timelines apply for Ministerials:

- Ministerial correspondence – turnaround time for Members of Parliament will be 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – will be submitted no later than 5 working days following the request;
- Speech notes – will be submitted at least 10 working days prior to the event;
- Media inquiries – turnaround time as requested by the Minister’s Media Adviser
Signed: /s/ Stephen Webster  
Chief Executive Officer  
Pilbara Development Commission  

Date: 9/10/2008

Signed: /s/ Hon Brendon Grylls MLA  
Minister for Regional Development  

Date: ........../2008  
20 OCT 2008

Communications Agreement between Minister and PDC  
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<thead>
<tr>
<th>PORT HEDLAND OFFICE</th>
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Communications Agreement between Minister and PDC
AGENCY REF: 2008-0003

HON MINISTER FOR LANDS

COMMUNICATIONS PROTOCOL

RECOMMENDATION
That the Hon Minister for Lands sign the Communications Protocol please.

In accordance with Section 74 of the Public Service Management Act 1994 please find attached a communications protocol that details the communication arrangements between the Office of the Minister for Regional Development; Lands and the Western Australian Land Information Authority (Landgate).

RECOMMENDATION
That the Hon Minister for Lands signs the Communications Protocol please.

PAUL WHYTE
ACTING CHIEF EXECUTIVE
LANDGATE

October 2008

Contact:
Fiona Macdonald
CORPORATE SUPPORT OFFICER
Phone: (08) 9273 7002
In accordance with section 74 of the Public Sector Management Act 1994, the following communication protocols will occur between Ministerial officers and Western Australian Land Information Authority ("the Authority") employees.

For completeness, the protocols also deal with communications between Ministerial officers and members of the Authority's Board of Management ("the Board").

The arrangements do not apply to officers designated by the Governor.

Protocols

Basis of Requests

- All requests of the Authority (including the Board) by a Ministerial officer should be for, and on behalf of, the Minister in relation to the Minister's Ministerial duties.
- Should this not be the case, the Ministerial Officer must make this clear at the time of the request.

Routine Requests for Information or Research

- Routine requests of the Authority from Ministerial officers for information or research should, in the first instance, be directed to the Ministerial Liaison Officer.
- This arrangement does not restrict Ministerial officers from dealing directly with Authority officers when it is expedient to do so (as nominated at Appendix 1).
- The Authority officer must inform the Ministerial Liaison Officer of such requests in a timely manner.

Request for Information or Advice from Board of Management

- Requests from Ministerial officers for information or advice from the Board should, in the first instance, be directed to the Executive Officer through the Ministerial Liaison Officer.
- This does not restrict requests being made directly to the Executive Officer when it is expedient to do so.

Ministerial Correspondence:

- Ministerial correspondence is considered to be:
  - correspondence from the Minister's Office requiring response;
  - requests for briefing notes including speech notes;
- responses to Parliamentary Questions;
- comments on Cabinet Submissions; and
- submissions to Parliament.

- Arrangements are in place where the Authority's Executive Directors have delegated responsibility from the Chief Executive Officer to sign off on Ministerial correspondence.
- In all cases, these should be transmitted through the Ministerial Liaison Officer.
- All types of correspondence will be prepared using the agreed format.

Timelines

The following timelines will apply for Ministerials:

- Ministerial correspondence – turnaround time for Members of Parliament will be 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – no later than 5 working days following the request;
- Speech notes – at least 10 working days prior to the event; and
- Media inquiries – turnaround time as requested by the Minister's Media Advisor.

Cabinet Matters

- All communications relating to matters before Cabinet, or about to come before Cabinet, are transmitted through the Minister's Office.
- Where the Authority is developing submissions in conjunction with other agencies, agency interaction between senior officers is appropriate, provided high degrees of discretion and confidentiality are maintained.
- Cabinet papers transmitted between the Minister's Office and the Authority are confidential and are to be transmitted under a confidential cover.

Arranging Attendance at Meetings

- Requests for an officer of the Authority to attend meetings should be made through the Chief Executive Officer, the Ministerial Liaison Officer or the Chief Executive Officer's nominee, who reports the request to the Chief Executive Officer.
- Requests for a member of the Board to attend meetings should be made to the Executive Officer through the Ministerial Liaison Officer.

Matters Relating to Drafting of Legislation

- The Chief Executive Officer, or his or her nominee, will deal with all matters associated with the drafting of legislation and regulations.
Any nominee will be responsible for keeping the Chief Executive Officer informed of developments.

Requirements Involving the Authority in Committing Resources

- Requests involving the commitment of resources beyond the normal functions and duties of Authority officers are to be made to the Chief Executive Officer or, where the Chief Executive Officer is unavailable, to the Chief Executive Officer's nominee.
- An Authority officer should advise Ministerial officers if, in the officer's view, a request to that officer involves the commitment of resources beyond their normal functions and duties.
- Written requests involving the commitment of resources beyond the normal functions and duties of agency officers are to be addressed to the Chief Executive Officer.
- Verbal requests are to be supported by written confirmation within three working days of a request being made.

Communications from the Authority to the Minister's Office

- All communications from the Board are signed off by the Chairman.
- All communications from the Authority are signed off by the Chief Executive Officer or delegate.
- All such communications are transmitted to the appropriate Ministerial officer.
- Authority officers authorised by agreement between the Chief Executive Officer and the Minister's Chief of Staff are authorised to make specific inquiries to Ministerial officers.
- Business of a routine, operational nature may be conducted by Authority officers with Ministerial officers under delegated authority from the Chief Executive Officer. Where these communications are undertaken in writing, Authority officers should ensure this correspondence is transmitted through the Ministerial Liaison Officer.

Communications from the Authority to the Office of a Minister responsible for another Portfolio

- All formal communications between the Authority and offices of Ministers responsible for other portfolios are transmitted through the Office of the Minister for Lands.

Communications from the Authority to Elected Members of Parliament

- All written communications between the Authority and Members of Parliament are to be transmitted through the Minister's office.
- All briefings by the Authority of Members of Parliament are to be conducted with a Ministerial officer present, unless the Minister or the Minister's Chief of Staff agrees otherwise.
Authority Liaison Officers

- An Authority officer placed in a Minister’s office to provide an Authority viewpoint on a specified range of issues remains under the direction of the Chief Executive Officer of the Authority.
- An Authority officer seconded to a Minister’s office is under the direction of the Minister during the secondment.

Directions to Authority Officers in Agreed Circumstances

- In circumstances where it appears desirable that the Minister or Ministerial officers give direction to an officer or officers of the Authority on the manner in which they are to perform their functions, the consent of the Chief Executive Officer should be obtained to preserve clear lines of accountability.

Compliance with Communications Arrangements

The Chief Executive Officer and the Minister shall discuss any complaint concerning any alleged failure to comply with these arrangements in order to resolve any such complaint and clarify the scope and application of the arrangements to any future matter of the type the subject of the complaint.
## OFFICE OF THE CHIEF EXECUTIVE

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<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
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<td>Mike Bradford</td>
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<td>Sharyn Swartz</td>
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<td>Executive Secretary</td>
<td>Sandra Adair</td>
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<td>Arnold Wong</td>
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## STRATEGIC BUSINESS DIRECTIONS

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<td>Executive Director, Strategic Business Directions</td>
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## INFORMATION SERVICES

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<tr>
<td>Executive Director, Information Services and Valuer General</td>
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<td>INFORMATION ACCESS</td>
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<tr>
<td>A/Executive Director, Information Access</td>
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<td>Executive Assistant</td>
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<tr>
<td>Director WALIS</td>
<td>Dr Marnie Leybourne</td>
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<th>INFORMATION MANAGEMENT</th>
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<tr>
<td>Executive Director, Information Management</td>
<td>Andrew Burke</td>
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<tr>
<td>Executive Assistant</td>
<td>Carmel Toll</td>
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<tr>
<th>BUSINESS SERVICES</th>
<th>Facsimile: 9273-7886</th>
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<tr>
<td>Executive Director, Business Services</td>
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Our Ref: 08-073

MINISTER FOR REGIONAL DEVELOPMENT

RE COMMUNICATION AGREEMENT

Attached for the Minister’s consideration is a draft Agreement for Communications between the Minister for Regional Development and Peel Development Commission, signed by Peel Development Commission’s CEO.

ACTION REQUIRED

That the Minister signs the attached agreement and returns a copy to the Commission

Mares De Lacey
CHIEF EXECUTIVE OFFICER

6 October 2008
Agreement for Communications
Between
the Minister for Regional Development
And
Peel Development Commission

1. Legislative Framework

This agreement is for the purpose of establishing the framework for communications between the Minister for Regional Development and the Peel Development Commission and has been made pursuant to section 74 of the Public Sector Management Act 1994.

2. Overview

The Minister for Regional Development (the Minister) or his nominee will engage in communications with the chief executive officer or her nominee of the Peel Development Commission (the Agency) as part of his duties and/or responsibilities as the Minister.

The communications may be verbal, written or a combination thereof, as may be deemed appropriate by the Minister or his nominee.

When initiated by the Minister, communications will be directed to the chief executive officer or her nominee in accordance with this agreement.

In accordance with section 74 (2) of the Public Sector Management Act 1994, communications will not be for the purpose of giving direction to the chief executive officer and/or staff in relation to the manner in which duties are to be performed, unless otherwise agreed with the employing authority.

3. Routine Communications

Routine communications initiated by the Minister will be directed to either the chief executive officer or her nominee as the Minister or his nominee sees fit.

Routine communications initiated by the Agency will be directed to the Minister or his nominee as appropriate.

TIMELINES

The following timelines will apply for Ministerials:

- Ministerial correspondence – turnaround time for Members of Parliament will be 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – no later than 5 working days following the request;
- Speech notes – at least 10 working days prior to the event; and
- Media inquiries – turnaround time as requested by the Minister’s Media Adviser.
4. **Strategic Communications**

Strategic communications initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Strategic communications initiated by the Agency will be directed to the Minister or his nominee as appropriate.

**Communications Relating to the Drafting of Legislation**

Communications relating to the drafting of Legislation, initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Communications relating to the drafting of Legislation, initiated by the Agency will be directed to the Minister or his nominee as appropriate.

5. **Communications Relating to Agency Resources (beyond the normal functions and duties of the Agency's Chief Executive Officer and/or Staff)**

Communications relating to the Agency's resources (as described above), initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Communications relating to the Agency's resources (as described above), initiated by the Agency will be directed to the Minister or his nominee as appropriate.

6. **Communications between the Agency and any other Members of Parliament**

The Minister or his nominee is to be informed of any communications between the Agency and any other Member of Parliament or their office.

7. **Communications Relating to Cabinet and Executive Council**

Communications relating to Cabinet and Executive Council initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Communications relating to the Cabinet and Executive Council initiated by the Agency will be directed to the Minister or his nominees as appropriate.
8. Communications Relating to Briefing Notes

Communications relating to Briefing Notes (written and/or verbal) initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Communications relating to Briefing Notes (written and/or verbal) initiated by the Agency will be directed to the Minister or his nominee as appropriate.

9. Communications relating to Parliamentary Questions

Communications relating to Parliamentary Questions initiated by the Minister will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Communications relating to Parliamentary Questions initiated by the Agency will be directed to the Minister or his nominee as appropriate.

10. Any Other Communications

Any other communications initiated by the Minister or his nominee will be directed to the chief executive officer or the chief executive officer's nominee as the Minister or his nominee sees fit.

Any other communications initiated by the Agency will be directed to the Minister or his Nominee as appropriate.


Communications relating to procedures will be documented in a Procedures Manual to be agreed between the Parties.

12. Form and Content Memorandum

From time to time as appropriate the Minister or his nominee will produce and provide a form and content memorandum to the chief executive officer of the Agency or her nominee. The purpose of the Memorandum will be to provide stylistic assistance in order to facilitate effective communications.
13. **Resolution Procedure for Breach of this Agreement**

   The Minister or his nominee and the chief executive officer will discuss any breach of this Agreement. Should any further action be required it is to be mutually agreed.

14. **Alteration of Agreement**

   This Agreement may be altered by agreement between the Parties.

15. **Definitions**

   COMMUNICATIONS means any request for information or imparting of information in any form and may be general or specific.

   NOMINEE means Ministerial officers assisting the Minister at the time of the communication.

   CHIEF EXECUTIVE OFFICER means where appropriate, the most senior staff or senior person holding a position appointed in accordance with legislation in an organisation for which the Minister is responsible.

   CHIEF EXECUTIVE OFFICER’S NOMINEE means a person or persons nominated to engage in communications on behalf of the officer.

   OTHER MEMBER OF PARLIAMENT means any Member other than the Minister for Regional Development.

   ROUTINE means non-strategic.

   STAFF means employees employed in departments or organisations.

   STRATEGIC means non-routine.
Signed by the Parties:

Hon Brendon Grylls MLA
Minister for Regional Development

AND

Maree De Lacey
Chief Executive Officer
On behalf of Peel Development Commission

16 OCT 2008
Date

Date
## CONTACTS LIST

Peel Development Commission  
45 Mandurah Terrace  
(PO Box 543)  
Mandurah WA 6210

Telephone: 9535 0000  
Fax: 9535 2119

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maree De Lacey, CEO</td>
<td>9535 0000</td>
<td><a href="mailto:maree.delacey@peel.wa.gov.au">maree.delacey@peel.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td>0408 072878</td>
<td></td>
</tr>
<tr>
<td>Brenda O'Neill, Executive Assistant</td>
<td>9535 0001</td>
<td><a href="mailto:brenda.oneill@peel.wa.gov.au">brenda.oneill@peel.wa.gov.au</a></td>
</tr>
<tr>
<td>Christin Smith, Corporate Communications Coordinator</td>
<td>9535 0009</td>
<td><a href="mailto:christin.smith@peel.wa.gov.au">christin.smith@peel.wa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td>0419 659974</td>
<td></td>
</tr>
</tbody>
</table>
MINISTER FOR REGIONAL DEVELOPMENT

COMMUNICATIONS AGREEMENT

Please find attached a Communications Agreement, prepared in accordance with the requirements of Section 74 of the Public Sector Management Act 1994, for handling of all communications/contact undertaken between this Department and your Ministerial office.

I have signed the Agreement indicating that my staff are familiar with the requirements of the document and request your endorsement of these arrangements and signature in the designated area.

I would be grateful if you could ensure that all members of your staff are familiar with the terms of the Agreement, particularly those contained in Section 1.1 that deals with contact with Departmental officers. John Dedman (9217 1562) and Claire Havard (9217 1407) are to be the initial contacts for correspondence, Parliamentary questions and general information. Suzy Birkbeck (9217 1401) will be the contact point in respect of appointments and meeting details.

Please do not hesitate to contact me direct on 9217 1414 should any aspect of the Agreement require clarification.

Jennifer Mathews
DIRECTOR GENERAL

24 September 2008

JD

att
COMMUNICATION AGREEMENT

BETWEEN

THE MINISTER FOR REGIONAL DEVELOPMENT

AND THE

DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

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 the Department of Local Government and Regional Development (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 will normally be directed through the Director General or nominated officer(s) shown at Appendix 1.

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

All matters of a strategic nature will be referred to the Director General or other officer nominated by the Director General. 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 - i.e 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. Draft responses for the Minister’s signature will be prepared by the Agency on Ministerial letterhead and forwarded to the Minister’s office for consideration. A copy of the final correspondence, showing the date it was signed by the Minister, will be returned to the Agency.

Briefing Notes
Requests for briefing notes will be sent via email to a nominated officer in the Agency. Briefing Notes will be returned to the requesting officer via email with the Director General or nominated officer’s approval. 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
Requests for speeches and associated notes will be sent to the Agency via email. Speeches and associated event notes will be prepared by Agency staff using the agreed format.

Parliamentary Questions
Requests for draft responses to Parliamentary questions will be forwarded to the nominated officer in the Agency via the Parliamentary Questions System, with responses prepared and returned following the Director General or nominated officer’s approval. All draft 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 5 working days following receipt and for members of the general public 10 working days following receipt;
- Briefing notes – no later than 5 working days following the request;
- Speech notes – at least 10 working days prior to the event; 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 Director General 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 Director General. If this is not possible, the Director General will be informed as soon as practicable.

Significant and/or Contentious Issues

The Director General 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

Routine communications will be directed through the Minister’s relevant Policy Adviser. Other very important communications will be directed through the Minister’s Chief of Staff, or other officer nominated by the Minister or Chief of Staff.

Formal meetings with the Minister

Formal meetings with the Minister will occur on a regular basis as scheduled with the Minister’s Appointments Secretary.

Communications from the Agency to another Minister's Office

The Minister's office will be informed of all such communications as they occur or as soon as practical thereafter. 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 should be directed through the Minister's Office and signed-off by the Director General or other officer nominated by the Director General. 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 Director General will discuss any breach of this arrangement and decide on the appropriate action.

Hon Brendon Grylls MLA  
MINISTER FOR REGIONAL DEVELOPMENT

Jennifer Mathews  
Director General  
Department of Local Government and Regional Development

Date:  
Date: 24/9/08
# Nominated Staff Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Direct Line</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Mathews</td>
<td>Director General</td>
<td>9217 1414</td>
<td><a href="mailto:jennifer.mathews@dlgrd.wa.gov.au">jennifer.mathews@dlgrd.wa.gov.au</a></td>
</tr>
<tr>
<td>John Dedman</td>
<td>Manager Executive Services</td>
<td>9217 1562</td>
<td><a href="mailto:john.dedman@dlgrd.wa.gov.au">john.dedman@dlgrd.wa.gov.au</a></td>
</tr>
<tr>
<td>Claire Havard</td>
<td>Executive Services Officer</td>
<td>9217 1407</td>
<td><a href="mailto:claire.havard@dlgrd.wa.gov.au">claire.havard@dlgrd.wa.gov.au</a></td>
</tr>
<tr>
<td>Suzy Birkbeck</td>
<td>Executive Assistant</td>
<td>9217 1401</td>
<td><a href="mailto:suzy.birkbeck@dlgrd.wa.gov.au">suzy.birkbeck@dlgrd.wa.gov.au</a></td>
</tr>
<tr>
<td>Rebecca Rosher</td>
<td>A/Coordinator Public Affairs</td>
<td>9217 1592</td>
<td><a href="mailto:rebecca.rosher@dlgrd.wa.gov.au">rebecca.rosher@dlgrd.wa.gov.au</a></td>
</tr>
</tbody>
</table>
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN
STAFF OF THE OFFICE OF THE MINISTER FOR REGIONAL
DEVELOPMENT AND STAFF OF
THE MID WEST DEVELOPMENT COMMISSION

BRIEFINGS FOR INFORMATION OR ADVICE REGARDING SPECIFIC
ISSUES OR TOPICS
Requests for briefing notes, will be sent from the Minister's office via email or fax under the briefing note cover sheet to the Chief Executive Officer via the Executive Assistant. Advice will be obtained from the responsible Commission officer and returned to the requesting officer via email following Chief Executive approval.

SPEECH AND BRIEFING NOTES FOR THE MINISTER TO ATTEND
FUNCTIONS
Requests for speech and briefing notes will be sent to the Executive Assistant from the Minister's office via email or fax under the speech and briefing note cover sheet. Those will be prepared by Commission staff using the appropriate template and returned to the Minister's office via email once Chief Executive approval has been obtained. Updates of attendance lists will be provided to the Minister's office by the Executive Assistant the day before the event.

E-MAIL REQUESTS FOR INFORMATION
E-mail 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 Chief Executive Officer via the Executive Assistant for a response. The prepared response will be forwarded to the requesting officer following Chief 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. The CEO will respond to such requests but in his absence only nominated staff 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 Executive Assistant will provide the information to the Minister's office and confirm the advice, including verbal advice.
PARLIAMENTARY QUESTIONS

Requests for draft responses to Parliamentary Questions will be received by the Executive Assistant via the Parliamentary electronic application and responses prepared and returned using this application once Chief Executive sign-off has been obtained.

Parliamentary Questions Without Notice will be treated as urgent by the Commission 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 Commission and an answer will be provided the same or next day.

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

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 – turnaround time of five working days;
- Speech and briefing notes – at least 10 working days;
- Media inquiries to coincide with the daily news cycle;
- Refer to Parliamentary Questions.

MEETINGS BETWEEN THE MINISTER FOR REGIONAL DEVELOPMENT AND THE CHIEF EXECUTIVE OFFICER

Regular meetings will be held between the Chief Executive Officer and the Minister for Regional Development. Relevant Departmental Senior Officers, nominated by the Chief Executive Officer, will also be invited to attend as appropriate. Papers for these meetings will be forwarded to the Minister 24 hours prior to the meeting. A record of the agreed actions from the meeting will be provided to the Minister’s Chief of Staff within 3 days. The Minister will sign off on the agreed actions.

ARRANGING MEETINGS INVOLVING MID WEST DEVELOPMENT COMMISSION STAFF

On all matters, requests by staff of the Office of the Minister for Regional Development for Commission staff to attend meetings organised by the Office
of the Minister for Regional Development or other organisations, will be made through the Chief Executive Officer. Commission 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.

**COMMUNICATIONS FROM THE OFFICE OF THE MINISTER TO THE MID WEST DEVELOPMENT COMMISSION**

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

- **Routine requests for information or research**

  These will normally be directed through the Chief Executive Officer, Assistant Director or Executive Assistant.

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

  All requests must be referred to the Chief Executive Officer or in the CEO’s absence, the Assistant Director.

- **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 Commission will follow the guidelines and procedures provided by Counsel’s Office *Getting Legislation Drafted and Enacted*.

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

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

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

- **Minister’s visit to the Mid West region**

  To enhance communication and coordination, the Minister’s office will advise the CEO, via the Executive Assistant, of scheduled visits by the Minister to the Mid West region. Such information should include date, place and people / groups to be visited.
COMMUNICATIONS FROM THE MID WEST DEVELOPMENT COMMISSION TO THE OFFICE OF THE MINISTER

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

For all communications of a 'strategic' policy nature where the Commission has provided a response, it should be assumed unless otherwise stated that the Chief Executive Officer has approved the response before it was sent from the Commission.

COMMUNICATIONS FROM THE MID WEST DEVELOPMENT COMMISSION TO THE OFFICE OF A MINISTER RESPONSIBLE FOR ANOTHER PORTFOLIO

Unless authorised by the Minister for Regional Development or Chief of Staff, all communications between the Mid West Development Commission and the office of another Minister or the Office of the Premier shall be directed through the Minister for Regional Development.

COMMUNICATIONS BETWEEN THE MID WEST DEVELOPMENT COMMISSION AND MEMBERS OF PARLIAMENT

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

MEDIA

The Mid West Development Commission will provide non-political, accurate and timely media advice to the Office of the Minister for Regional Development. This will occur through direct contact between the Media Adviser of the Office of the Minister for Regional Development and the Mid West Development Commission's CEO or in the case of the CEO's absence, the Assistant Director or the Executive Assistant. All advice will be approved by the Chief Executive Officer.

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 Regional Development.

All requests from the Office of the Minister for Regional Development for development of Cabinet Submissions or for comments on existing
Submissions shall be made in writing to the Chief Executive Officer through the Executive Assistant.

Unless otherwise agreed, Cabinet Submissions initiated by the Mid West Development Commission are to be forwarded to the Office of the Minister for Regional Development by the Chief Executive Officer before any third party individuals or organisations are permitted to see them. In cases where the Mid West Development Commission 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 Regional Development and the Chief Executive Officer will be sent under confidential cover.

POINTS OF CONTACT IN THE OFFICE OF THE MINISTER FOR REGIONAL DEVELOPMENT

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.

RESOLUTION PROCEDURE FOR A BREACH OF THESE ARRANGEMENTS

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

DIRECTIONS BY STAFF OF THE OFFICE OF THE MINISTER, TO STAFF OF THE MID WEST DEVELOPMENT COMMISSION BY THE MINISTER, ON THE MANNER IN WHICH THEY ARE TO PERFORM THEIR DUTIES

In circumstances where it appears desirable that Office of the Minister staff give direction to an officer of the Commission on the manner in which they are to perform their functions, the concurrence of the Chief Executive Officer should be sought.
# MID WEST DEVELOPMENT COMMISSION CONTACT LIST

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Douglas</td>
<td>Chief Executive Officer</td>
<td>(08) 9921 0706</td>
<td><a href="mailto:steve.douglas@mwdc.wa.gov.au">steve.douglas@mwdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Neil Condon</td>
<td>Assistant Director</td>
<td>(08) 9921 0704</td>
<td><a href="mailto:neil.condon@mwdc.wa.gov.au">neil.condon@mwdc.wa.gov.au</a></td>
</tr>
<tr>
<td>Marnie Armstrong</td>
<td>Executive Assistant</td>
<td>(08) 9921 0701</td>
<td><a href="mailto:marnie.armstrong@mwdc.wa.gov.au">marnie.armstrong@mwdc.wa.gov.au</a></td>
</tr>
</tbody>
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STEVE DOUGLAS  
CHIEF EXECUTIVE OFFICER  
MID WEST DEVELOPMENT COMMISSION  
Date: 4 Mar 2008

HON BRENDON GRYLLS MLA  
MINISTER FOR REGIONAL DEVELOPMENT  
Date: 21 Jul 83
COMMUNICATIONS AGREEMENT BETWEEN THE MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT AND OFFICERS OF THE DEPARTMENT OF INDUSTRY AND RESOURCES

All requests from the Minister Assisting the Minister for State Development to the Department of Industry and Resources (DoIR) should be for, and on behalf of, the Minister for State Development in relation to his responsibilities as Minister for State Development.

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

Communications from the Office of the Minister to DoIR

- **Routine requests for information or research:**
  Routine requests for information or research should be directed through the Minister's office to the Departmental Coordination Unit. The request will be dealt with within DoIR 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.

- **Requests for briefing notes:**
  All requests for briefing notes from DoIR should be made through the office of the Minister for State Development to the Director General Departmental Coordination Unit in writing or by email for allocation to an action officer.

  For matters which are of a strategic, budgetary or policy nature, or 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.

- **Directions by the Minister Assisting to DoIR officers:**
  In circumstances where it appears desirable that ministerial staff give direction to a DoIR officer about the manner in which he/she is to perform a function, the concurrence of the Director General will be sought in advance. This should be made through the office of the Minister for State Development.
Communications from DoIR to the Minister Assisting

All communication from DoIR to the Minister Assisting the Minister for State Development shall be directed through the Director General or her nominated officer and through the office of the Minister for State Development.

- Departmental Coordination Unit Contacts:
  General Manager    Sheryl Siekierka 9222 0432  sheryl.siekierka@dör.wa.gov.au
  Ministeral Coordinator  Jan Hartley 9222 0953  jan.hartley@dör.wa.gov.au

ANNE NOLAN
DIRECTOR GENERAL
DEPARTMENT OF INDUSTRY AND RESOURCES

[Signature]

BRENDON GRYLLS MLA
MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT

Date 21/11/08

[Signature]

COLIN BARNETT MLA
MINISTER FOR STATE DEVELOPMENT

Date 7/11/08
COMMUNICATIONS AGREEMENT BETWEEN THE PARLIAMENTARY SECRETARY TO THE MINISTER ASSISTING THE MINISTER FOR STATE DEVELOPMENT AND OFFICERS OF THE DEPARTMENT OF INDUSTRY AND RESOURCES

All requests from the Parliamentary Secretary to the Minister Assisting the Minister for State Development to the Department of Industry and Resources (DoIR) should be for, and on behalf of, the Minister in relation to his responsibilities as Minister for State Development.

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

Communications from the Office of the Minister to DoIR

- **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 DoIR at Director level or higher, in the first instance, to ensure that the information requested is acted upon 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.

- **Requests for briefing notes:**
  All requests for briefing notes from DoIR should be made through the office of the Minister for State Development to the Departmental Coordination Unit in writing or by email for allocation to an action officer.

  For matters which are of a strategic, budgetary or policy nature, or 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.

- **Directions by the Parliamentary Secretary to DoIR officers:**
  In circumstances where it appears desirable that ministerial staff give direction to a DoIR officer about the manner in which he/she is to perform a function, the concurrence of the Director General will be sought in advance. This should be made through the office of the Minister for State Development.
Communications from DoIR to the Parliamentary Secretary

All communication from DoIR to the Parliamentary Secretary to the Minister Assisting the Minister for State Development shall be directed through the Director General or her nominated officer and through the office of the Minister for State Development.

- Departmental Coordination Unit Contacts:
  
  General Manager  Sheryl Siekierka  9222 0432  sheryl.siekierka@doir.wa.gov.au
  
  Ministerial Coordinator  Jan Hartley  9222 0953  jan.hartley@doir.wa.gov.au

ANNE NOLAN
DIRECTOR GENERAL
DEPARTMENT OF INDUSTRY AND RESOURCES

31 October 2008

WENDY DUNCAN MLC
PARLIAMENTARY SECRETARY

Date ................................................

~ 8 DEC 2008

COLIN BARNETT MLA
MINISTER FOR STATE DEVELOPMENT

Date ................................................
1. In accordance with Section 74(1) of the Public Sector Management Act 1997, Ministers of the Crown are required to make arrangements with each department or organisation for which they are responsible, that set out "the manner in which, and the circumstances in which, dealings are to be had, and communications are to be made, between ministerial officers assisting the Minister of the Crown and the employees in that department or organisation."

2. The existence of a Section 74(1) agreement between Ministers and their agencies has previously been the subject of Parliamentary Questions.

3. Subject to your agreement, please find attached a copy of the standard Section 74(1) document for your endorsement and that of the Parliamentary Secretary.

4. The original should be retained in your office and a copy returned to Main Roads.

COMMISSIONER OF MAIN ROADS

27 NOV 2008
Communications from the Office of the Minister for Transport to Main Roads Western Australia

All requirements should be for, and on behalf of, the Minister in relation to his responsibilities as Minister for Transport. 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 Commissioner or his nominated officer.

- **Arranging a meeting with relevant Departmental staff and requesting their attendance**
  
  All matters of a strategic nature must be referred to the Commissioner or his nominated officer. For other matters, the appropriate delegated staff may be approached direct, but with the Commissioner being notified.

- **Matters relating to the drafting of legislation**
  
  For each piece of legislation, a drafting officer will be nominated by the Commissioner and this officer will be responsible for dealing with all matters associated with the legislation. The Minister’s Office will be kept informed of developments.

- **Requests for briefing notes**
  
  All requests should be made through the Commissioner or his nominated officer.

- **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 Commissioner and should be put in writing.

Communications from Main Roads Western Australia 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 Commissioner or nominated officer has actually seen the response before it was sent from the Department.
Communications from Main Roads Western Australia to the Office of a Minister responsible for another portfolio

The Office of the Minister for Transport will be informed of all such communications.

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

The Minister or his Chief of Staff and the Commissioner will discuss the breach and decide on any further action.

All interactions between the Minister’s Office and Main Roads will be in accordance with the Western Australian Public Sector Code of Ethics.

Hon Simon O’Brien MLC
MINISTER FOR TRANSPORT

Menno Henneveld
COMMISSIONER
MAIN ROADS WESTERN AUSTRALIA

Date: 1.12.2008

Date: 27 NOV 2008
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN THE
PARLIAMENTARY SECRETARY TO THE MINISTER FOR TRANSPORT AND
STAFF OF MAIN ROADS WESTERN AUSTRALIA

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

- Communications from Main Roads Western Australia to the Parliamentary Secretary
  - All communications from Departmental staff to the Parliamentary Secretary are to be directed through the Commissioner, or his nominated officer.

All interactions between the Minister's Office, Parliamentary Secretary and Main Roads will be in accordance with the Western Australian Public Sector Code of Ethics.

Hon Simon O'Brien MLC
MINISTER FOR TRANSPORT

Date: 12 JUN 2008

Menno Henneveld
COMMISSIONER
MAIN ROADS WESTERN AUSTRALIA

Date: 27 NOV 2008

Bill Marmion MLA
PARLIAMENTARY SECRETARY TO
THE MINISTER FOR TRANSPORT

Date:
ARRANGEMENTS FOR COMMUNICATIONS AND DEALINGS BETWEEN THE MINISTER ASSISTING THE MINISTER FOR TRANSPORT AND STAFF OF MAIN ROADS WESTERN AUSTRALIA

Communications from the Minister Assisting the Minister for Transport to Main Roads Western Australia

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

- All communications from the Minister Assisting the Minister for Transport to the staff of the Department are to be directed through the Commissioner or his nominated officer.

Communications from Main Roads Western Australia to the Minister Assisting the Minister for Transport

- All communications from Departmental staff to the Minister Assisting the Minister for Transport are to be directed through the Commissioner, or his nominated officer.

All interactions between the Minister's Office, Minister Assisting the Minister for Transport and Main Roads will be in accordance with the Western Australian Public Sector Code of Ethics.

[Signatures]

Hon Simon O'Brien MLC
MINISTER FOR TRANSPORT
Date: 12/12/2008

Menno Henneveld
COMMISSIONER
MAIN ROADS WESTERN AUSTRALIA
Date: 27/11/2008

Hon Brendon Grylls MLA
MINISTER ASSISTING THE MINISTER FOR TRANSPORT
Date: 18/12/08