



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2019-073

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	19
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Cc: [REDACTED]
Subject: FOI Request - Requests for savings from Treasury
Date: Friday, 29 March 2019 4:41:50 PM

Good afternoon

I write to request under the *Freedom of Information Act 2016* documents and correspondence related to requests made by the Treasurer, Treasurer's office, or Treasury officials to ACT Government directorates to find savings to assist in delivering a surplus or lower deficit, or to address overspends in other areas. For example, one area may have overspent their allocation for a project and funds from a more efficient business unit have been reallocated to ensure a balanced result is shown for a division.

I also ask for the responses from directorates to the request, including the delivery or non-delivery of the requested savings in addition to any reallocations of appropriations.

Should you require any further information or clarification about my request, please contact [REDACTED]

Kind regards,

[REDACTED]




ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI2019-073



via email 

Dear 

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 29 March 2019, in which you state the following:

"I write to request under the Freedom of Information Act 2016 documents and correspondence related to requests made by the Treasurer, Treasurer's office, or Treasury officials to ACT Government directorates to find savings to assist in delivering a surplus or lower deficit, or to address overspends in other areas. For example, one area may have overspent their allocation for a project and funds from a more efficient business unit have been reallocated to ensure a balanced result is shown for a division.

I also ask for the responses from directorates to the request, including the delivery or non-delivery of the requested savings in addition to any reallocations of appropriations".

On 10 April 2019 you refined the scope of your request to "... seeking outgoing correspondence from Treasury officials specifically requesting directorates to look for savings between 1 July 2018 to 31 December 2018. This correspondence may, but not necessarily, take the form of a standardised or whole of government style request from Treasury".

Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 1 May 2019.

Decision on access

Searches were completed for relevant documents and one document has been identified that falls within the scope of your request.

I have included as **Attachment A** to this decision a schedule which sets out the relevant document.

I have decided to grant full access to the relevant document. The document released to you is provided as **Attachment B** to this letter.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the number of pages being released to you is below the charging threshold.

Online publishing– Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and the document being released to you in response to your access application will be published in the CMTEDD disclosure log three days after the date of my decision. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek a review by the Ombudsman of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in the CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made by the Ombudsman under section 82(1), you may apply to the ACAT for a review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'SMC', with a stylized flourish extending to the right.

Sarah McBurney
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

30 April 2019



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[REDACTED]	Outgoing correspondence from Treasury officials specifically requesting directorates to look for savings between 1 July 2018 to 31 December 2018. This correspondence may, but not necessarily, take the form of a standardised or whole of government style request from Treasury	CMTEDDFOI2019-073

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-4	Budget Memo document	5 Dec 2018	Full release	N/A	Yes
Total No of Docs						
1						

BUDGET MEMO



2018/22

This Memo applies to: All agencies

2019-20 Budget – Full Business Case Development

Purpose

- This Memorandum advises agencies of the approach for developing business cases for the 2019-20 Budget.

Key Dates

Costings and all draft business cases due with Treasury: Thursday, 31 January 2019
Treasury feedback to agencies on draft proposals and costings: Progressively during the first two weeks of February 2019
Minister-endorsed business cases due with the Treasurer: Friday, 15 February 2019
Budget Committee of Cabinet – Consideration of business cases: Late February, March and April 2019

Key Points

Two stage budget process

For the 2019-20 Budget, new proposals are being developed through a two stage process. The first stage (concept briefs) is nearing completion. The second stage involves the development of full Business Cases for those proposals that the Budget Committee of Cabinet (BCC) has agreed can proceed.

Templates

- There is a single business case template for expense, ICT, and revenue proposals, and capital projects valued at less than \$10 million. This template was developed for the 2017-18 Budget, and has been updated for application in the 2019-20 Budget. This template (at [Attachment A](#)) is to be used for the following:

Business case type	Value
Expenses	All
ICT	All
Revenue	All
Capital	Less than \$10 million

- Further guidelines have been prepared to assist users in the preparation of business cases and are available on the Budget Officers Sharepoint site (in the Memos section – see the *Additional Information* section below).
- For capital business cases valued at \$10 million or more, templates and associated guidelines can be found at <https://www.procurement.act.gov.au/about/capital-framework/single-assessment>.

Revenue proposals

- Agencies must submit revenue proposals where there is a desire to:
 - increase an existing fee or charge by more than the amount which has been previously agreed (generally Wage Price Index (WPI)); and/or
 - introduce a new fee or charge.

Business case requirements

- Business cases must be developed in accordance with any conditions specified in the relevant BCC decision.
- Proposals should be accompanied by offsetting savings, as required in the Budget Process Rules.
 - Agencies should ensure that offset proposals provide an appropriate level of detail to allow an assessment of their merits. Agencies have the option of providing a separate business case for the offsets, particularly if they are intended to offset multiple proposals.
- Agencies are also reminded to refer, if and where relevant, to greenhouse gas emission options and effects relating to the proposed investment, consistent with the Government's Carbon Neutral ACT Government Framework.
- **All** capital business case proposals are to be developed using The Capital Framework (TCF) guidelines and the appropriate templates (for Tiers 1 and 2). The Capital Framework can be accessed via the link below:
 - The Capital Framework – <https://www.procurement.act.gov.au/about/capital-framework>
- Business cases for capital proposals should offset the budgetary impact of associated expenses.
- An omnibus covering template is attached to this Memorandum. It is intended that BCC will agree to the structure of **omnibus packages** (including the identification of lead agencies) on 19 December; outcomes regarding these packages will be shared with agencies in due course.
- Agencies are reminded that any proposals relating to infrastructure upgrades should be put forward as part of the Better Infrastructure Fund (BIF) allocation process, which will ultimately be considered by BCC. Advice regarding the submission of proposed BIF allocations will be provided early in 2019.

Submitting draft business cases and costings

- To comply with Cabinet rules on the handling of Cabinet documents, business cases and other related materials will be transferred between agencies and Treasury via secure folders that have been established on the W:\ Drive. Agencies should already have nominated appropriate officers (generally within the Chief Finance Officer unit) that require access to these folders. If additional staff require access, this can be organised by contacting your usual Treasury analyst.
- Draft business cases are to be submitted to Treasury for costing and review by 31 January 2019. Business cases should be saved to the W:\ Drive and an email sent to your usual Treasury Analyst, the Budget Coordination team email [#CMTEDD](#), [Budget Coordination Team](#), and the Capital Coordinators (refer to the contact section below for details) alerting them that the business cases have been updated.
- Once a business case is submitted to Treasury for review, it will be assigned a standardised reference code which takes into account the characteristics of the proposal (for items that were considered in the concept brief stage, these codes have already been assigned).
 - These reference numbers must be maintained for the duration of the Budget process as they are recorded in multiple places, including Cabinet decisions.

Treasury review and feedback on drafts

- Treasury will review business cases to ensure that the proposals are comprehensive. The financial estimates will also be analysed together with the inclusion of clearly identified outcomes (with performance measures).
- Treasury will progressively provide feedback to agencies on the costings and draft business cases in the first half of February 2019.
- For capital specific proposals, Treasury will review these consistent with The Capital Framework, including:
 - Review 1: Functional Brief/Output Specification (Capital Framework Coordinator);
 - Review 2: Needs Analysis (CMTEDD);
 - Review 3: Delivery Model Selection for Tiers 1 and 2 only (Capital Framework Coordinator); and
 - Review 4: Financial Analysis for Tier 1 only (Public Private Partnerships and Design, Construct Maintain and Operate models (CMTEDD).
- Treasury will consult with Coordinators-General on relevant proposals and seek the views of the Digital Service Governance Committee in relation to ICT business cases.

Minister-endorsed business cases

- Ministers are asked to submit their business cases to the Treasurer by 15 February 2019.
- Electronic copies of all final business cases should be uploaded to the W:\ Drive and emails sent alerting your usual Treasury Analyst at the same time as they are provided to the Treasurer.

BCC consideration

- Meetings have been scheduled for BCC to consider business cases in late February, March and April. BCC is expected to consider business cases agency by agency, so it is important for all final business cases to arrive by the deadline.
- The Initiatives Review Committee (IRC) process will not be used during the consideration of business cases.
- Treasury will undertake an assessment of each proposal and provide its analysis via the Treasury Brief. Once Ministers have received their copies of these Briefs, Treasury will provide electronic copies to the Directors-General and relevant officers, accessible via the W:\ Drive.

Additional information

- The following templates and guides are available on Sharepoint to assist staff:
 - 2019-20 Budget Business Case template (and the 2019-20 Omnibus covering template).
 - 2019-20 Average Salary Costing spreadsheet.
 - Cost Benefit Assumption Guide.
 - Fees and Charges Guidelines.
 - Standard Costing Parameters, and the Salary and Administrative On-Cost Guide.
 - **Please note** that the Average Salary Costing Spreadsheet has been prepared in advance of the Fair Work Commission's approval with the 2017-2021 Enterprise Agreement bargaining process. If necessary, Treasury may elect to reissue this Spreadsheet; agencies will be advised if this occurs.
 - If you have any issues accessing Sharepoint, please send an email to [#CMTEDD, Budget Coordination Team](#).

Contacts

- Should you have any queries, please contact your usual Treasury Analyst.
- For capital specific queries, please contact either of the Capital Coordinators:
 - Jeff Hart, x79373 (Manager, The Capital Framework); or
 - Rebecca Power, x54418 (Project Manager, The Capital Framework).

Authorised by:

Natasha Bourke

A/g Director, Budget Coordination and Reporting

Finance and Budget Division

Chief Minister, Treasury and Economic Development Directorate

5 December 2018

Attachments:

Attachment A	2019-20 Budget – Business case template
Attachment B	2019-20 Budget – Omnibus cover submission