

**COMMUNICATIONS AGREEMENT
BETWEEN
THE MINISTER FOR HERITAGE
AND
THE NATIONAL TRUST OF AUSTRALIA (WA)**

1. INTRODUCTION

The Minister for Heritage ("**Minister**") is responsible to Parliament for the administration of the National Trust of Australia (W.A.) Act 1964, which establishes the National Trust ("**Trust**"). The Minister also has a role in representing the public interest.

In the absence of a statutory reporting and accountability framework between the Minister and the Trust it is the intention of the Minister and the Trust to establish a communication agreement (Agreement) as recommended by the Public Sector Commissioner.

A fundamental purpose of this Agreement is to ensure that the Minister receives accurate and timely advice regarding the operations and governance of the Trust (without compromising the Trust's statutory model of operation and its viability) and that there is regular consultation between the Minister and the Trust.

Further this Agreement provides clarification of the communications responsibilities of the Minister and the Trust.

2. BASIS FOR COMMUNICATION

In accordance with Section 74 of the *Public Sector Management Act 1994*, the following arrangements set out in this Agreement will apply concerning the circumstances and manner in which communications and dealings will occur between the Minister and Ministerial officers, and the Trust.

- This Agreement seeks to ensure:
- Quality services to the Minister's office;
- Accuracy in written communications and Ministerial correspondence;
- Efficient monitoring and tracking;
- Appropriate confidentiality;
- Timeliness in the delivery of Ministerial services and correspondence; and
- That timely advice can be provided to and from the Trust on heritage matters.

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

3. MINISTERIAL OFFICE COMMUNICATIONS TO THE TRUST

Requests for briefing notes, routine information or research

In general, all requests from the Minister and/or the Ministerial Office are to be in writing. These, and the responses, can be transmitted electronically. The Minister's staff will be responsible for indicating, by means of an appropriately completed cover sheet, the appropriate form of reply and the due date.

These are to be directed to the Trust's Chief Executive Officer or nominated officer(s).

All correspondence referred to the Trust is to be treated as confidential and is to be used for no other purpose than to provide advice to the Minister.

Requests for strategic information or research

These are to be directed through the Trust's Chief Executive Officer or nominated officer(s)

Media releases, queries and events

The Minister's Media Adviser shall contact the Trust's Chief Executive Officer or nominated Trust officer directly, to discuss requests for media releases and media events.

The Trust's Chief Executive Officer or nominated officer and the Minister's Media Adviser will liaise on contentious issues and media queries.

Arranging a meeting with relevant Trust personnel and requesting their attendance

The Minister will refer all matters of policy or strategy to the Trust Chair or other persons nominated by the Chair. For all other matters, the Trust's Chief Executive Officer or nominated officer may be approached directly.

4. TRUST COMMUNICATIONS TO THE MINISTERIAL OFFICE

Communication from the Trust to the Minister's Office

The Trust will prepare draft responses and originating correspondence for the Minister's signature and forward it electronically to the Minister's office for consideration.

A copy of the final correspondence, showing the date it was signed by the Minister or Chief of Staff will be returned to the Trust.

Routine communications

The Trust will send to the Minister all briefing notes, routine information and research in the format and by the required date as specified by the Minister.

Non-routine communications

Non-routine communications from the Trust should be directed through and be signed by the Trust Chair or other nominated Trust Officer.

Formal meetings with the Minister

Formal meetings between the Trust Chair and Premier's representative or other officers of the Trust and Chief Executive Officer and the Minister will occur on a quarterly basis as scheduled with the Minister's Appointments Secretary.

Agenda items will be finalised at least five working days prior to the meeting.

Communications from the Trust to another Minister's Office

The Trust will inform the Minister of all communications between it and State and Federal Ministers, including requests for visits, in advance or as soon as practical thereafter.

Cabinet and budgetary matters

All submissions for consideration by Cabinet are to be directed through the Minister's office and signed by the Trust Chair or other Council member nominated by the Trust.

A minimum of 10 working days is to be allowed prior to the date for submission to the Cabinet process (ie. at least 20 working days prior to the date of the Cabinet meeting).

Where a Trust submission impacts significantly on another portfolio and after consultation with the Principal Policy Advisor, a joint submission can be prepared in consultation with both Ministers' offices.

Significant and/or Contentious Issues

The Trust will ensure that the Minister's office is fully informed on all significant and/or contentious issues that have come to the attention of the Trust.

Acting Arrangements

The Trust will advise the Minister in writing of replacement arrangements made in the absence of the Chair.

5. PERFORMANCE STANDARDS IN COMMUNICATIONS

Timelines for Ministerial communication

- Ministerial correspondence:
 - Members of Parliament - 5 working days;
 - Members of the general public - 10 working days.
- Briefing notes - 5 working days;
- Speech notes - at least 10 working days prior to the event; and
- Media inquiries - as requested by the Minister's Media Adviser.

Specific deadlines will be negotiated on a case by case basis by Ministerial Office staff and the Trust, depending on the urgency of the communication.

Format of written communications

The Trust will provide all written responses, including Cabinet submissions and Contentious Issues Briefing Notes, in accordance with the approved templates and in line with documented procedures.

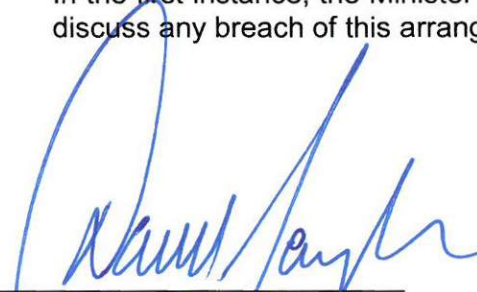
Parliamentary Questions

Requests for draft responses to Parliamentary questions will be forwarded to the nominated officer at the Trust via the Parliamentary Questions System, with responses prepared and returned following the Chief Executive Officer's or nominated person's approval. All responses will include the name and contact number of a Trust officer who can advise on any changes or provide further urgent information if needed.

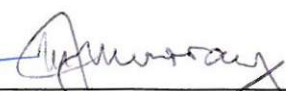
6. RESOLUTION PROCEDURE

Resolution procedure for a breach of these arrangements

In the first instance, the Minister or and the Trust Chair or their representatives will discuss any breach of this arrangement and decide on the appropriate action.



Hon David Templeman MLA
MINISTER FOR LOCAL GOVERNMENT; HERITAGE;
CULTURE AND THE ARTS
Date: 27/4/2017



Hon Michael Murray AM QC
CHAIR, NATIONAL TRUST OF AUSTRALIA
(WA)
Date: 24/4/2017