

Documents – Schedule 14 – EA to DG

Folio no	Date	Document	Status	Reason for Exemption
1-4	3/8/2013	Email – POS 2012-13 wrap up	Not released	Outside of scope
5-6	9/10/2013	Email – Wirc all staff notice	Full release	
7-8	Undated	Briefing request	Full release	
9	15/10/2013	Email – WIRC staff	Not released	Outside of scope
10-13	25/10/2013	DG meeting with Minister	Not released	Outside of scope
14-16	30/10/2013	Email – Rattenbury advisor briefing request	Full release	
17-18	30/10/2013	Email – WIRC QTON	Full release	
19-21	31/10/2013	Email – Minister request	Full release	
22-24	11/11/2013	Email – WIRC briefing	Partial release	FOI Act, s41
25-26	15/11/2013	Email – Questions about relationship between WIRC and Courts	Not released	Some information is outside of scope
27-28	5/12/2013	Email – WIRC function 12 December	Not released	Outside of scope
29-30	10/12/2013	Email – DG WIRC message	Not released	Outside of scope

Hosie, Donna

From: Beer, Kylie
Sent: Monday, 11 November 2013 4:55 PM
To: Hosie, Donna
Subject: FW: WIRC Briefing

Hi Donna

Can you please book in the time below for Natalie and Nic? Thanks
 Kylie

From: Bennett, Erin
Sent: Monday, 11 November 2013 4:38 PM
To: Beer, Kylie
Subject: RE: WIRC Briefing

Great, let's lock in 11:30am on Thursday.

From: Beer, Kylie
Sent: Monday, 11 November 2013 2:33 PM
To: Bennett, Erin
Subject: FW: WIRC Briefing

From: Hosie, Donna
Sent: Monday, 11 November 2013 2:21 PM
To: Beer, Kylie
Subject: RE: WIRC Briefing

Hi Kylie

Wednesday is out because of Strategic Board, but Thursday could work.

Best regards

Donna Hosie | Executive Assistant to the Director-General
Phone 02 6205 5334 | Fax 02 6207 1552
Executive Unit | Community Services Directorate | **ACT Government**
 Level 8, 11 Moore Street, Canberra | GPO Box 158, Canberra, ACT 2601 | www.act.gov.au



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From: Beer, Kylie
Sent: Monday, 11 November 2013 2:11 PM
To: Hosie, Donna
Subject: FW: WIRC Briefing

Hi Donna

Do either of these times work for Natalie and Nic for the rescheduled WIRC briefing.

Thanks
Kylie

From: Bennett, Erin
Sent: Monday, 11 November 2013 2:03 PM
To: Beer, Kylie
Subject: FW: WIRC Briefing

Hi Kylie

We need to arrange this briefing for Minister's Rattenbury's adviser again. Re: WIRC changes.

Anytime between 3pm-5pm this Wed is good or 11:30am on Thursday.

If neither of these work we will have to spill over to next week.

Thanks
Erin

From: Oakey, Helen
Sent: Monday, 11 November 2013 2:00 PM
To: Bennett, Erin
Subject: RE: WIRC Briefing

Thanks Erin.

Wednesday between 3-5pm is good, or Thursday 11.30 for an hour – after that it gets tight again until next week, and then Monday and Tuesday are good during the most of the day.

Cheers, Helen

From: Bennett, Erin
Sent: Monday, 11 November 2013 1:47 PM
To: Oakey, Helen
Subject: RE: WIRC Briefing

Hi Helen

Are you please able to let me know some times when you're free?
I'll in Victoria all day tomorrow and until 1:30pm Wednesday.

Thanks
Erin

From: Oakey, Helen
Sent: Monday, 11 November 2013 1:44 PM
To: Bennett, Erin
Subject: RE: WIRC Briefing

Hi Erin,

Any progress on a briefing time?

Cheers, Helen

From: Bennett, Erin
Sent: Monday, 4 November 2013 10:17 AM
To: Oakey, Helen
Subject: RE: WIRC Briefing

Hi Helen

No problem at all – I had the same experience last week!
 CSD are now aware and we'll tee something up for next week.

Thanks
 Erin

Erin Bennett | Women's Adviser & Electorate Adviser to Joy Burch MLA
 ACT Minister for Women | ACT Minister for Education & Training | ACT Minister for Multicultural Affairs | ACT Minister for
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From: Oakey, Helen
Sent: Monday, 4 November 2013 10:04 AM
To: Bennett, Erin
Subject: RE: WIRC Briefing

Hi Erin,
 Not sure if Laura has already contacted you,

4/.

Could we reschedule - perhaps next week if this week is too tricky: Not sure when I'll get back in, hopefully tomorrow, but I'm also not in the office much from Wednesday on this week.

Thanks, and apologies to the CSD crew.
 Helen

From: Bennett, Erin
Sent: Wednesday 30 October 2013 12:32
To: Oakey, Helen
Subject: RE: WIRC Briefing

Terrific. Sorry about the late change.
 Nic and I will come down and meet you at 11:30am on Monday!

-----Original Appointment-----

From: Oakey, Helen
Sent: Wednesday, 30 October 2013 12:29 PM
To: Bennett, Erin
Subject: Accepted: WIRC Briefing
When: Monday, 4 November 2013 11:30 AM-12:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Helen Oakey office

Yes, that should be fine actually, and I think his office will be free. The later might have meant he could be there, but at 11.30 he has a meeting.

Thanks.

Hosie, Donna

From: Manikis, Nic
Sent: Thursday, 31 October 2013 6:19 PM
To: Daw, Lesley
Cc: Hosie, Donna; Callen, Michelle; Beer, Kylie
Subject: RE: Minister request

Lesley

Yes Natalie has it.

Thank you

nic

From: Daw, Lesley
Sent: Thursday, 31 October 2013 6:18 PM
To: Manikis, Nic
Cc: Hosie, Donna; Callen, Michelle; Beer, Kylie
Subject: RE: Minister request

Nic
Natalie had a hard copy of this in case it was raised but I am pretty sure they will stick to the (DACT/OCYFS) agenda items.

Lesley Daw | Executive Officer to the Director-General |
Phone 02 6207 6516 | Fax 02 6207 1552
Executive Office | Community Services Directorate | ACT Government
Level 8 11 Moore St Canberra City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Beer, Kylie
Sent: Thursday, 31 October 2013 9:49 AM
To: Manikis, Nic
Cc: Daw, Lesley; Hosie, Donna; Callen, Michelle
Subject: RE: Minister request

Thanks Nic

Can you see if you can get this Natalie before her meeting with the Minister. I will not provide to Minister until Natalie has seen it.

Cheers
Kylie

From: Manikis, Nic
Sent: Thursday, 31 October 2013 9:47 AM
To: Beer, Kylie
Cc: Chapman, Sue; Chester, Tracy; Martinez, Catherine; Hubbard, Ian
Subject: RE: Minister request

Kylie

The breakdown of the WIRC budget for 2013-14 (total \$322,749):

(a)	Salaries and on cost	\$160,871
(b)	Accommodation lease	\$61,000 (note: only from 1 July 2013 – 31 January 2014)
(c)	Courses- funding externals	\$30,878
(d)	Information Technology Services on staff FTE)	\$22,000 (Intact equipment & services – pro-rated based
(e)	Operational Expenses	\$40,000 (communication expenses, staff development/recruitment, travel/transport, printing stationary & publications, public relations & media)
(f)	other operating expenses	\$8,000

I am happy to discuss if need be.

Cheers

nic

From: Beer, Kylie
Sent: Thursday, 31 October 2013 9:30 AM
To: Manikis, Nic
Subject: RE: Minister request

Thanks Nic
 Kylie

From: Manikis, Nic
Sent: Wednesday, 30 October 2013 9:15 PM
To: Beer, Kylie
Cc: Chapman, Sue; Chester, Tracy; Martinez, Catherine
Subject: Re: Minister request

Kylie
 Will have in morning for you.
 Cheers
 Nic

Sent from my iPad

On 30 Oct 2013, at 6:07 pm, "Beer, Kylie" <Kylie.Beer@act.gov.au> wrote:

Hi all
 Please see request for info on the WIRC budget below. it may be worth getting this information to Natalie by 11am, when she meets with Minister Burch, as it may come up.

Sorry for the tight timeframe
 Thanks
 Kylie

From: Bennett, Erin
Sent: Wednesday, 30 October 2013 5:40 PM
To: Beer, Kylie
Subject: Minister request

The Minister would like dot points which breakdown the WIRC budget.
A breakdown of funding allocation for;

- Staff
- Lease
- Courses – ie, funding external facilitators
- Operational
- Any other I've missed out.

Minister would like this by COB Wednesday 31 Oct (tomorrow)

Thanks
Erin

Erin Bennett | Women's Adviser & Electorate Adviser to Joy Burch MLA

ACT Minister for Women | ACT Minister for Education & Training | ACT Minister for Multicultural Affairs | ACT Minister for Disability, Children & Young People | ACT Minister for the Arts | ACT Minister for Gaming and Racing | Member for Brindabella

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E: erin.bennett@act.gov.au

<image001.png>

18
Hosie, Donna

From: Hosie, Donna
Sent: Wednesday, 30 October 2013 4:44 PM
To: Chester, Tracy
Subject: RE: WiRC QTON

Thanks, Tracy

Donna Hosie | Executive Assistant to the Director-General
Phone 02 6205 5334 | Fax 02 6207 1552
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Level 8, 11 Moore Street, Canberra | GPO Box 158, Canberra, ACT 2601 | www.act.gov.au



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From: Chester, Tracy
Sent: Wednesday, 30 October 2013 4:40 PM
To: Hosie, Donna
Cc: Daw, Lesley
Subject: FW: WiRC QTON

Hi Donna

Noting Lesley is away, and given our conversation, Richard is providing the below with regards to the DG query on the program.

Regards Tracy

From: Beaton, Richard
Sent: Wednesday, 30 October 2013 4:34 PM
To: Daw, Lesley
Cc: Baker, Fiona; Martinez, Catherine; Chester, Tracy
Subject: FW: WiRC QTON

Hi Lesley

Sorry there was some confusion about what the Getting back to work program was

Please see below

Hi Richard

In regard to your query the 'Getting Back to Work' was advertised in the What's On for Women Calendar – see below
Provided through the Return to Work program this series of four information sessions support women entering or reentering the workforce.

Will you provide this information to the DG's EO?

Getting Back to Work – for Women

Four consecutive facilitated information sessions conducted including: 'Getting Yourself Ready for the Workforce' – bridging the out of work gap; 'Getting the Skills for the Job' – training and work opportunities; 'Getting the Job' – career objectives and resume writing and 'Preparing for Interview and Interview Skills'. The workshops are presented as a package and women are encouraged to attend all four. Assistance with payment for accredited childcare may be available.

Cheers Fiona

WIRC
13 London Cct, Canberra City
Mondays
5, 12, 19 August & 2 September
10.00am – 1.00pm

17
FREE
Women's Information and Referral Centre
Return to Work Coordinator
Ph: 6205 2885 or 6205 1075
rtw@act.gov.au
www.women.act.gov.au

http://www.communityservices.act.gov.au/data/assets/pdf_file/0004/463576/FINANCIAL-LEGAL-and-RETURNING-TO-WORK.pdf

From: Beaton, Richard
Sent: Wednesday, 30 October 2013 2:55 PM
To: Bamford, Michelle; Dallen, Carleigh
Subject: FW: WIRC QTON

Hi Michelle and Carleigh

What is the Getting back to work program?

From: Martinez, Catherine
Sent: Wednesday, 30 October 2013 10:52 AM
To: Beaton, Richard
Cc: Manikis, Nic
Subject: WIRC QTON

Hi Richard

A note has come down from the D-G with the WIRC QTON saying What is the 'Getting back to work Program?'

I will progress the folder to the MO.

Regards
Catherine Martinez | Assembly and Cabinet Liaison Officer
Phone 02 6205 0750 | Fax 02 6205 0343
Organisational Governance | Community Services Directorate | ACT Government.
Level 4, 11 Moore Street, Canberra City | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

Hosie, Donna

From: Hosie, Donna
Sent: Wednesday, 30 October 2013 1:14 PM
To: Beaton, Richard
Subject: RE: rattenbury advisor briefing request

Information on the closure of the WIRC.

Thanks

Donna Hosie | Executive Assistant to the Director-General
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From: Beaton, Richard
Sent: Wednesday, 30 October 2013 1:13 PM
To: Hosie, Donna
Subject: RE: rattenbury advisor briefing request

Hi Donna

What is the briefing about?

From: Hosie, Donna
Sent: Wednesday, 30 October 2013 1:01 PM
To: Manikis, Nic; Beaton, Richard
Cc: Daw, Lesley
Subject: FW: rattenbury advisor briefing request

Good afternoon

Could you please prepare dot points for the DG for this briefing on Monday.

Many thanks

Donna Hosie | Executive Assistant to the Director-General
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From: Beer, Kylie
Sent: Wednesday, 30 October 2013 12:44 PM

15

To: Hosie, Donna
Cc: Daw, Lesley
Subject: FW: rattenbury advisor briefing request

Hi Donna

Thanks for assisting with this. I don't think I should request a brief, but you may wish to for Natalie??

Not sure of the process

Cheers

Kylie

From: Bennett, Erin
Sent: Wednesday, 30 October 2013 12:30 PM
To: Beer, Kylie
Subject: RE: rattenbury advisor briefing request

11:30am is fine for us.

Erin Bennett | Women's Adviser & Electorate Adviser to Joy Burch MLA
ACT Minister for Women | ACT Minister for Education & Training | ACT Minister for Multicultural Affairs | ACT Minister for Disability, Children & Young People | ACT Minister for the Arts | ACT Minister for Gaming and Racing | Member for Brindabella
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E: erin.bennett@act.gov.au



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From: Beer, Kylie
Sent: Wednesday, 30 October 2013 12:20 PM
To: Bennett, Erin
Subject: FW: rattenbury advisor briefing request

From: Hosie, Donna
Sent: Wednesday, 30 October 2013 12:17 PM
To: Beer, Kylie
Cc: Manikis, Nic
Subject: RE: rattenbury advisor briefing request

Actually, can we make it 11.30am after the briefing to Minister Rattenbury?

Donna Hosie | Executive Assistant to the Director-General
Phone 02 6205 5334 | Fax 02 6207 1552
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19

From: Beer, Kylie
Sent: Wednesday, 30 October 2013 11:21 AM
To: Hosie, Donna
Subject: RE: rattenbury advisor briefing request

Thanks donna, much appreciated.
k

From: Hosie, Donna
Sent: Wednesday, 30 October 2013 10:23 AM
To: Beer, Kylie; Daw, Lesley
Cc: Chester, Tracy; Bennett, Erin
Subject: RE: rattenbury advisor briefing request

Hi Kylie

Lesley isn't in today. I'll put this in front of the DG for a response as to who she wants to attend.

Thanks

Donna Hosie | Executive Assistant to the Director-General
Phone 02 6205 5334 | Fax 02 6207 1552
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Level 8, 11 Moore Street, Canberra | GPO Box 158, Canberra, ACT 2601 | www.act.gov.au



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From: Beer, Kylie
Sent: Wednesday, 30 October 2013 10:11 AM
To: Daw, Lesley
Cc: Chester, Tracy; Hosie, Donna; Bennett, Erin
Subject: rattenbury advisor briefing request

Hi Lesley
Are you able to confirm today, the best time and CSD exec to attend the briefing.

Thanks
Kylie



BRIEFING REQUEST BY NON-EXECUTIVE MEMBER OF THE ACT LEGISLATIVE ASSEMBLY

Proposal for briefing by Minister Burch Advisors/Directorate Executive

Minister for Education and Training
Minister for Disability, Children and Young People
Minister for the Arts
Minister for Women
Minister for Multicultural Affairs
Minister for Racing and Gaming

Briefing request subject title: WIRC changes

Background:

Helen Oakey would like to request a briefing with Erin Bennett and CSD officials to discuss the WIRC changes

Proposed date and time:

anytime between 11am-3pm on Monday 4 November or
anytime between 9:30am-12pm on Tuesday 5 November

Contact details for the Organiser/Requesting Officer:

Name: Helen Oakey

Phone: 75157

MLA Office: Minister Shane Rattenbury MLA

Email if applicable:

Verbal briefing requested: Yes

Written brief requested for Minister: No

TRIM Number - if applicable:

Time commitment: 30 minutes

Venue: Legislative Assembly

List of Attendees (Ministerial staff):

- Erin Bennett
- Helen Oakey

Has the Director General's Office been consulted regarding appropriate Executive and date (contact Executive Assistant): No

Director-General Office Use Only:

Name of Directorate Executive/s attending briefing:

-
-

Please use Government Portal Templates

Please return to:

Minister Burch's Officer Manager Burch@act.gov.au Ph 6205 0020 Fax 620 50495
cc: to Directorate Liaison Officer (DLO) Kylie.beer@act.gov.au Ph 620 50175

Guidance to Staff:

- Directorate Liaison Officer (DLO) to complete all sections of the form following advice from the Chief of Staff or Senior Advisor regarding a briefing request.
- DLO to liaise with Director-General EO/EA to ascertain if the DG/DDG or Executive wish to attend this briefing
- DLO to send completed form to Director-General's EO/EA
- DG EO to advise DLO who is attending the briefings
- DLO will generate an official electronic request and send to Directorate for action if a written brief is required

Hosie, Donna

From: Chapman, Sue
Sent: Wednesday, 9 October 2013 12:25 PM
To: ##All Staff Community Services Directorate
Subject: Advicing CSD of a change within the Directorate
Attachments: WiRC all staff notice.doc

Colleagues

Please see the attached notice outlining changes to the Women's Information and Referral Centre.

Regards

Sue Chapman

8

All CSD Staff

Consultations have commenced with staff at the Womens Information and Referral Centre (WiRC) and the Community and Public Service Union in relation to moving to a new service model for the delivery of services to women in the ACT.

The WiRC was established in 1978 and has been operating in the centre of the city for the past 35 years responding to the information needs of Canberra women over that time.

However, there is an emerging need to change the WiRC model. This has occurred as a result of growth of the city, limitations placed on the location of the service and the need to provide an opportunity for access by all clients who are entitled to services and programs. Further we need to tailor response that addresses the needs of those women who are most vulnerable in the community.

Additionally, the tightening fiscal environment means making better use of limited resources to deliver the core function of the WiRC which is to provide information and referral services that assist disadvantaged women in the ACT.

In practical terms, the proposed service model requires the operational functions of the WiRC be fully absorbed into the Office of Women as part of the Community Participation Group. It is anticipated that this will result in a more streamlined, consistent and deeper engagement with women in the community, particularly those who are isolated and vulnerable, through increased outreach activities, among other things.

I am impressed with the passion and dedication of all WiRC staff in undertaking their roles. The staff have a wealth of experience and a range of skills which we are keen to retain in the directorate as we move to a different service model for improving service delivery for women.

We are working with WiRC staff to shape the new service model as we move forward in the next few months.

Sue Chapman
Deputy Director General