

ANNUAL REPORT

2010-11

CHIEF MINISTER AND CABINET
DIRECTORATE

VOLUME 1



ACT
Government

Chief Minister and Cabinet

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ISBN-13: 978-0-642-60567-2

ISBN-10: 0-642-60567-X

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Produced by Publishing Services for the: Chief Minister and Cabinet Directorate, ACT Government

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Publication No 11/0758

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NOTE: In this report the Chief Minister and Cabinet Directorate (CMCD) and the term Directorate are taken to include the former Chief Minister's Department as it existed prior to 17 May 2011. Unless otherwise noted this Report only provides details for those areas still in the Directorate as at 30 June 2011. The areas that left will be reported in the Annual Reports of the Directorates of which they are now part.



ACT
Government

Chief Minister and Cabinet

Ms Katy Gallagher MLA
Chief Minister
Minister for Industrial Relations
ACT Legislative Assembly
London Circuit
CANBERRA ACT 2601

Dear Chief Minister

This Report has been prepared under section 5(1) of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements referred to in the Chief Minister's Annual Report Directions.

It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by the Chief Minister and Cabinet Directorate.

I hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the Chief Minister and Cabinet Directorate during the period 1 July 2010 to 30 June 2011 has been included and that it complies with the Chief Minister's Annual Report Directions.

I also hereby certify that fraud prevention has been managed in accordance with Public Sector Management Standard 2, Part 2.4.

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you cause a copy of the Report to be laid before the Legislative Assembly within 3 months of the end of the financial year.

Yours sincerely

Andrew Cappie-Wood
Director-General
Chief Minister and Cabinet Directorate

6th September 2011



SECTION A

PERFORMANCE AND FINANCIAL
MANAGEMENT REPORTING

A.1 THE ORGANISATION

OUR ROLE

Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service and provides strategic advice to the ACT Government on policy development, service delivery and whole-of-government issues.

TO ACHIEVE OUR OUTCOMES, THE DIRECTORATE FOCUSES ON SUPPORTING:

- the Chief Minister as head of the ACT Government and Chair of Cabinet through machinery of government and Cabinet processes, and the provision of high level executive support and policy advice;
- quality policy development, advice and decision-making through leadership, strategic direction, collaboration and coordination across government agencies;
- a professional, collegiate and innovative ACT Public Service through effective public sector management and employment policy, service-wide leadership and development programs and promotion of ethics and accountability;
- enhanced workplace health and safety and private sector workers' compensation through policy development, advice to the Government and coordination of Territory consultative bodies;
- communications and community engagement across government;
- planning for the Centenary of Canberra;
- administrative and protocol services to the Chief Minister, the ACT Executive and their staff; and
- improved organisational and strategic management within the Directorate through human resource, business and financial planning.

OUR VALUES

We are committed to:

- high standards of integrity, honesty and fairness;
- open, collegiate and innovative work practices;
- recognising achievement; and
- workplace diversity, safety and equity.

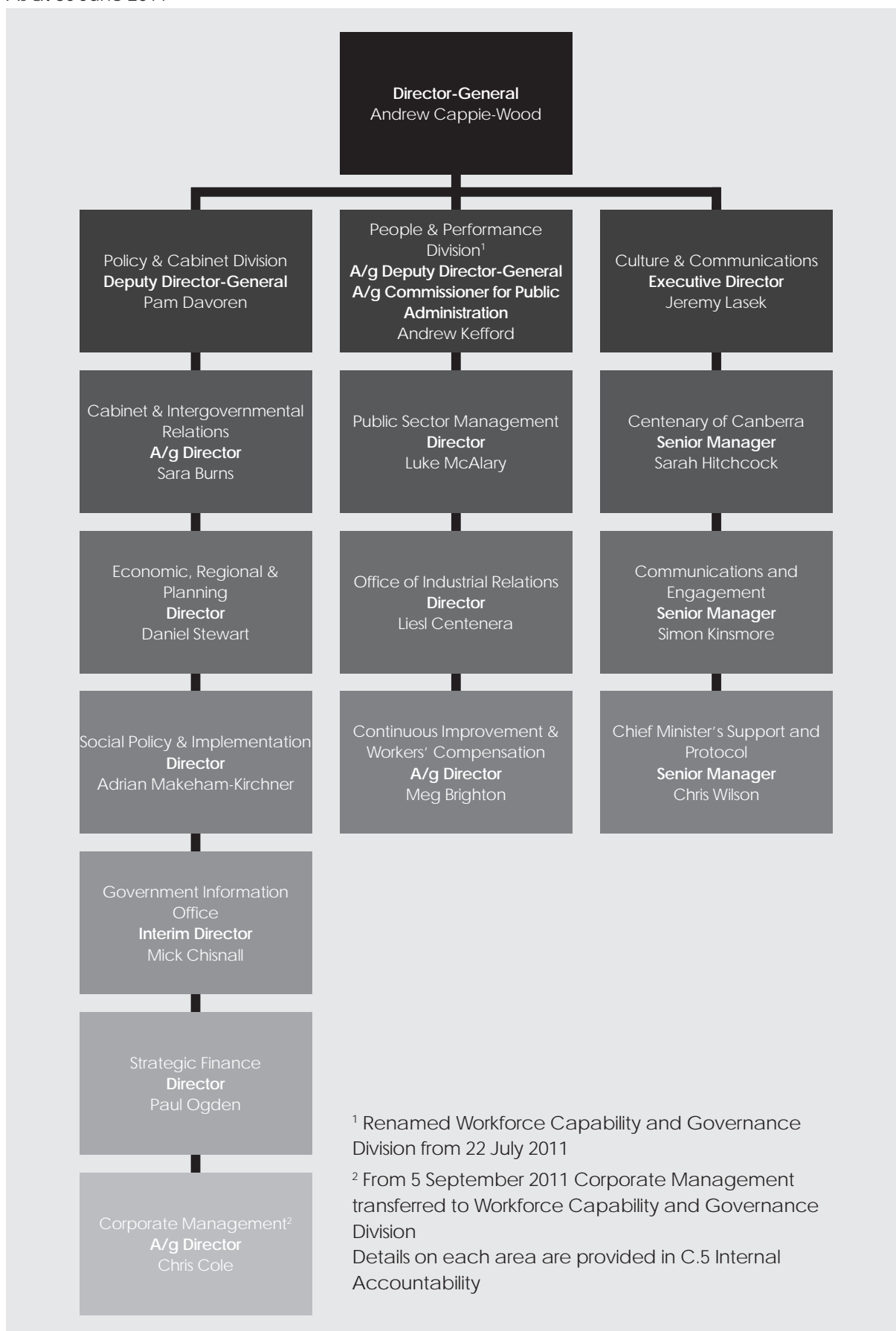
OUR STAKEHOLDERS

Our principal stakeholder is the Chief Minister and Minister for Industrial Relations. Other key stakeholders are:

- the Cabinet and the Government;
- the Legislative Assembly;
- the ACT community in general, and employer and employee organisations in particular; and
- ACT Public Service directorates, and ACT Government agencies and authorities.

ORGANISATION CHART

As at 30 June 2011



A.2 OVERVIEW

The Chief Minister and Cabinet Directorate provides strategic advice to its Ministers and the ACT Government on policy development, service delivery and whole-of-government issues, and facilitates the implementation of government priorities.

On 1 July 2010 Heritage joined the then Chief Minister's Department as part of the Culture and Communications Division. The Department maintained a core structure around five key areas, Policy Division, Governance Division, Culture and Communications, Business and Industry Development, and Australian Capital Tourism until the Administrative Arrangement changes that took effect on 17 May 2011.

The 17 May 2011 changes in the Administrative Arrangements included:

- changing the name from Chief Minister's Department to the Chief Minister and Cabinet Directorate;
- transferring Business and Industry Development, Australian Capital Tourism, *Live in Canberra* and Special Events to the Economic Development Directorate;
- transferring Heritage and the Government Architect to the Environment and Sustainable Development Directorate; and
- transferring artsACT to the Community Services Directorate.

At this time Governance Division was renamed People and Performance Division.

The structure of CMCD following these changes is as shown in section A.1 The Organisation.

At various points during the year small teams existed for short term projects including:

- Canberra Conversation Team which facilitated the *Canberra 2030 – Time to Talk* community conversations, which looked at longer-term strategic planning issues;
- ACTPS Review Secretariat which supported Dr Allan Hawke AC in his review of the effectiveness, capacity and structure of the ACT Public Service; and
- ACTPS Review Transition Taskforce which was established by the ACTPS Strategic Board to advise on, and implement a comprehensive change management program including the cultural change required as part of the establishment of the single ACT Public Service Agency.

The Directorate has an Executive Management Group comprising the Director-General, Deputy Directors-General and the Executive Director. Prior to the changes of 17 May 2011 it also included the General Managers of Business and Industry Development and Australian Capital Tourism. This Group considers current and emerging issues at a whole-of-government and directorate level.

The purpose, values, operating principles, stakeholders and key business of the former Chief Minister's Department was set out in the *Chief Minister's Department 2010-11 Corporate Plan*. There is also a *Chief Minister's Department People Plan* which sets out the initiatives and projects to be undertaken within the Department to build strategic human resource capacity. In the short-term these plans have continued within the new Directorate.

A.3 HIGHLIGHTS

The Directorate oversaw the *Canberra 2030 - Time to Talk* community consultation process, with the report being provided to Government in January 2011. The extensive consultations sought Canberrans' input and ideas on the shaping of Canberra over the next twenty years. This included establishing a website that was visited by over 20,000 people with almost 34,000 opinions and comments posted. Almost 2,500 people completed an online survey or participated in a telephone survey. Additionally there were community workshops, a forum that included experts on urban planning, transport and population growth and focus groups. The final report is available from www.canberra2030.org.au.

The Government commissioned Dr Allan Hawke AC to review the ACT Public Sector capability, capacity and effectiveness in September 2010. A Secretariat was established within CMCD to assist Dr Hawke in his review. Consultations were held with Ministers, Members of the Legislative Assembly, current and former ACTPS officials, unions, stakeholder groups, members of the community, and leading academics in the field of public administration. The *Governing the City State: One ACT Government – One ACT Public Service* Report, provided to Government in February 2011, was released in full on 15 February 2011. It recommended that the public service be restructured as a single agency with a number of directorates to allow for greater coordination between areas of the service. The report is available from – www.cmd.act.gov.au/functions/publications.

Following the Government's broad acceptance of the recommendations of Dr Hawke's report and the establishment of the ACTPS Strategic Board (see C.5 for further details), the ACTPS Review Transition Taskforce was created to support the Board in its consideration and implementation of recommendations and suggestions contained in *Governing the City State*. The Taskforce has now finished its work, with ongoing support to the Board provided by CMCD with specialist support provided by other areas of the ACTPS as required.

Other major activities undertaken by the Directorate during the year include:

- the launch of the ACT Public Service *Respect, Equity and Diversity Framework*;
- changes to the *Public Sector Management Act 1994* to encourage ACT Government agencies to further improve their performance when it comes to the employment of people with a disability and Aboriginal and Torres Strait Islander people;
- the release of the *Canberra Social Plan 2011* available from www.cmd.act.gov.au/policystrategic/socialplan;
- development of the *2011-12 ACT Government Infrastructure Plan*;
- completion of the *Strengthening Performance and Accountability: A Framework for the ACT Government*, and the *ACT Government Evaluation Policy*;
- updated Demographics projects in a new website format;
- advising the Government on developments in national workplace safety agenda and amending the ACT's existing work safety scheme;
- the introduction of salary packaging of public transport costs for ACT public servants and their families; and
- the successful running of the Medicare Change your Address Campaign.

A.4 OUTLOOK

During 2011-2012 the Directorate will continue working on the Government's priorities including triple bottom line assessment of policy proposals and the implementation of the Government's open government agenda. The Directorate will also provide a leadership role in supporting the Director-General as Head of Service and the ACTPS Strategic Board with its responsibilities to provide whole-of-government leadership and strategic direction to the ACTPS.

Other major projects to be undertaken during 2011-12 will include:

- a range of activities aimed at embedding the one service model, including:
 1. reviewing the *Public Sector Management Act 1994* with a view to modernising the legislation;
 2. developing, in consultation with the People and Performance Council, refreshed induction, capability development and leadership development programs; and
 3. supporting the development of common corporate policies across ACTPS directorates in keeping with the one service model;
- reviewing Public Interest Disclosure Legislation;
- reviewing the complaints handling system across government,
- improving workplace culture by reviewing the ACTPS values and behaviours and their linkages to an improved individual performance management system;
- implementing the Performance and Accountability and Evaluation Frameworks;
- progressing open government initiatives through the Government Information Office;
- finalising and implementing a Government ICT strategy;
- developing a new approach to the Canberra Plan including related social media and Web 2.0 opportunities;
- finalising the review of regulation of boarding style accommodation;
- commencing modernisation of the ACT public sector enterprise awards;
- implementing the Government's response to the independent Report on the Asbestos Review, including establishment of the Asbestos Regulators Forum;
- extending portable long service leave to the security industry; and
- finalising a Centenary of Canberra highlights program and a recommended final program.

I would like to express my appreciation for all the hard work, professionalism and commitment shown by staff of the former Chief Minister's Department over the past year and I look forward to working closely with the staff not only of the Chief Minister and Cabinet Directorate but with all staff in the ACT Public Service over the next twelve months.

Andrew Cappie-Wood
Director-General
Chief Minister and Cabinet Directorate

A.5 MANAGEMENT DISCUSSION AND ANALYSIS¹

Directorate financial results are reported in Volume 2 of the *2010-11 Chief Minister and Cabinet Directorate Annual Report*. Volume 2 contains annual financial results for the ACT Executive, CMCD and the Default Insurance Fund, along with a Management Discussion and Analysis for the ACT Executive and CMCD, and a Statement of Performance for CMCD.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Paul Ogden	Chief Finance Officer	(02) 6207 9114	paul.ogden@act.gov.au
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A.6 FINANCIAL REPORT¹

Directorate financial results are reported in Volume 2 of the *2010-11 Chief Minister and Cabinet Directorate Annual Report*.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Paul Ogden	Chief Finance Officer	(02) 6207 9114	paul.ogden@act.gov.au
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A.7 STATEMENT OF PERFORMANCE¹

The Directorate's Statement of Performance is reported in Volume 2 of the *2010-11 Chief Minister and Cabinet Directorate Annual Report*. Narrative on the performance measures is also included in section A.9 Analysis of Agency Performance.

A.8 STRATEGIC INDICATORS

CMCD identified five Strategic Indicators for 2010-11. Below are details of the Directorate's performance against these Indicators.

STRATEGIC INDICATOR 1 – BUILDING STRONGER ACROSS GOVERNMENT FOCUS IN POLICY DEVELOPMENT AND SERVICE DELIVERY.

The Directorate provides advice to Government and works with agencies to achieve a stronger across-government focus in government policy development and service delivery. This includes the establishment of strategic taskforces, leadership of new Government initiatives and strategies, proactive engagement with agencies on key policy or service issues, advice that provides a whole-of-government perspective and monitoring performance of service delivery outcomes.

RESULT

The Directorate has undertaken a range of activities to build a stronger across-government focus on policy development and service delivery.

¹ Sections A.5, A.6 and A.7 include all areas of the former Chief Minister's Department until 16 May 2011 and from 17 May 2011 only those areas in the new Chief Minister and Cabinet Directorate.

STRATEGIC TASKFORCES AND COMMITTEES

The Centenary of Canberra Unit within CMCD coordinated an ACT Government Interdepartmental Committee that met quarterly as a forum for the planning and coordination of Centenary activities, as well as an Intergovernmental Working Group in conjunction with the Commonwealth Department of Regional Australia, Regional Development and Local Government that ensured that planning for the Centenary is undertaken in a coordinated, efficient and effective way making best use of the resources available.

LEADING NEW GOVERNMENT INITIATIVES AND STRATEGIES

CMCD developed and released *Strengthening Performance and Accountability: A Framework for the ACT Government* and the *ACT Government Evaluation Policy*. These Frameworks focus on continuous improvement in all Government operations and outcomes, and emphasises collaboration across government, to focus Directorate service and policy planning on achieving the Government's priorities.

The *2011-12 ACT Government Infrastructure Plan* which outlines across-government infrastructure priorities to support government service delivery and meet the needs of the ACT community, was developed in collaboration with all ACT Government Directorates. The resultant Plan is a reference point for Directorates' capital planning and policy development with a strong across-government focus.

CMCD also released an updated *ACT Social Plan* which outlines across-government social policy objectives, and supporting social programs. The Plan was developed through consultations, meetings and online forums across government and with the community.

The Directorate also supported the secretariat established to assist Dr Hawke in his review of the capacity, capability and effectiveness of the ACT public sector and the ACTPS Review Transition Taskforce created to support the ACTPS Strategic Board in its consideration and implementation of recommendations and suggestions contained in the report, *Governing the City State*. The Taskforce has now finished its work, with ongoing support to the Board provided by CMCD and specialist support provided by other areas of the ACTPS as required.

ENGAGING WITH AGENCIES ON KEY POLICY AND SERVICE ISSUES

CMCD worked closely with other ACT Government Directorates charged with regulating or implementing policies administered by the Minister for Industrial Relations. This included work with the Office of Regulatory Services and the Office of the Work Safety Commissioner to:

- prepare for the commencement of the new nationally harmonised work safety laws commencing from 1 January 2012; and
- implement amendments to the *Workers Compensation Act 1951*.

PROVIDING ADVICE ON A WHOLE OF GOVERNMENT PERSPECTIVE

CMCD led the coordination and development of the ACT Government positions in a number of policy and functional areas this year. This work has included:

- policy advice on the Government's role in the COAG reform agenda through facilitating across-government working groups and leading liaison and negotiation across ACT Government Directorates with the Australian Government and other jurisdictions;
- providing advice from an across-government perspective by coordinating and leading Government responses to a range of reports and submissions to parliamentary and other inquiries;

- negotiating updated service arrangements with the Commonwealth on services to Jervis Bay Territory;
- coordination of regional engagement on behalf of the ACT Government through forums such as the Regional Leaders' Forum and the Regional Development Australia ACT Committee;
- establishment of the Strategic Board, a new-across Directorate senior leadership forum; and
- support for two across-government policy and coordination forums - the Policy Council, chaired by the Deputy Director-General Policy and Cabinet, and the People and Performance Council, chaired by the Deputy Director-General, Workforce Capability and Governance.

STRATEGIC INDICATOR 2 – SUPPORTING INFORMED DECISION MAKING

The Directorate works to ensure that the advice to Government is timely, accurate, robust and covers essential issues clearly to assist informed decision-making.

RESULT

The Directorate has undertaken a range of activities to support informed decision making.

ADVICE AND GUIDELINES

Consistent with the findings of the Hawke Review, CMCD is working with all Directorates in the development of a Whole-of-Government Style Guide. Once established, the Style Guide will provide a consistent and easy to use source of information on forms of address, good writing practices, document format, and general document quality. The Whole-of-Government Style Guide will assist action officers in producing high quality and timely material for Ministers.

The Directorate provides commentary and analysis of all Cabinet Submissions. Through this function CMCD supports decision-makers by providing quality policy advice. This advice is developed in consultation with the other Directorates.

CMCD also released:

- the *ACT Government Evaluation Policy and Guidelines* aimed at building evaluation maturity across government, and to inform decision-making about the efficiency, effectiveness and appropriateness of government services; and
- a Triple Bottom Line Assessment Framework discussion paper to reinforce and enhance considerations of sustainability in Government decision-making.

REPORTING AND ANALYSIS

Continuous Improvement and Workers' Compensation commissioned an actuarial review of the performance of the privately underwritten workers' compensation scheme in the ACT in order to obtain high quality data and trend information on the scheme's performance.

Time to Talk: Canberra 2030 represents one of the Territory's largest community engagement processes since self government. It was designed to enable a wide range of people to participate in a dynamic and positive dialogue about the future of Canberra. CMCD coordinated and supported this engagement process through a dedicated taskforce. The information gained from this engagement process will continue to inform government decision-making, including direction setting, policy and program design.

CMCD also supports development of reports of progress under the *Canberra Plan: Towards our Second Century* and ongoing support for the Measuring Our Progress website, which provides a snapshot of life in Canberra through key data sets.

Updated demographic projections for the Territory were released during the year. As part of the Government's commitment to evidence based policy these projections will inform planning and delivery of a wide range of services and infrastructure for the community, including housing, schools, public utilities, health centres, aged care facilities and playgrounds. The Directorate supported other statistical projects including a paper on Baby Boomer Retirements and our Future Workforce and developed papers to support the Time to Talk engagement. CMCD is also working with the Australian Bureau of Statistics to extend work on individual and family level measures of disadvantage.

STRATEGIC INDICATOR 3 – STRENGTHENING PUBLIC SERVICE CAPACITY

The Directorate works with agencies to strengthen and build public service capacity. The ACT Public Sector needs to be well positioned to attract, retain and improve the capability of our workforce in order to deliver quality services for the community and to help take the Territory forward.

RESULT

RECRUITMENT IMPROVEMENTS – www.jobs.act.gov.au

During 2010-11, CMCD and Shared Services continued to work together to streamline the ACT Public Service Gazette (ACTPS Gazette) processes for the service.

Following amendment to the *Legislation Act 2001* in the previous reporting period to redefine 'gazette' for the purposes of online publishing, from 2 September 2010, the Jobs Website formally took over the role of the ACTPS Gazette, providing vacancy notices and employment notices for the ACTPS.

As part of this change vacancy notices may now be published within five days of receipt by Shared Services providing further potential to reduce recruitment timeframes which will assist agencies in working towards the ACTPS time-to-hire target of forty days. More detailed information about the time-to-hire by agency can be found in the 2010-11 Workforce Profile.

Users of the Jobs Website may also subscribe to the site, receiving notification through Microsoft Outlook of vacancy and or employment notices as they are published.

In addition to these changes is the inclusion of the membership logo of the Australian Network on Disability (ANoD). The logo provides a link to the ANoD website containing information on their services and advice, support and training and development for managers of persons with a disability in the workforce.

RESPECT, EQUITY AND DIVERSITY FRAMEWORK – www.cmd.act.gov.au/governance/public/red

The ACT Public Service *Respect, Equity and Diversity (RED) Framework* was developed in consultation with ACTPS Directorates and underpinned by best practice research. The Framework was launched by the Chief Minister and the Commissioner for Public Administration on 2 December 2010.

The Framework outlines and defines the principles of respect, equity and diversity. It highlights the benefits of valuing diversity and creating respectful and equitable workplaces, including increased employee engagement, and improved levels of workplace participation and innovation through more diverse thinking.

The Framework provides a focus on 'Respect' and aims to ensure that all ACT public servants '*value and consider others at work*'.

ACTPS EMPLOYMENT STRATEGY FOR ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE – www.cmd.act.gov.au/governance/public/es

Developed in consultation with the ACT Indigenous Elected Body and the ACTPS Aboriginal and Torres Strait Islander Staff Network, the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People* was launched by the Chief Minister and the Commissioner for Public Administration on 12 April 2011.

The Employment Strategy's vision is 'for the ACTPS to be seen as an attractive workplace for Aboriginal and Torres Strait Islander people to seek employment, and to more than double, by 2015, the employment of Aboriginal and Torres Strait Islander people, across the Service.'

ACTPS EMPLOYMENT STRATEGY FOR PEOPLE WITH DISABILITY – www.cmd.act.gov.au/governance/public/es

Developed in consultation with external stakeholders and ACTPS Directorates, the *ACTPS Employment Strategy for People with Disability* was launched by the Chief Minister and the Commissioner for Public Administration on 20 April 2011.

The Employment Strategy's vision is 'a disability confident service, in which people with disability are able to access secure and sustainable employment opportunities and are respected for their skills and capabilities'.

PILOT TRAINEESHIP PROGRAM FOR PEOPLE WITH AN INTELLECTUAL DISABILITY

An administrative traineeship program offering an employment and development opportunity for people with an intellectual disability has been implemented across the ACTPS. Nine trainees are participating in the program at: Environment and Sustainable Development (1), Education and Training (1), Economic Development (2), Treasury (2), Community Services (2) and Territory and Municipal Services (1). Participants commenced their traineeships in August 2010. This pilot program offers trainees an opportunity to gain work experience in administrative roles and formal training to support their work-based experience, leading to the award of a nationally recognised Certificate II qualification in Business.

YOUNG PROFESSIONALS' NETWORK

The Young Professionals' Network aims to connect young professionals across the ACTPS through professional development and training, along with regular social events to promote networking opportunities. The connections formed at these events, provide the foundation for future collaboration across Directorates and assist in engaging and retaining valuable staff.

ACTPS EXECUTIVE AWARDS

The Chief Minister annually acknowledges high performing ACTPS Executives through the ACTPS Executive Awards. The Awards acknowledge outstanding leadership by ACTPS Executives in each directorate, with a focus on those that:

- lead and value people;
- shape strategic thinking;
- achieve results with integrity;
- foster collaboration; and
- exemplify citizen, community and service focus.

In 2010 winners who displayed these behaviours were responsible for a variety of projects and initiatives such as, the launch of a new online community service website, Fix my Street, guiding the development of policy frameworks that aim to improve outcomes and opportunities for Canberrans who have a disability, and the rebuilding of emergency services, upgrades and training facilities post 2003 ACT bushfires.

GRADUATE PROGRAM - www.cmd.act.gov.au/governance/public/working_attraction/graduate_program

The whole-of-government Graduate Program aims to attract the best graduate talent on offer. Attendance at interstate job expos and promotion at regional universities showcase the employment, training and development opportunities in the ACTPS. Graduates undertake three rotations within the ACTPS and further studies over the course of ten months to secure a nationally recognised qualification. High level support systems and training for supervisors is provided to ensure that, once recruited, the graduates are retained in the Service.

Public Sector Management partnered with *Live in Canberra* to promote the Graduate Program at interstate career and employment expos including Melbourne, Sydney, Brisbane and Adelaide.

LEADERSHIP DEVELOPMENT PROGRAMS

Building on the work of the previous reporting period, a number of professional development programs designed specifically for executives and future leaders were supported by the Commissioner and implemented by CMCD. These development programs aim to expand and develop leadership skills across the ACTPS by encouraging strong cross-agency links, fostering collaboration, and improving managerial expertise. The five programs conducted during the reporting period were:

- the Executive Leadership Development Program;
- the Future Leaders Development Program;
- sponsored training for front-line and first-time managers;
- the Public Sector Management Program; and
- the Australia and New Zealand School of Government Executive Fellows and Masters Programs.

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM

A total of twenty-five Band 1 Executives participated in the Executive Leadership Development Program in August 2010 and February 2011. Thirteen executives participated in the Band 2 Executive Leadership Development Program in July 2010.

FUTURE LEADERS DEVELOPMENT PROGRAM

A total of thirty-eight employees participated in the Future Leaders program in September 2010 and March 2011. This program is specifically designed for Senior Officer Grade A and B Managers and is designed to build leadership capacity within the ACTPS.

TRAINING FOR FRONT-LINE AND FIRST-TIME MANAGERS

Twenty-five front-line and first-time managers received training in a suite of five essential topics for new managers and supervisors:

- recruitment and staff selection;
- managing employee performance;
- workplace behaviour and conflict resolution;
- workplace and work-safety training for supervisors and managers; and
- financial management.

This training is specifically designed to improve managerial skill within the ACTPS and to aid retention of highly skilled employees.

PUBLIC SECTOR MANAGEMENT PROGRAM

The Public Sector Management Program is a cross-jurisdictional program targeted at motivated middle to senior managers. While CMCD and the Commissioner for Public Administration promote the program across the ACTPS, the Australian Public Service Commission is responsible for its administration in the ACT. A total of seventeen participants from across the ACTPS commenced the program in September 2010, February and April 2011 intakes. On successful completion of the course, participants receive a Graduate Certificate in Public Sector Management from Flinders University.

AUSTRALIA AND NEW ZEALAND SCHOOL OF GOVERNMENT

During the reporting year the Commissioner for Public Administration, and Directorates jointly sponsored two places in the Australian and New Zealand School of Government Executive Master of Public Administration program and one place in the Executive Fellows program.

AMENDMENTS TO THE PUBLIC SECTOR MANAGEMENT ACT AND RELATED LEGISLATION

On 15 February 2011 the ACT Legislative Assembly passed the *Public Sector Management Amendment Act 2011* to partly address the issue identified in last year's Annual Report which was a need to reduce the tension between legislative instruments including the *Public Sector Management Act 1994* (PSM Act), *Public Sector Management Standards* (PSM Standards) and Enterprise Agreements. Subsequently, Dr Allan Hawke released the *Governing the City State* Report which, amongst other things, recommended a need to undertake a systemic and comprehensive review of the employment legislation.

Consistent with the Report recommendations, on 8 April 2011 the Commissioner for Public Administration amended the PSM Standards with commencement of the *Public Sector Management Amendment Standards 2011 (No. 3)*. These amendments sought to bring a greater alignment between the PSM Standards and other parts of the employment framework, such as the PSM Act, and industrial instruments applicable to ACTPS employees, which include Awards, Collective Agreements made under the *Workplace Relations Act 1996* (Cwth), and Enterprise Agreements made under the *Fair Work Act 2009* (Cwth) (Agreements).

In addition, to support a one service model as recommended in the Report, the *Public Sector Management (One ACT Public Service) Amendment Act 2011* and the *Administrative (One Public Service Miscellaneous Amendments) Act 2011* were passed on 23 June 2011. The amendments created the position of Head of Service with functions relating to management of whole-of-government issues and the employment of members of the service. The amendments also replaced references to Chief Executives with Directors-General and changed Director-General functions and accountability to take into account the new Head of Service role.

The Acting Commissioner for Public Administration made complementary PSM Standards amendments with commencement of the *Public Sector Management Amendment Standards 2011 (No. 4)* on 1 July 2011 to reflect the move toward a single public service model.

STRATEGIC INDICATOR 4 – SUPPORT SUSTAINABLE AND VISIBLE ARTS ACTIVITY

The Directorate supports arts activities through maximising community access to and participation in the arts, supporting sustainable arts organisations of excellence, managing and developing arts facilities and building productive relationships with Commonwealth Government arts agencies.

RESULT

This indicator relates mainly to work undertaken by artsACT. In May 2011 this Unit transferred to the Community Services Directorate, and will be reported in the Annual Report of that Directorate.

One of the goals of the Centenary of Canberra is to invest in the skills and experience of local artists and arts workers (technical, production and lighting) in the lead up to the Centenary in 2013 to cultivate new opportunities as well as improve the quality of existing programs. Major outcomes during 2010-11 include:

- the development and delivery of a pilot event for the Centenary, *You Are Here* – a multi-site arts and cultural program showcasing works by new and emerging artists in the Canberra CBD during the period around Canberra Day;
- funding support for the Street Theatre to assist the delivery of the *Made In Canberra* series and to the Canberra International Music Festival for 'The Griffin Trilogy' project;
- the pilot of the *Living Instrument* at the Canberra Nara Festival with a supporting symposium at the ANU School of Music;
- creative development and delivery of the *Canberra Diaspora*, an interactive story telling project with national and international reach;
- investment in the *100 Canberra Houses* publication being produced for the Centenary; and
- regular engagement and collaboration with the National Cultural Institutions' Public Programs Working Group to enable opportunities and support for the development of the program for the Centenary of Canberra.

STRATEGIC INDICATOR 5 – IMPROVE THE INNOVATION CAPACITY OF THE ACT ECONOMY

The Directorate implements the Government's policy objectives around support for business innovation, in addition to the related objective of creating an environment conducive to business sustainability, investment and growth.

RESULT

This indicator relates to the work undertaken by Business and Industry Development. In May 2011 this function transferred to the Economic Development Directorate, and will be reported against in the Annual Report of that Directorate.

A.9 ANALYSIS OF AGENCY PERFORMANCE

OUTPUT 1.1 GOVERNMENT POLICY AND STRATEGY

BUSINESS OVERVIEW

Policy and Cabinet Division provides direction, support and coordination across the ACTPS on policy and strategy, incorporating a strategic role in social, economic, sustainability and planning policy issues. The Division also responds to the particular needs of the Chief Minister, Cabinet and the Head of Service, including through the provision of policy and support for across-government initiatives. The Division also provides across-government support for Cabinet and the Secretary to Cabinet through Cabinet secretariat functions and advice.

From 2011-12, the Division will also include the new Government Information Office, with responsibility for oversight and whole-of-government policy for strategic information, ICT and Open Government. The Division also has a new role in providing secretariat and policy support to the Strategic Board.

The Division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, and NSW and the local councils surrounding the ACT. It also has a leadership role in representing the ACT in other intergovernmental forums, notably the Council of Australian Governments (COAG) and the Council for the Australian Federation (CAF).

HIGHLIGHTS

During 2010-11, Policy and Cabinet Division:

- developed the *ACT Government Performance and Accountability Framework* and *ACT Government Evaluation Policy*;
- developed the *ACT Government Infrastructure Plan 2011* (released July 2011);
- updated demographic projections for the Territory;
- updated the *ACT Social Plan*;
- developed a Triple Bottom Line Assessment Framework for consultation and piloting;
- supported development of the Open Government statement;
- finalised a Memorandum of Understanding between the ACT Government and the Canberra Airport;
- coordinated and provided policy advice on the Government's role in the COAG reform agenda and supported participation in a significant number of COAG Senior Officials and technical drafting meetings and one COAG meeting, held in February 2011;
- coordinated regional engagement on behalf of the ACT Government through the Regional Leaders' Forum and the Regional Development Australia ACT Committee;
- coordinated ACT Government participation in the COAG Reform Council's (CRC) national review of capital city strategic planning;

- set up ongoing arrangements for secretariat and policy support to the new Strategic Board, the ACT Public Service's new senior management board; and
- facilitated the replacement of hard copy Cabinet folders with secure electronic document readers.

KEY ACHIEVEMENTS AGAINST PERFORMANCE MEASURES

WHOLE OF GOVERNMENT POLICY AND PROJECT INITIATIVES

ACT GOVERNMENT PERFORMANCE AND ACCOUNTABILITY FRAMEWORK

Strengthening Performance and Accountability: A Framework for the ACT Government was released in February 2011. The Framework focuses on continuous improvement in Government operations and outcomes. It outlines a range of strategies and actions to enhance Government accountability and performance.

Implementation of the framework has commenced. This included identifying across-government priorities for 2011-12 (announced by the Chief Minister on 21 June 2011) and working across-government to strengthen planning and delivery of ACT Government services. The Framework is available at www.cmd.act.gov.au/policystrategic/accountability

ACT GOVERNMENT EVALUATION POLICY

The *ACT Government Evaluation Policy and Guidelines* were released in December 2010. The Policy aims to build evaluation maturity across-government, and to improve the efficiency, effectiveness and appropriateness of Government services. The Policy is available at www.cmd.act.gov.au/policystrategic/accountability

CANBERRA SOCIAL PLAN

The *Canberra Social Plan 2011* was released in June 2011. The *Canberra Social Plan 2011* builds on significant progress since the first Canberra Social Plan was published in 2004 and forms part of *The Canberra Plan – Towards our Second Century* strategic framework. The community had substantial input to the development of the *Canberra Social Plan 2011* through consultations, meetings and online forums facilitated by Policy Division. The *Canberra Social Plan 2011* is available at www.cmd.act.gov.au/policystrategic/socialplan

TRIPLE BOTTOM LINE ASSESSMENT

A discussion paper on the implementation of an across-government triple bottom line (TBL) assessment framework was released for public comment in June 2011. Developing the TBL assessment framework satisfies a key component of the Government's commitment to having sustainability embedded within the decision-making process. By using the TBL framework, policies and procedures that influence and support key decision-making points within Government will incorporate considerations of sustainability. The discussion paper can be accessed at www.cmd.act.gov.au/policystrategic/sustainability.

CAPITAL CITY STRATEGIC PLANNING

Policy and Cabinet Division supported and coordinated the ACT's participation in the COAG Reform Council's (CRC) national assessment of capital city strategic planning. The CRC is assessing capital city strategic planning systems against national criteria, including integration, consistency, provision for infrastructure and land release, and implementation arrangements. The CRC will report to COAG on the nation-wide review in late 2011.

SUBMISSION TO THE ECOLOGICAL CARRYING CAPACITY INQUIRY

Policy and Cabinet Division coordinated the ACT Government submission to the Legislative Assembly Standing Committee on Climate Change, Environment and Water Inquiry into the ecological carrying capacity of the ACT and region. The Submission is available through the ACT Legislative Assembly website www.parliament.act.gov.au/downloads/submissions/32%20Government%20submission.pdf.

REGIONAL LEADERSHIP

REGIONAL LEADERS' FORUM

Chief Minister and Cabinet Directorate supports the Regional Leaders' Forum (RLF). The most recent meeting of the RLF was held in Canberra on 13 August 2010.

The RLF brings together the Mayors and General Managers of the seventeen local councils in the Capital Region, State and Federal Members of Parliament with seats in the Region and representatives of the Regional Development Australia Committees in the Region. The RLF fosters goodwill and cooperation across the Capital Region and provides a valuable opportunity for regional leaders to meet and share information about issues which affect our communities.

While the RLF usually meets twice a year, the meeting scheduled for April 2011, which was to be hosted by NSW, was postponed due to the timing of the NSW election.

MEETINGS WITH THE MAYOR OF QUEANBEYAN

The ACT Government enjoys a close relationship with Queanbeyan City Council and has specific consultation arrangements in place. The Chief Minister meets regularly with the Mayor of Queanbeyan to progress matters of common interest and a range of cross-border issues including planning and development, infrastructure, transport and Queanbeyan's role in the 2013 Canberra Centenary celebrations, which coincides with the 175th anniversary of the founding of Queanbeyan.

The Policy and Cabinet Division provides support for these meetings, including liaison with the Queanbeyan City Council and coordination of across-government issues.

Other regional and related activities include:

- support for Regional Development Australia ACT (RDA ACT) which is part of a national network of fifty-five Regional Development Australia committees established in May 2009; and
- coordination of the Government's submission to the 'Draft Queanbeyan Local Environmental Plan (South Tralee) 2010', exhibited by the Queanbeyan City Council on 1 October 2011.

AVIATION POLICY

A Memorandum of Understanding between the ACT and the Canberra Airport was released in March 2011 and is available at: <http://www.cmd.act.gov.au/policystrategic/aviation>. These cooperative arrangements were broadened in April 2011 with the commencement of the Canberra Airport Planning Coordination Forum. Membership was expanded to include representatives from Australian and New South Wales Government departments. This new forum combines the ACT Government's ongoing engagement with the Canberra Airport with the Commonwealth Government's commitment to wider engagement with State and Territory Governments around airport planning.

SUPPORT FOR COAG AND CAF MEETINGS

COAG met once during 2010-11. CAF, consisting of State and Territory First Ministers, met in conjunction with the COAG meeting. Coordination and support for issues to be considered at the 19 August 2011 COAG meeting was also progressed.

Policy and Cabinet Division supports the ACT's participation in COAG and CAF through policy and secretariat support of across-government working groups; participation on national working groups; liaison, coordination and negotiation across ACT Government agencies and with the Australian Government and other jurisdictions; and the development of briefing support for COAG Senior Officials and for COAG meetings.

ANNUAL REPORT ON THE CANBERRA PLAN

The third progress report under the 2008 *Canberra Plan: Towards our Second Century* was approved by Government on 28 June 2011.

INFRASTRUCTURE PLAN

The ACT Government Infrastructure Plan 2011 was completed in 2010-11 and released on 12 July 2011. This is the second rolling 10 year Infrastructure Plan developed to maximise the community benefit of major infrastructure decisions through longer-term across-government strategic planning. The Plan addresses infrastructure priorities over the next ten years. This timeframe is consistent with the COAG requirement for a medium-term (five - fifteen years) prioritised infrastructure plan, a position supported by Infrastructure Australia.

Two community and industry roundtables were an important element in the development of the 2011 Plan, with roundtable attendees providing constructive feedback on last year's plan and clearly signalling their desire for the Infrastructure Plan to embed a stronger vision for Canberra.

The 2011 Infrastructure Plan builds on last year's Plan by demonstrating how the Government's vision for the Territory translates into real services that are supported by appropriate infrastructure. It provides an important link between the infrastructure priorities that are detailed in the annual Budget and the Government's long term objectives, as set out in the *Canberra Plan*. The *ACT Government Infrastructure Plan 2011* is available at www.cmd.act.gov.au/policystrategic/infrastructure.

DEMOGRAPHIC UPDATES

Two demographic updates were released during 2010-11.

- updates to the official ACT Government age-by-sex population projections, *ACT Population Projections: 2009 to 2059*, were released in March 2011; and
- updates to the official ACT Government suburb-level population projections, *ACT Population Projections by Suburbs and Districts: 2009 to 2021*, were released in June 2011.

These projections are used by ACT Government Directorates in planning and delivery of a wide range of services and infrastructure for the community. The projections are available at: www.cmd.act.gov.au/policystrategic/actstats/projections

OTHER PROJECTS AND INITIATIVES

SUPPORT FOR CABINET

Policy and Cabinet Division supports Cabinet through a dedicated Cabinet Secretariat and, more broadly across the Division, through policy advice and briefings as well as implementation reporting and related advice. During the year the Division developed new approaches to circulation of Cabinet material and provision of Cabinet material to Ministers on secure electronic readers rather than hard copy folders. This was developed in conjunction with Shared Services ICT, with the changeover taking place at the end of June 2011.

NATIONAL PERFORMANCE REPORTING

The Division coordinates and oversees the ACT Government's participation in the annual Review of Government Services Report; the biennial Overcoming Indigenous Disadvantage Report; and COAG Reform Council reporting, which analyses and reports on outcomes and performance benchmarks set out in National Agreements and National Partnership Agreements.

COMMUNITY INCLUSION INITIATIVES

The community inclusion agenda continues through a range of across-government initiatives linked to strategic policy development in the areas of community connection, social and economic participation and locational disadvantage. Initiatives in 2010-11 include:

ALEXANDER MACONOCHIE CENTRE

CMCD led a policy collaboration to strengthen coordination of services between the Alexander Maconochie Centre and the community. CMCD partnered with other Directorates and a key community group to jointly develop options to extend the throughcare model of continuous case management. This work will be finalised in 2011-12.

***HOME TO WORK* PILOT PROJECT**

Work continued on exploring across-government and across-sector integrated approaches through the *Home to Work* pilot project, which aims to enhance the coordination of services for people living in public housing to support their capacity to find and maintain work. The project is managed by Anglicare Canberra and Goulburn with project brokers located in Anglicare, Northside Community Services and Housing ACT. The Governance Group includes ACT Government Directorates and service provider representation.

'JOINED-UP' APPROACHES TO INCLUSION

CMCD organised a forum for ACT Government officers on 'joined-up' approaches to inclusion. Dr Justine McNamara, Principal Research Fellow at NATSEM, presented a paper on 'joined-up' approaches that included research commissioned by ACT Government.

ABS LOCATIONAL DISADVANTAGE PROJECT

The Directorate is working with the ABS to extend past work on individual and family level measures of socio-economic status. CMCD will continue to coordinate across-government approaches as part of its across-government role.

HOMELESSNESS - SERVICE COLLABORATION

The ACT Government's *Affordable Housing Action Plan Phase II* commits housing and human services agencies to develop and sign protocols to ensure that responsibility for homelessness is effectively shared and managed on a whole-of-government basis.

To develop the Service Collaboration Framework Policy and Cabinet Division has coordinated a working group, supported by extensive consultation with front line service delivery staff. An open forum with the Homelessness Joint Pathways Group and a facilitated seminar with key community agencies and homelessness agencies were also held to seek their views on the development of a model for greater across-government collaboration.

JERVIS BAY

Following an across-government review of services provided to Jervis Bay under a fee for service agreement with the Commonwealth, an updated Memorandum of Understanding was developed. Services delivered include education, courts, vehicle registration and drivers licensing, building control, welfare and family services. This work is expected to be finalised early in 2011-12.

CITIZEN CENTRED GOVERNANCE

The next phase of work on citizen centred governance has been progressed with development of open government initiatives, announced by the Chief Minister in June 2011. These will progress in 2011-12 through the work of the Government Information Office, funded in the 2011-12 Budget.

RESPONSE TO EMERGING ISSUES

Forward planning for the Division must take into account the need to respond to emerging issues each year. In addition to COAG-related initiatives, these might include responses to either ACT Government or Commonwealth requests or reports.

REVIEW OF BOARDING HOUSE ACCOMMODATION

A major initiative this year included leading coordination of the Government's immediate response to the discovery of five unlicensed and overcrowded boarding houses in July 2010. A short-term taskforce, led by Policy and Cabinet, coordinated the Government's response effort, which included inspections and closure of the houses, and follow-up efforts to facilitate short-term accommodation and other support for the former residents.

The Government also requested a review of legislative and regulatory provisions governing boarding house accommodation in the ACT, which was also led by Policy and Cabinet Division through an interdepartmental committee. A discussion paper developed on *Issues and options for the regulation of boarding style accommodation in the ACT* was released for public consultation in November 2010. This paper, and a summary of feedback, is on the CMCD website at www.cmd.act.gov.au/policystrategic/boardingaccommodationreview.

The key issues raised by members of the community and stakeholders, together with experiences in other jurisdictions, have informed the review of the current regulatory framework. This review will be finalised in the second half of 2011.

Other initiatives included:

- coordination of the Government's response to the statutory review of the *Heritage Act 2004* before its transfer to the Environment and Sustainable Development Directorate in May 2011;
- development of the ACT Government's Submission to a Senate Committee inquiry into a Bill to amend the ACT Self Government Act;
- preparation of the ACT Government's Submission to the Productivity Commission's Inquiry into *Caring for Older Australians*;
- coordination of the ACT Government's input into a report prepared by the *United Nations Committee on the Elimination of All Forms of Racial Discrimination*;
- development of the ACT Government response to comments and recommendations from the *United Nation's Committee on Economic, Social and Cultural Rights* paper on Australia;
- coordination of the ACT Government's submission to the Australian Parliament Joint Select Committee on Cyber Safety; and
- coordination of the Government Response to Standing Committee on Public Accounts Report 15: Inquiry into the *Auditor-General Act 1996*.

FUTURE DIRECTIONS

In 2011-12 Policy and Cabinet Division will:

- implement the Performance and Accountability and evaluation frameworks;
- finalise the triple bottom line assessment framework;
- progress an across-government service planning framework;
- progress open government initiatives through the Government Information Office;
- finalise and commence implementation of a Government ICT strategy;
- complete a Web 2.0 scoping project;
- release the 2012 Infrastructure Plan;
- develop a new approach to the Canberra Plan including related social media and Web 2.0 opportunities;
- develop the concept of a regional demography;
- review the approach to regional engagement;
- finalise the homelessness service collaboration model;
- start a Policy Officers' Network to promote across government policy coordination and capacity building;
- finalise an expanded model of throughcare; and
- finalise the review of regulation of boarding style accommodation.

FURTHER INFORMATION CAN BE OBTAINED FROM:

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OUTPUT 1.2 PUBLIC SECTOR MANAGEMENT

BUSINESS OVERVIEW

The Public Sector Management Branch provides a central agency policy and advisory role for ACT public sector employment. Areas of responsibility cover service-wide employment, industrial relations, human resources, accountability and learning and development issues. The Branch also provides support to the statutory office of the Commissioner for Public Administration, the ACT Remuneration Tribunal, the ACT Joint Council and the People and Performance Council.

HIGHLIGHTS

During 2010-11 the Public Sector Management Branch:

- revised the equity and diversity framework in order to implement the *Respect, Equity, and Diversity (RED) Framework*;
- implemented the Aboriginal and Torres Strait Islander Employment Strategy;
- implemented the Disability Employment Strategy;
- worked with Directorates to strengthen and build public service capacity;
- delivered a whole-of-government Graduate Program;
- delivered whole-of-government leadership and professional development programs;
- expanded the Commissioner for Public Administration's workforce profile to include more detailed data;
- prepared amendments to the PSM Act and amended the PSM Standards under the Harmonisation Project to provide a simpler, more consistent and more coherent legislative employment framework;
- supported the one service model for the ACTPS through the preparation of amendments to the PSM Act 1994 including in relation to creation of the office of the Head of Service, transferring the head of power for all matters relating to the management of employment of members of the service to the Head of Service and replacing references to Chief Executives and Departments with references to Directors-General and Directorates;
- supported the delivery of the Commissioner for Public Administration Awards, and the ACTPS Executive Awards;
- delivered a series of networking events for executives and young professionals;
- successfully negotiated changed provisions, common terms and conditions for use in agency based general clerical enterprise agreements for 2010-11;
- instigated salary packaging arrangements for bus travel for ACTPS employees;
- commenced a classification review to rationalise and simplify the classification structure for the ACTPS; and
- changed all agreements to meet the legally enforceable provisions of the Commonwealth National Employment Standards (NES).

KEY ACHIEVEMENTS AGAINST PERFORMANCE MEASURES

PUBLISH ACT PUBLIC SECTOR WORKFORCE PROFILE REPORT

The fifth ACTPS Workforce Profile was published in early 2011. The Profile provides a comprehensive, quantitative picture of the composition of the ACTPS as at 30 June 2010. The Profile captures aggregate workforce statistics and identifies trends that impact the ACTPS.

In line with the ACTPS commitments to equity and diversity, the 2009–10 Profile was extended to include metrics regarding remuneration differences by gender. Other additional workforce statistics in the 2009–10 Profile pertained to the following:

- retention;
- work location;
- average leave usage;
- time-to-hire; and
- industrial instrument coverage by gender.

The 2009–10 Profile can be found at www.cmd.act.gov.au/governance/commissioner.

CONDUCT THE ANNUAL WHOLE-OF-GOVERNMENT GRADUATE PROGRAM

Following a comprehensive recruitment campaign and intensive selection process, offers were made to twenty-six graduates to participate in the 2011 ACTPS Graduate Program.

The graduates commenced the Program in February 2011 and represent a wide range of degree specialisations, including psychology, politics, accounting, law and communications. During the ten-month program, graduates participate in three work rotations and undertake studies leading to the achievement of a nationally recognised Diploma in Government.

On completion of the Program graduates are placed with ACTPS Directorates depending on their areas of interest and organisational capacity. Marketing for the 2012 Program commenced in March 2011.

DELIVER PUBLIC SECTOR EMPLOYMENT FRAMEWORK HARMONISATION PROJECT

The PSM Act, the PSM Standards and Enterprise Agreements, along with whole-of-government policies, comprise the legislative employment framework in the ACTPS.

The PSM Act derives from the *Commonwealth Public Service Act 1922* (now repealed). The PSM Act predates industrial agreements made under the *Workplace Relations Act 1996*, and subsequently the *Fair Work Act 2009*. Successive rounds of agreement-making in the ACTPS have seen matters originally covered exclusively in the PSM Act and PSM Standards modified by Agreements. In several instances Agreements have expressly overridden the PSM Act or PSM Standards in relation to a particular matter.

Over time, the interaction between the PSM Act, PSM Standards and Agreements in relation to some matters has become unnecessarily complicated, making the legislative employment framework difficult to interpret for practitioners and individual staff. Having matters duplicated in multiple documents created ambiguity about the role and function of the different components of the legislative employment framework.

The Harmonisation Project, in conjunction with the 2010 negotiation process, aimed to reduce tensions and overlap between the PSM Act, PSM Standards and Agreements, to provide a simpler, more consistent and more coherent legislative employment framework, based on the understanding that:

- a. the purpose of the PSM Act is the establishment and management of the service, including the grounds on which a person can join, move within or leave the service and matters supporting these mechanisms such as merit based selection;
- b. the purpose of the PSM Standards is to support the PSM Act by expanding on principles and operations with enabling mechanisms and administrative processes; and

- c. the purpose of agreements is the provision of entitlements, agreed by the Territory as employer and employees that members of the service receive by virtue of their employment, such as salary rates, leave and allowances.

On 15 February 2011 the ACT Legislative Assembly passed the *Public Sector Management Amendment Act 2011* (PSM Amendment Act) to address some of the identified issues. On the same day Dr Hawke released the *Governing the City State Report* (which provided 76 recommendations around reforming the ACTPS). Recommendation 58 identified a need to undertake a systemic and comprehensive review of the Act and related employment legislation. Consistent with the recommendation, on 8 April 2011 the Commissioner amended the PSM Standards with commencement of the *Public Sector Management Amendment Standards 2011 (No. 3)*, to support the objectives of the Harmonisation Project.

COORDINATE THE IMPLEMENTATION OF THE ATTRACTION AND RETENTION STRATEGY, INCLUDING THE COMMISSIONER FOR PUBLIC ADMINISTRATION PRIORITIES OF:

(I) AN ABORIGINAL AND TORRES STRAIT ISLANDER EMPLOYMENT STRATEGY

Developed in consultation with the ACT Indigenous Elected Body and the ACTPS Aboriginal and Torres Strait Islander Staff Network, the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People* was launched by the Chief Minister and the Commissioner for Public Administration on 12 April 2011. The Strategy can be accessed at www.cmd.act.gov.au/governance/public/ES.

Apart from an ethical imperative to create such a strategy, the ACT Government has committed to the National Partnership Agreement on Indigenous Economic Participation, which contains, among other things, a commitment to 'public sector Indigenous employment and career development strategies to reflect national Indigenous working age population share by 2015.'

The Strategy's vision is 'for the ACTPS to be seen as an attractive workplace for Aboriginal and Torres Strait Islander people to seek employment, and to more than double, by 2015, the employment of Aboriginal and Torres Strait Islander people, across the Service.'

A key component of the Strategy is a target of more than doubling the headcount of Aboriginal and Torres Strait Islander employees from zero point nine per cent (0.9% - 176 employees) at 30 June 2010, to two per cent (2% - 407 employees) by 2015.

The Strategy's objectives are:

- to make the ACTPS an attractive workplace for Aboriginal and Torres Strait Islander People;
- to attract Aboriginal and Torres Strait Islander people to seek employment in the ACTPS;
- to retain Aboriginal and Torres Strait Islander people within the ACTPS;
- to improve the capacity of Aboriginal and Torres Strait Islander people in the ACTPS; and
- to ensure that the ACTPS assesses and reports on the progress of implementing the Strategy.

The Strategy contains an Action Plan that aligns with the Strategy's objectives and provides Key Performance Measures (high level indicators) to determine our success in implementing the Strategy.

(II) A DISABILITY EMPLOYMENT STRATEGY

Developed in consultation with external stakeholders and ACTPS Directorates, the *ACTPS Employment Strategy for People with Disability* was launched by the Chief Minister and the Commissioner for Public Administration on 20 April 2011. The Strategy can be accessed at www.cmd.act.gov.au/governance/public/ES.

The Strategy's vision is 'a disability confident service, in which people with disability are able to access secure and sustainable employment opportunities and are respected for their skills and capabilities'.

A key component of the Strategy is a target of more than doubling the headcount of employees with disability from one point six per cent (1.6% - 327 employees) at 30 June 2010 to three point four per cent (3.4% - 655 employees) by 2015.

The Strategy has three key objectives to assist us to become a disability confident organisation including:

1. improving our capability;
2. retaining employees with disability in the ACTPS; and
3. attracting people with disability to the ACTPS.

The Strategy contains an Action Plan that aligns with these objectives, and provides Key Performance Measures (high level indicators) to determine our success in implementing the Strategy.

(III) THE REVISION OF EQUITY & DIVERSITY FRAMEWORK

The *ACT Public Service Respect, Equity and Diversity (RED) Framework* was developed in consultation with ACTPS Directorates and underpinned by best practice research. The Framework was launched by the Chief Minister and the Commissioner for Public Administration on 2 December 2010.

The Framework outlines and defines the principles of respect, equity and diversity. It highlights the benefits of valuing diversity and creating respectful and equitable workplaces, including increased employee engagement, and improved levels of workplace participation and innovation through more diverse thinking.

The Framework provides a focus on 'Respect' and aims to ensure that all ACT public servants 'value and consider others at work'. Specifically the Framework:

- outlines why a workplace culture that is respectful, courteous, equitable and that values individual differences is a core aspect of building a positive workplace culture;
- states the legislative obligations in relation to respect, equity and diversity and outlines the roles and responsibilities under the Framework for employees across the ACTPS (Directors-General, executives, managers/supervisors and all staff);
- defines respect, equity and diversity;
- analyses the current workforce data relating to respect, equity and diversity and identifies workforce challenges for the ACTPS;
- provides an Action Plan to address the workforce challenges;
- provides a mechanism for evaluating progress against the Action Plan; and
- provides a maturity model to assist agencies implement the Framework.

The following initiatives have been delivered as part of Stage one implementation of the Framework:

- funding (\$50,000) for twenty learning and development places for Aboriginal and Torres Strait Islander employees and employees with disability;
- amendments to the PSM Act to enable the creation of identified positions for Aboriginal and Torres Strait Islander people and People with Disabilities;
- provision of the Framework and supporting information to 3,000 executives, managers and supervisors across the Service, to ensure that they are fully cognisant of their roles and responsibilities under the RD Framework;
- implementation of the 'Open Door' protocol and the Respect at Work Policy;
- development of whole-of-government Preventing Work Bullying Guidelines;
- appointment of Respect, Equity and Diversity Executive Sponsors in each Directorate;
- launch of employment strategies for both Aboriginal and Torres Strait Islander people and People with Disability;
- an Executive Sponsor information session;
- establishment of RED Training for Directorates that can be accessed through the ACTPS Training Calendar including: RED Contact Officer Training; General RED Training and Manager/Supervisor specific training.

The Framework is available at www.cmd.act.gov.au/governance/public/publications#red.

IMPLEMENT THE NEW ENTERPRISE AGREEMENT

Following the June 2010 in-principle agreement reached between the ACT Government and bargaining representatives over the quantum of ACT public sector pay increases significant work continued with representatives over other aspects of agreements.

As part of its harmonisation agenda for the employment legislative framework the Government was successful in taking most entitlement matters out of the PSM Act and PSM Standards and incorporating those matters into new agreements. The Government also successfully negotiated out of agreements some matters that are more appropriately contained in legislation or in whole-of-government policy.

Other changes to agreements in the bargaining round include increases to paid maternity and primary care giver leave from fourteen to eighteen weeks; an increase in paid bonding leave from five to ten days; an increase in vacation childcare program payments; an increase in bereavement leave from three to five days paid on each occasion; the introduction of grandparental leave and volunteering leave; the introduction of an enhanced scope to access dispute resolution provisions; the removal of youth wage classifications; a commitment to examine subsidised bus travel for employees, as well as a commitment to survey staff in relation to their need for childcare services.

Agreements were also changed to meet the legally enforceable provisions of the Commonwealth National Employment Standards (NES). Following the successful incorporation of the NES provisions and the negotiation of common terms and conditions aspects of agreements, the Branch released to bargaining representatives and agencies an Explanatory Memorandum detailing all changes made to the common terms and conditions. All agreements were overwhelmingly voted up by staff and made by Fair Work Australia with the exception of the ACTION and ACT Ambulance Service agreements which were still being finalised at 30 June 2011.

FINALISE PUBLIC INTEREST DISCLOSURE LEGISLATION

The Public Interest Disclosure Bill will aim to provide a more effective and accountable mechanism for making, investigating and resolving disclosures about public maladministration in line with current evidence-based and best practice.

During the reporting period consultation has occurred within the ACTPS and with external stakeholders, including the ACT Ombudsman, and drafting commenced.

However as at 30 June 2011 work was still in progress while the ACT Government looked more broadly at its integrity framework and awaits progress at the federal level on Commonwealth whistleblower legislation which may impact or influence the development of the ACT's provisions.

OTHER PROJECTS AND INITIATIVES

ACT PUBLIC SERVICE CLASSIFICATION REVIEW

In December 2010 the Branch commenced a comprehensive ACTPS Classification Review. The aims of the Review are to:

- achieve greater consistency across the ACTPS in classifying positions and to improve wage equity between positions having equivalent work level standards and work value requirements;
- facilitate recruitment to the ACTPS by making the competencies, qualifications and remuneration levels for ACTPS vacancies more accessible, and intelligible, to potential applicants;
- improve mobility within the ACTPS by removing structural barriers;
- accommodate the changing needs of a modern public sector workforce, including the consideration of the most effective way of moving to a single salary spine; and
- rationalise and simplify the classification structure for the ACTPS, which currently includes 236 classifications, in order to improve administrative efficiency.

The review is being supported by an Advisory Panel comprising representatives of agencies, bargaining representatives and the CMCD. The review is expected to be finalised by the end of 2011.

SALARY SACRIFICING OF BUS TRAVEL FOR EMPLOYEES AND THEIR FAMILIES

In accordance with the commitment given in the 2010-11 enterprise agreements, the Branch examined the viability of subsidised bus travel for ACTPS employees. As a consequence of that examination bus travel through salary packaging arrangements has been made available to staff and their families.

CHILDCARE FEASIBILITY SURVEY

The Branch has prepared a survey to be used to ascertain staff usage and needs for childcare services. The survey, which will go to staff in July 2011, will be used to gauge possible accommodation of childcare facilities in Government owned buildings. This is in accordance with the commitment given during 2010-11 enterprise agreement negotiations.

In 2011-12 Public Sector Management Branch will:

- publish the ACT Public Sector Workforce Profile Report;
- conduct the annual whole-of-government Graduate Program;
- review the PSM Act with a view to modernising the legislation, further embedding a one service model, and facilitate streamlining of the ACTPS employment framework;
- support the Head of Service in the discharge of responsibilities in relation to the ACTPS workforce, including the Executive cohort;
- develop, in consultation with the People and Performance Council, refreshed induction, capability development and leadership development programs suited to the one service model;
- support the development of common corporate policies across ACT Directorates in keeping with the one service model;
- support the Head of Service in embedding core values and behaviours in the one service model; and
- begin work in early 2012 to modernise the ACT public sector enterprise awards, in accordance with the requirements of the *Fair Work Act 2009*, utilising the findings and suggested directions of the Classification Review.

FURTHER INFORMATION CAN BE OBTAINED FROM:

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OUTPUT 1.3 INDUSTRIAL RELATIONS POLICY

BUSINESS OVERVIEW

The Office of Industrial Relations (OIR) develops policy and legislation over a number of areas that primarily involve a relationship between businesses and workers. These areas include industrial relations, sham contracting and work safety (including dangerous substances and asbestos). It also provides advice in relation to public holidays and daylight saving.

The Office provides support for the ACT's contribution to the national harmonisation of work health and safety and workers' compensation laws, and participates in the Workplace Relations Ministers' Council, including work under the Intergovernmental Agreement on a National Workplace Relations System. Secretariat responsibility for the ACT Work Safety Council is also covered.

The Continuous Improvement and Workers' Compensation Branch (CIWC) oversees the management and prevention of workplace injuries in the ACT public sector, manages private sector workers' compensation and the ACT Government accident and incident data repository.

In performing the work under this output, there is ongoing consultation with key stakeholders, including employer associations, unions, industry participants, local, state and Federal Governments and members of the community.

HIGHLIGHTS

During 2010-11 OIR and CIWC:

- introduced the *Work Health and Safety Bill*, into the Legislative Assembly as part of the move to nationally harmonised work health and safety laws;

- undertook stakeholder engagement leading up to the Government's decision to declare additional public holidays over the Christmas and New Year period for 2010-11 and 2011-12;
- made progress towards improving the performance of the ACT private sector workers' compensation scheme, including publishing summary statistics of the scheme's performance on the Directorate's website and releasing detailed information to the community and insurers regarding the actuarial assessment of estimated reasonable premium rates for the 2011-12 insurance policy year; and
- liaised across-government to settle resources and responsibility for each aspect of the five recommendations arising from the Report of the Review of the ACT Asbestos Management Strategy.

KEY ACHIEVEMENTS AGAINST PERFORMANCE MEASURES

PROVIDE ADVICE TO GOVERNMENT ON DEVELOPMENTS IN THE NATIONAL WORKPLACE SAFETY AGENDA

During 2010-11 OIR has prepared detailed briefings to Government on progress towards national work health and safety laws achieved through officer-level negotiations led by Safe Work Australia. This included specific briefings seeking approval to draft, and to introduce, legislation implementing the national model Work Health and Safety Act, a comparative analysis of local changes represented by the resultant Bill and a high-level guide for stakeholders on the anticipated impact of these changes.

REPRESENT THE ACT ON SAFE WORK AUSTRALIA AND ITS VARIOUS SUB-COMMITTEES AND WORKING GROUPS, AND COORDINATE INPUT TO AND ACTIVITIES ARISING FROM THE NATIONAL INITIATIVES TO HARMONISE OCCUPATIONAL HEALTH AND SAFETY LAWS

The ACT representative attended five meetings of Safe Work Australia to discuss and approve matters relating to the model Bill and the operation of the Safe Work Australia Agency (which is funded through contributions from all the jurisdictions, including the ACT).

Officers attended fourteen meetings of the Strategic Issues Group (Occupational Health and Safety), which mainly involved detailed discussions of the priority regulations and codes of practice to commence with the national harmonised model primary legislation on 1 January 2012.

AMEND THE ACT'S EXISTING WORK SAFETY SCHEME TO MEET THE OBJECTIVES OF THE GOVERNMENT AND THE NEEDS OF STAKEHOLDERS

The *Work Safety Regulation 2009* has been amended to align training requirements for Authorised Representatives under the *Work Safety Act 2008* with pre-existing requirements for Work Safety Representatives in the workplace. Further, a new Code of Practice has also been introduced to regulate formwork construction methods and an amended Code of Practice on First Aid has been notified under the legislation. These amendments have been initiated and developed in conjunction with key work safety stakeholders and WorkSafe ACT to meet community needs.

CONDUCT AN ACTUARIAL REVIEW OF THE ACT WORKERS' COMPENSATION SCHEME

An actuarial assessment of the performance of the ACT Workers' Compensation Scheme was conducted for the period 2009-10. Key findings of this report, including the estimated reasonable 2011-12 premium rates for over 400 industries, were released to the WorkSafety Council and published on the WorkSafe ACT website and the Chief Minister and Cabinet Directorate website at www.cmd.act.gov.au/governance/private/wcbill.

IN ACCORDANCE WITH GOVERNMENT DIRECTIONS, MAKE CHANGES TO THE *WORKERS' COMPENSATION ACT 1951*

In 2009 the ACT Government introduced its first tranche of improvements to the private sector workers' compensation scheme (the ACT Scheme) focused on enhancing the compliance framework underpinning the *Workers' Compensation Act 1951*, streamlining administrative requirements for business and restoring the Default Insurance Fund to its intended purpose.

The exposure draft Workers' Compensation Amendment Bill 2010 was released in September 2010 for community consultation. This exposure draft Bill proposed a framework for the sustained, efficient and effective operations of the ACT Scheme.

PROVIDE ADVICE TO THE GOVERNMENT REGARDING ISSUES ARISING FROM THE NATIONAL WORKPLACE RELATIONS SYSTEM

Officers attended all three meetings of the High Level Officials Group, which considered amendments to the national workplace relations legislation, emerging workplace relations issues, significant cases such as the Social and Community Sector equal remuneration application, and research proposals.

COORDINATE INPUT TO AND ACTIVITIES ARISING FROM THE INTERGOVERNMENTAL AGREEMENT ON A NATIONAL WORKPLACE RELATIONS SYSTEM

Advice has been provided in relation to a suite of mostly minor and technical amendments to the national workplace relations legislation. The one set of substantive changes relates to parental leave and the introduction of the Federal Paid Parental Leave scheme.

MAINTAIN CONSULTATIVE FORA WITHIN THE ACT ON WORKPLACE SAFETY AND ON WORKERS' COMPENSATION

Secretariat services were provided for the Work Safety Council mainly to manage consultation processes on work safety and workers' compensation issues. Representatives of workers, businesses and the community have engaged in analysis of strategic and operational issues and provided advice to the Minister for Industrial Relations on topics as diverse as anticipated local impact of national harmonisation of work health and safety laws and emerging risks posed by fatigue and other workplace impairment issues.

FUTURE DIRECTIONS

In 2011-12, the Division will undertake projects including:

- participating in the ongoing development of national work health and safety regulations and codes of practice and their implementation in the Territory;
- implementing the Government's response to the independent Report on the Asbestos Review, including establishment of the Asbestos Regulators Forum;
- providing advice to Government on developments in the national harmonisation of explosives legislation as they impact the Territory;
- extending portable long service leave to the security industry;
- advising the Government on the performance of the ACT's private sector workers' compensation scheme and of issues arising within the scheme;
- procuring a claims and policy data warehouse and reporting solution for the Territory's private sector workers' compensation scheme; and

- continuing to make changes to the ACT's workers' compensation scheme where agreed by the Government.

FURTHER INFORMATION CAN BE OBTAINED FROM:

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Fiona Barbaro	A/g Director, Office of Industrial Relations	(02) 6207 6003	fiona.barbaro@act.gov.au
Meg Brighton	A/g Director, Continuous Improvement and Workers Compensation	(02) 6205 3095	meg.brighton@act.gov.au

OUTPUT 1.4 COORDINATED COMMUNICATIONS AND EVENTS

In May 2011 functions relating to the *Live in Canberra* campaign and Special Events which had previously been included in this output moved to the Economic Development Directorate. Information on these functions will be reported in the Economic Development Directorate Annual Report.

BUSINESS OVERVIEW

Culture and Communications is responsible for Directorate and whole-of-government communications, engagement, branding, public affairs advice and planning, and coordination of the Centenary of Canberra celebrations in 2013.

The Division coordinates briefs and ministerials for the Chief Minister, provides advice on protocol, manages hospitality and special events for the Chief Minister, and provides support for members of the Executive and their staff. The Division also provides secretariat services to the Director-General of the Directorate for ACT and National Honours and Awards.

HIGHLIGHTS

During 2010-11 Culture and Communications:

- delivered a successful event celebrating Canberra's 98th birthday;
- developed and delivered successful exhibition '*Devotion, Daring and Sense of Destiny: Surveyors of the Early Commonwealth*';
- launched three major Centenary projects; *Dollars for Dill*, the *Canberra Diaspora* and the *CAPiTheticAL*;
- established *You Are Here* – a new city based event;
- conducted the Medicare Change Your Address Campaign, that encourages new Canberrans to update their address with Medicare with the aim of increasing the ACT's share of GST revenue;
- participated in a successful the whole-of-government emergency communications training exercise for media liaison officers that tested the operational capacity of the Public Information Centre and the effectiveness of the Community Communication and Information Plan;
- coordinated the introduction of the role of the independent campaign advertising reviewer; and
- supported the city-wide *Time to Talk – Canberra 2030* consultation.

KEY ACHIEVEMENTS AGAINST PERFORMANCE MEASURES

DELIVER ANNUAL CITY-WIDE WHOLE OF GOVERNMENT NEWSLETTER

Our City, Our Community is a whole-of-government annual information newsletter delivered to all ACT households during March each year. The newsletter aims to update the community on projects and initiatives as well as residents' entitlements and obligations.

Winton Sustainable Research Strategies was commissioned to undertake a telephone survey on behalf of the ACT Government regarding the awareness and attitudes of the newsletter.

One thousand Canberrans over the age of eighteen years were surveyed during the week of 14 March 2011. Results show:

- fifty-eight per cent (58%) like to receive government information in a newsletter;
- seventy-four per cent (74%) would like to receive a newsletter more than once a year;
- sixty-eight per cent (68%) thought the newsletter contained excellent, very good or good information and coverage;
- twenty-seven per cent (27%) sought further information or attended events mentioned in the newsletter; and
- zero per cent thought the information or coverage was poor.

ENGAGE THE CANBERRA COMMUNITY ON WHOLE-OF-GOVERNMENT ISSUES/TOPICS UTILISING AT LEAST THREE ENGAGEMENT METHODS (ON-LINE, MEDIA RELEASE, WEBSITE)

The *Time to Talk – Canberra 2030* community engagement initiative utilised a multi channel approach to engage Canberrans on what they would like to see Canberra as by 2030. The *Time to Talk* website was developed to provide Government planning documents, information on face to face engagements and a discussion thread on various topics relating to the future of Canberra. The website also provided Twitter and RSS feeds. Over 20,000 people visited the website, with almost 34,000 opinions and comments posted, 2,500 people participated in online and telephone surveys and 520 attended forums, focus groups and workshops.

The ACT Government community engagement website (www.communityengagement.act.gov.au/) contains information on all Directorate and whole-of-government community engagement initiatives.

The broader community was also engaged in a range of community activities through the marketing and promotion of events such as the Canberra Nara Candle Festival, Lighting of the Christmas Tree, New Year's Eve in the City, Australia Day, Canberra Festival, Heritage Festival and Mother's Day in the Park. These community events saw thousands of Canberrans enjoy free year round entertainment provided by the ACT Government. The ACT Government display at the 2011 Royal Canberra Show also provided Canberrans with advice and information on a wide variety of services and initiatives.

QUARTERLY REPORTING TO GOVERNMENT ON CENTENARY OF CANBERRA PROGRESS

With the start of Canberra's centenary year less than two years away, the focus has been on progressing concepts and ideas into contracted projects and programs to mark this significant milestone in the history of our nation-building. The Centenary Unit provided quarterly updates to Government outlining program developments during the reporting period.

THE LIVING INSTRUMENT

2010 was the 1300th anniversary of Nara, one of Canberra's sister cities. To mark the occasion a pilot project, *The Living Instrument* was presented by regional composer Mary Finsterer at the *Canberra Nara Candle Festival* in September. This project celebrated ancient Japanese musical practices in a contemporary concert with an accompanying symposium at the ANU School of Music.

SHOW US YOUR LIMITS

Celebrating 100 years since the start of the survey of the ACT border, *Show Us Your Limits* was a photographic, film and digital media competition. Competition entrants were encouraged to explore the history of the border survey, and show us how we now explore the border regions of the ACT. The competition offered prizes in four categories, photography, film, digital media and under eighteen years open media.

The range of entries highlighted not only the rugged terrain encountered by the early surveyors, but also the adventurous community that resides in Canberra, with entries showing people hiking, riding, skiing, rock climbing, paragliding, paddling and hang gliding around the ACT border region. Winners were presented with the prizes in December 2010. Details are available at www.canberra100.com.au/show-us-your-limit/.

In response to the Centenary of Canberra's *Show Us Your Limits* project, the Canberra Bushwalking Club hosted three free 'Walk and Talk' events through Mulligan's Flat Nature Reserve and Goorooyaroo Nature Reserve in Gungahlin and to Mount Franklin.

DEVOTION, DARING AND SENSE OF DESTINY: SURVEYORS OF THE EARLY COMMONWEALTH

The exhibition, *Devotion, Daring and Sense of Destiny: Surveyors of the Early Commonwealth*, curated by Centenary History Adviser Dr David Headon, was opened by Minister Andrew Barr at the Presiding Officers' Gallery, Parliament House, on 17 December 2010 and closed on 15 March 2011.

The exhibition showcased the key role played by surveyors in Canberra's early history, in particular, the men who surveyed the border between 1910 and 1915, and those who stayed on the Limestone Plains to plan the capital city itself.

The result of stakeholder collaboration between the ACT Government and the Commonwealth Attorney-General's Department, Departments of the House of Representatives and the Senate, Department of Parliamentary Services, the Survey and Spatial Sciences Institute and Engineers Australia, the exhibition attracted local, national and international audiences and generated considerable media attention. To support the exhibition Dr Headon presented a Senate Occasional Address on 3 December 2010 to an audience of over 150 people at Parliament House.

DOLLARS FOR DILI

On Canberra's 98th birthday, the Chief Minister launched *Dollars for Dili* in support of the Friendship Agreement between Dili and Canberra and commenced fundraising activities with a donation of \$20,000 from the ACT Government. Based on the principal that it is better to give than to receive, every Canberra citizen is being encouraged to 'give' something to our friendship city.

Dollars for Dili supports two projects with a focus on capacity building and education of young people. Project one is an activity centre which will act as a base for Scouts in Timor Leste. Project Two is to build separate female toilets for schools in Timor-Leste to encourage more young women to attend school. For more information visit www.canberra100.com.au/projects/dollars_for_dili.php.

CANBERRA DIASPORA

Also launched at the 98th birthday was the *Canberra Diaspora*, a digital story telling project that collects the rich personal stories from people who have passed through Canberra and are now all over the world.

The *Canberra Diaspora* celebrates the transient nature of Canberra and encourages people who have made a contribution in education, politics, public service, science, building and construction, planting, planning, arts and a huge range of services and then gone on to great careers elsewhere or those who have simply visited Canberra as a conference participant, visitor or schoolchild to tell their story. Over 100 stories have been uploaded to date. For more information visit www.canberradiaspora.com.

YOU ARE HERE

The momentum to continue past 2013 is a desired legacy of the Centenary unit and this underpins the strategic approach employed in the development stage of programming to invest and cultivate the skills and experience of local artists.

The pilot of *You Are Here* was presented from 10 – 20 March 2011. It showcased the energy, innovation and talent from Canberra's thriving creative and independent scene, alongside artists from interstate and overseas. A total of fifty-one unique events were presented, involving more than 100 artists/participants and reaching more than 13,000 people over the eleven days. The majority of participants/audiences were under twenty-five years old. For more information visit <http://youareherecanberra.com.au/>.

CAPITheticAL

On 6 May 2011, *CAPITheticAL*, an international ideas competition for a hypothetical capital city, was launched by competition ambassador His Excellency Michael Bryce AM AE, 100 years after the original call for design entries for a capital city for the newly federated Australian nation. The *CAPITheticAL* competition is designed to provoke new thinking about the nature of national capitals and planned cities internationally, while celebrating the past, present and future of Canberra, challenging entrants to imagine how a national capital 'might' look if created today.

Since its launch, the competition has attracted significant interest in Australia and from overseas with more than 300 registered individuals and teams. While most interest to date has come from within Australia, there have been registrations also from the United States of America, the United Kingdom, Poland, Ireland, the Netherlands, Japan, Canada, Brazil, Belgium, Spain, Portugal and Venezuela.

The competition offers up to \$100,000 in prize money, with the winners to be announced in March 2013. For more information visit www.capithetical.com.au.

CENTENARY OF CANBERRA COMMUNITY TREE PLANTING DAY

On 1 May the Centenary of Canberra Unit teamed with Greening Australian and 130 volunteers to plant 1,830 native trees and shrubs to help rehabilitate the Lower Cotter Catchment.

Mary Porter MLA, with help from Keith Ashurst (Proprietor and Head Chef, Cafe Brindabella) planted the 200,000th seedling introduced in the Lower Cotter Catchment by volunteers since the 2003 bushfires.

COMMONWEALTH FUNDING

On 19 April 2011, Prime Minister The Hon Julia Gillard MP announced that the Commonwealth Government would contribute \$20 million over four years to the development of the National Arboretum Canberra to mark the Centenary of Canberra. More information on the Arboretum can be obtained from the Economic Development Directorate Annual Report and by visiting www.nationalarboretum.act.gov.au.

On 10 May, the Federal Government handed down its 2011-12 Budget which included \$6 million for the Centenary of Canberra program celebrations. A number of national initiatives will now be funded, allowing the program to extend its national reach.

The 2011-12 Federal Budget also confirmed \$42 million for the Constitution Avenue upgrade as a gift for the Centenary.

ENGAGEMENT

During the financial year relationships have been cultivated that will be crucial to building a comprehensive program for the 2013 celebrations. To-date this has included meetings with embassies and high commissions, the development of the sponsor and philanthropic strategy and engagement with local and national institutions, community groups and individuals regarding programming in 2013.

FUTURE DIRECTIONS

In 2011-12 Culture and Communications will:

- build a broader celebratory program for the Centenary of Canberra based on the Australian Government investment;
- finalise a Centenary of Canberra highlights program and a recommended final program;
- develop a marketing and communications strategy to maximise profiling of the Centenary of Canberra program;
- enable the involvement of the community through the Centenary Initiatives Fund and Event Register website;
- conduct a range of training programs designed to develop community engagement skills and knowledge across-government; and
- finalise a whole-of-government community engagement manual.

FURTHER INFORMATION CAN BE OBTAINED FROM:

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OUTPUT 1.5 ARTS POLICY, ADVICE AND PROGRAMS

In May 2011 the functions relating to Output 1.5 Arts Policy, Advice and Programs transferred to the Community Services Directorate. Information relating to this area will be covered in the Community Services Directorate Annual Report.

OUTPUT 1.6 HERITAGE

In May 2011 the functions relating to Output 1.6 Heritage transferred to the Environment and Sustainable Development Directorate. Information relating to this area will be covered in the Environment and Sustainable Development Directorate Annual Report.

OUTPUT 2.1 BUSINESS AND INDUSTRY DEVELOPMENT

In May 2011 the functions relating to Output 2.1 Business and Industry Development transferred to the Economic Development Directorate. Information relating to this area will be covered in the Economic Development Directorate Annual Report.

OUTPUT 3.1 TOURISM

In May 2011 the functions relating to Output 3.1 Tourism transferred to the Economic Development Directorate. Information relating to this area will be covered in the Economic Development Directorate Annual Report.

A.10 TRIPLE BOTTOM LINE REPORTING

The figures in the tables below are based on the Directorate's structure as at 30 June each year. The significant changes are due in part to the Administrative Arrangements of 17 May 2011.

	Indicator	2009-10 Result	2010-11 Result	% Change
Economic	Employee Expenses			
	• Number of staff employed (headcount)	222	126	-43.2
	• Total employee expenditure (dollars)	\$19.748m	\$19.958m	+1.1
	Operating Statement			
	• Total expenditure (dollars)	\$62.2m	\$62.9m	+1.1
	• Total own source revenue (dollars) ¹	\$9.0m	\$6.3m	-30.0
	• Total net cost of services (dollars) ²	\$53.2m	\$56.6m	+6.4
	Economic Viability			
	• Total assets (dollars) ³	\$64.7m	\$4.7m	-92.7
	• Total liabilities (dollars) ³	\$9.2m	\$5.7m	-38.0

EXPLANATION OF CHANGES

Note: The financial figures are for the full year and include the entire Department prior to 16 May 2011 and the new Directorate from 17 May 2011. The decrease in staff numbers is primarily due to the transfer of staff out of the Directorate to the Environment and Sustainable Development Directorate (ESDD), the Economic Development Directorate (EDD) and the Community Services Directorate (CSD) following the Administrative Arrangements of 17 May 2011.

¹ The decrease in own source revenue is largely due to the discontinuation of the ACT Business Incentive Fund (ACTBIF) program on 30 June 2010 and a decrease in Non ACTBIF (National ICT Australia) related Payroll Tax Waivers due to a reduction in the payroll tax waivers approved for NICTA in 2010-11, partially offset by revenues generated from the delivery of the autumn event "Enlighten".

² The increase in net cost of services largely relates to the full year impact of the transfer of Australian Capital Tourism from the Territory and Municipal Services Directorate (then named the Department of Territory and Municipal Services) during 2009-10, partially offset by revenues generated from the delivery of the autumn event "Enlighten".

³ The decrease in assets and liabilities reflects the transfer of net assets out of the Directorate to ESDD, EDD and CSD following the Administrative Arrangements on 17 May 2011.

	Indicator	2009-10 Result	2010-11 Result	% Changes
Environmental	Transport			
	• Total number of fleet vehicles	8	3 ¹	-62.5%
	• Total transport fuel used (kilolitres)	7.8	5.09	-34.7%
	• Total direct greenhouse emissions of the fleet (tonnes of CO ₂ e)	18.5	13.04	-29.5%
	Energy Use			
	• Total office energy use (megajoules)	1,267,500.0	755,187.08	-40.4%
	• Office energy use per FTE (megajoules/FTE)	7,754.7	6,375.58	-17.8%
	• Office energy use per square metre (megajoules/m ²)	384.4	299.23	-22.2%
	Greenhouse Emissions			
	• Total office greenhouse emissions – direct and indirect (tonnes of CO ₂ e)	245.4	37.45	-84.7%
	• Total office greenhouse emissions per FTE (tonnes of CO ₂ e/FTE)	1.5	0.32	-78.7%
	• Total office greenhouse emissions per square metre (tonnes of CO ₂ e/m ²)	0.07	0.01	-85.7%
	Water Consumption			
	• Total water use (kilolitres)	1,885.87	1,306.49	-30.7%
	• Office water use per FTE (kilolitres/FTE)	11.54	11.03	-4.4%
	• Office water use per square metre (kilolitres/m ²)	0.57	0.52	-8.8%
	Resource Efficiency and Waste			
	• Estimate of co-mingled office waste per FTE (litres)	1,056.6	1030.1	-2.5%
	• Estimate paper recycled (litres)	63,082.5	49,794.1	-21.1%
• Estimate paper used (by reams) per FTE (litres)	25.1	23.3	-7.2%	

EXPLANATION OF CHANGES

¹ The reduction in vehicle numbers is due to three Executives electing not to take a vehicle as part of their remuneration package and two vehicles belonging to areas that transferred out of the Directorate as part of the Administrative Arrangements of 17 May 2011.

	Indicator	2009-10 Result	2010-11 Result	% Change
Social	The Diversity of Our Workforce¹			
	• Women (Female FTE as a percentage of the total workforce)	67.1%	63.0%	-6.1%
	• People with a disability(as a percentage of the total workforce)	3.2%	5.6%	75.0%
	• Aboriginal and Torres Strait Islander People (as a percentage of the total workforce)	0.9%	0.8%	-11.1%
	• Staff with English as a second language (as a percentage of the total workforce)	11.3%	5.6%	-50.4%
	Staff Health and Wellbeing²			
	• OH&S Incident Reports	23	7	-69.6%
	• Accepted claims for compensation (as at 31 August 2011)	1	4	300.0%
	• Staff receiving influenza vaccinations	67	54	-19.4%
	• Workstation assessments requested	54	33	-38.9%

EXPLANATION OF CHANGES

¹ Further details on the workforce composition are available in C.7 Staffing profile.

² Additional information on human resources and health and wellbeing is included in C.6 HR Performance and C.9 Workplace health and Safety.



SECTION B

CONSULTATION AND SCRUTINY
REPORTING

B.1 COMMUNITY ENGAGEMENT

During 2010 -11 CMCD undertook engagement activities with the community as detailed below.

LINE AREA	PROJECT	ENGAGEMENT PROCESSES (TOOLS USED)	GROUPS/INDIVIDUALS INVOLVED	APPROXIMATE NUMBER	OUTCOME
Director-General's Office	Review of the ACT Public Sector	Call for public submissions released through a dedicated Review website and the press; roundtables; one-on-one interviews.	A variety of community and industry organisations, and members of the public.	28 submissions received	Public submissions, subject to requests by the authors for confidentiality, were published on the Review website.
Policy & Cabinet Division	ACT Government Infrastructure Plan 2011-2021	Community and Industry Roundtables.	A variety of community and industry organisations and private companies.	November 2010 -29 March 2011 - 23	Attendee feedback summarised on CMCD website with comments used to inform development of the Infrastructure Plan.
Policy & Cabinet Division	Triple Bottom Line Assessment	Discussion Paper released on CMCD website with notification on Community Engagement Website.	Public submissions invited.	Process still open	Process open until 26 August 2011.
Policy & Cabinet Division	Homelessness Services Accord	Independently facilitated workshop.	Community groups, peak organisations and specialist homelessness organisations.	20	Attendees will receive a written response at conclusion of process.
Policy & Cabinet Division	Review of boarding style accommodation regulation	Discussion paper Issues and options for the regulation of boarding style accommodation in the ACT was published on the CMCD website and advertised in the Community Notice Board. The paper was developed by an InterDirectorate Committee comprising CMCD, Health Directorate, Justice and Community Safety Directorate, Environment and Sustainable Development Directorate and Community Services Directorate.	Community and stakeholders.	One verbal and eight written submissions were received.	A summary of key issues raised in the submissions was published on the CMCD website. These key issues informed a proposal for strengthening the regulation of boarding house operation, which will be considered by Government early in 2011-12 financial year.

LINE AREA	PROJECT	ENGAGEMENT PROCESSES (TOOLS USED)	GROUPS/INDIVIDUALS INVOLVED	APPROXIMATE NUMBER	OUTCOME
Policy & Cabinet Division	Developing an extended model of Throughcare	Half day workshop (preceded by two preparatory meetings).	ACT Government Directorates and representatives of the Community Integration Governance Group.	20	Provided a report to all participants for further feedback and comment. The report is the basis for the next phase of policy development.
Culture and Communications	Time to Talk Canberra 2030	A wide variety of engagement methods were used including an interactive website (that provided discussion threads and blogs), an online survey, community workshops, focus groups, an expert forum, reply paid postcards, and a telephone survey.	A broad cross-section of the community was consulted. Targeted focus groups were held with people with a disability, young people, and the long term unemployed.	Over 20,000 people visited the website, with almost 34,000 opinions and comments posted. Almost 2,500 participated in online and telephone surveys. 520 also attended a range of face-to-face forums, focus groups and workshops, and provided opinions via postcards and the media.	An outcomes report was released in January 2011 that outlined a preferred future scenario for Canberra based on the extensive feedback received. This information is being used to inform future policy development.
Chief Minister's Support and Protocol	Morning Tea with Ministers	Community forum involving an open invitation to members of the public to meet with Ministers and discuss government policies and/or issues of concern. Government Directorates also set up information booths to distribute information to the public.	Any member of the community may attend. Events are held in venues across Canberra to ensure all members of the community have an opportunity to attend.	40-70 people per event (held quarterly).	Feedback from attendees has been overwhelmingly positive.

LINE AREA	PROJECT	ENGAGEMENT PROCESSES (TOOLS USED)	GROUPS/INDIVIDUALS INVOLVED	APPROXIMATE NUMBER	OUTCOME
Culture and Communications	Centenary - Education and Youth projects and extensions	<ul style="list-style-type: none"> Reference Group Meetings 	Consultations with education/youth affiliated organisations including Territory and Federal entities.	<ul style="list-style-type: none"> 40 members of Youth Reference Group. 23 groups / 14 individuals. 	<p>Ideas considered in development of the Centenary program.</p> <p>Youth Reference Group re-convened in June and additional members recruited. Group will meet every 8-10 weeks.</p> <p>Proposal to establish a formal Centenary School Coordinator's Group to work with Centenary Education coordinator throughout 2012-13.</p>
Culture and Communications	Centenary – community projects	<ul style="list-style-type: none"> Community Interest Register Various meetings/briefings 	<ul style="list-style-type: none"> Open for any community submissions. Meetings/briefings with individuals and local organisations organised. 	<p>159 community ideas and projects received from individuals and community groups.</p> <p>Numerous consultations/ meetings.</p>	Ideas considered in the development of the program.
Culture and Communications	Centenary planning	Canberra 100 e-newsletter.	Subscriber list.	1,480 subscribers.	Quarterly e-newsletter distributed to subscriber list.

B.2 INTERNAL AND EXTERNAL SCRUTINY

The following tables summarise the internal audit report recommendations and related actions for investigation commissioned by either the Directorate or the Auditor General's Office that were finalised during 2010-11 or in prior years where recommendations had not been fully implemented. Where internal audit recommendations relate to functions that were transferred out of the Directorate following the Administrative Arrangements of 17 May 2011, these have not been disclosed below.

NATURE OF INQUIRY/REPORT TITLE	SUMMARY OF REPORT RECOMMENDATIONS/ OUTCOME OF INQUIRY	SUMMARY OF RESPONSE TO THE RECOMMENDATIONS/OUTCOME	ACTION TO DATE
Grants Management Internal Audit (May 2010)	<p>Chief Executive Financial Instruction (CEFI) 2.6 - Grant Administration provides a governance framework for grants administration in CMD. CMD should review CEFI 2.6 Grant Administration with the intention of incorporating key applicable elements from the Commonwealth Grant Guidelines 2009, including:</p> <ul style="list-style-type: none"> • high level guidance on the design of performance measures that reflect an outcomes orientation; • the role of collaboration and partnership with grant recipients in overall grant administration; • clarification of roles and responsibilities in grant administration; • the importance of maintaining probity and transparency in grant administration; and • identifying and monitoring the actual administrative costs of a granting activity. 	<p>Agreed. CEFI 2.6 Grant Administration will be updated to incorporate the recommended improvements, and any other relevant material from the Commonwealth Grants Guidelines 2009 and the proposed ACT Government policy on grants administration.</p> <p>The Draft ACT Government policy on grants administration is expected to be endorsed before the end of 2010.</p>	<p>This CEFI (now referred to as Director-General's Financial Instruction (DGFI)) was updated and posted to CMCD's intranet and drawn to the attention of staff during March 2011.</p> <p>The ACT Government has continued to progress its whole-of-government approach to grants programs in the ACT.</p> <p>The administration of Government Grants in the ACT (Policy) is close to finalisation. The Policy provides a degree of standardisation and rigour to grants. The Policy will be published on the ACT Government Portal so grant applicants can easily access the range of information likely to be required of them at various steps of the grant process.</p> <p>The Policy will also assist those Directorates in investigating options to automate the administration of the ACT Grants to appropriately scope any procurement activity.</p>

NATURE OF INQUIRY/REPORT TITLE	SUMMARY OF REPORT RECOMMENDATIONS/ OUTCOME OF INQUIRY	SUMMARY OF RESPONSE TO THE RECOMMENDATIONS/OUTCOME	ACTION TO DATE
	<p>Executed Deeds for grants are held on individual grant files. These are essential documents and should be held in a central repository to reduce the likelihood of loss.</p> <p>Consider the implementation of a process for registration and separate storage of executed Deeds for grants. Ideally storage should be in electronic form.</p>	<p>Agreed. The following process for the storage of executed Deeds for grants will be implemented:</p> <ul style="list-style-type: none"> all original signed Deeds of Grants for each funding round will be stored together on a secure paper file, as well as electronically on a restricted access file; and copies of all signed Deeds of Grants will be stored on each organisations respective file for that particular funding round 	<p>The agreed management action was completed by 20 August 2010.</p>
<p>Auditor General's Report No. 5 of 2009 - Administration of employment issues for staff of Members of the Legislative Assembly (August 2009)</p>	<p>2 - The Chief Minister's Department and the Secretariat should report regularly, say monthly, to Ministers and non-executive Members respectively on key areas of compliance within the employment framework, such as the lodgement of timesheets, seeking specific attention to any areas of non-compliance.</p>	<p>Supported. New procedures have been implemented to improve monitoring of the completion and submission of time sheets for the staff of the Executive. A quarterly compliance report is provided to the Chief Minister.</p>	<p>A quarterly compliance report is provided to the Chief Minister.</p>
	<p>3 - The Secretariat and the Chief Minister's Department should:</p> <ol style="list-style-type: none"> review the practice of paying termination benefits to MLA's staff at the end of each Assembly term; clarify the circumstances under which staff employed under the LAMS Act should be eligible for a termination payment; and incorporate results of the review into these matters when re-negotiating the MLA Staff Collective Agreement (the current Agreement nominally expires on 31 March 2010). 	<p>Supported. Policies and guidelines will be reviewed and amended to clarify the circumstances under which staff employed under the Legislative Assembly (Members' Staff) Act 1989 receive a termination payment.</p> <p>The terms of this guidance will be subject to the outcome of upcoming enterprise agreement negotiations at which the Government will seek to clarify the wording of the entitlement of MLA staff to a termination benefit.</p>	<p>The terms of this guidance will be subject to the outcome of the next round of enterprise agreement negotiations at which the Government will seek to clarify the wording of the entitlement of MLA staff to a termination benefit.</p>

NATURE OF INQUIRY/REPORT TITLE	SUMMARY OF REPORT RECOMMENDATIONS/ OUTCOME OF INQUIRY	SUMMARY OF RESPONSE TO THE RECOMMENDATIONS/OUTCOME	ACTION TO DATE
	<p>5 - The Secretariat and the Chief Minister's Department should use formal exit checklists to ensure that staff and employers are aware of the need to submit final timesheets, and attend to other matters prior to the end of employment.</p>	<p>Supported. Under new arrangements, staff now receive an exit checklist which must be completed and signed prior to the end of employment. Staff are required to verify the return of all assets and complete necessary documentation, including a final timesheet.</p>	<p>Staff are required to verify the return of all assets and complete necessary documentation, including a final timesheet.</p>
	<p>6 - The Secretariat and, if necessary, the Chief Minister's Department, should request Members to certify that volunteers are not performing the work of paid staff, or occupy vacant paid staff positions, as recommended by the Administration and Procedures Committee report of August 2004.</p>	<p>Supported. Although the Government does not currently engage volunteers, the audit findings have been incorporated into relevant policy documents in the event that volunteers are engaged in the future.</p>	<p>A draft policy on the engagement of volunteers in Ministers' Offices has been forwarded to the Government Solicitor's Office (GSO) for clearance.</p>
	<p>7 (i) MLAs should ensure that volunteer engagement agreements are consistent with templated volunteer agreements that include relevant documents such as a copy of the Assembly's IT usage policy and a statement of the rights and responsibilities of managers and volunteers; and (i) The Secretariat should prepare guidance to assist MLAs with this issue.</p>	<p>Supported. Although the Government does not currently engage volunteers, the audit findings have been incorporated into relevant policy documents in the event that volunteers are engaged in the future.</p>	<p>A draft policy on the engagement of volunteers in Ministers' Offices has been forwarded to the GSO for clearance.</p>
	<p>8 - The Chief Minister's Department should: (i) advise Ministers' offices of the need to follow up missing leave applications as identified in this audit; (ii) where necessary, arrange for the recovery of overpayments in salary and LAMS allowance from staff on leave; and (iii) assist Ministers' offices to implement new procedures to ensure that leave recorded on executive staff timesheets is supported by an approved leave application and forwarded to Shared Services for processing through the Chief Minister's Department.</p>	<p>Supported. New procedures have been implemented to improve monitoring of the completion and submission of leave applications for the staff of the Executive. A quarterly compliance report is provided to the Chief Minister. Where necessary, overpayments made in the past have been recovered.</p>	<p>Timesheets are not entered into the compliance report unless a leave form is attached. A quarterly compliance report is provided to the Chief Minister.</p>

B.3 LEGISLATIVE ASSEMBLY COMMITTEE INQUIRIES AND REPORTS

REPORT NO.	TITLE	DATE PRESENTED
1	Appropriation Bill 2008-2009	Report tabled on 26 June 2008; Government response tabled on 26 June 2008

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 13. The Committee recommends that the ACT Government review the accountability indicators used in budget papers for their effectiveness in providing transparent measure of performance in key areas.</p>	<p>Agreed in-principle. The Government currently reviews accountability indicators on an annual basis; this review coincides with the preparation of the annual Budget Papers. In doing this, care is taken to maintain, as far as practical, comparability across previous budgets, and to provide transparency in the performance targets that are set.</p> <p>In addition, the 2008-09 Budget contained funding for CMD to develop a new government performance and accountability model and commence implementation of the new model. The Committee's recommendations will be taken into account in this process.</p>	<p>Following work by CMCD over a number of years, Strengthening Performance and Accountability: A Framework for the ACT Government was released in February 2011. The Framework is focused on continuous improvement in Government operations and outcomes. It outlines a range of strategies and actions to:</p> <ul style="list-style-type: none"> • improve community outcomes; • enhance government accountability and performance; • strengthen the relationship between government and community; and • provide for more efficient and effective government operations. <p>Implementation of the Framework will be staged over a number of years.</p>

REPORT NO.	TITLE	DATE PRESENTED
1	Inquiry into the Government Agencies (Campaign Advertising) Bill 2008	Report tabled on 27 August 2009; Government response tabled on 9 December 2009.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>3 The Committee recommends that the review role proposed for the Auditor-General under the current Bill should instead be undertaken by an independent expert panel</p>	<p>Agreed in Part. The Government agrees that it is inappropriate for the Auditor-General to be charged with reviewing Government campaigns. This was the majority view of submissions provided to the Select Committee inquiry, including that of the Auditor-General herself.</p> <p>Given that, at present, it is unclear how many and what variety of campaigns will be subject to review by the Assessment Panel, it is equally unclear what level of workload will be required of the Panel.</p> <p>A three-person panel would likely require a membership of at least six people to ensure rotational availability when required. Scheduling and availability of all panel members at times necessary for campaign consideration would likely prove difficult. Potential issues of disagreement between panel members would stall decision-making.</p> <p>As such, the Government recommends the appointment of an independent expert with strong government, legal and/or media background to scrutinise campaigns.</p> <p>A suitable individual with the right mix of government/legal/media experience would allow for more robust and consistent decision-making, and would be more achievable in terms of scheduling and availability.</p>	<p>In February 2011 the Legislative Assembly appointed Mr Derek Volker as Independent Reviewer.</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>7. The Committee recommends that the Government table in the Assembly a report detailing government advertising spending. The report should be tabled on a biannual basis by the final sitting week of the first quarter after the end of the reporting period. The report should be publicly available, possibly via the Chief Minister's Department website.</p>	<p>Agreed. The Government agrees that a reporting mechanism, publicly available, is a suitable method of demonstrating accountability and transparency in campaign advertising expenditure.</p> <p>The amount of detail provided in a publicly available report will need to be subject to further consideration, as it is not unrealistic for marketing and promotion agencies to expect confidentiality in their pricing structures and advertising packages. Whilst details such as production and development costs should be able to be identified in conjunction with the overall cost of a campaign, advertising agencies may have certain aspects of their pricing structures which they would require remaining confidential.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, a report by the Independent Reviewer will be delivered to the Speaker of the Legislative Assembly in August 2011.</p> <p>The report will not be made available on the CMCD website.</p>
<p>8. The Committee recommends that, should the current Bill proceed, the Bill be amended to clarify that the prohibition period before the election ends on polling day.</p>	<p>Agreed in Part. The Government agrees that the Bill should be amended to clarify the applicable prohibition period on advertising in the lead-up to an election, however the Government maintains that any prohibition should be kept in line with existing Caretaker provisions. It is cumbersome and unnecessarily bureaucratic to enforce a separate provision for advertising limitations apart from that which already exists in recognised Caretaker provisions.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, this was implemented on 1 July 2010.</p>
<p>9. The Committee recommends that, should the current Bill proceed, the Bill be amended to exclude the Electoral Commissioner from the ban on government advertising in the prohibition period before an election.</p>	<p>Agreed.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, this was implemented on 1 July 2010.</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>10. The Committee recommends that restrictions be imposed on government advertising in the lead up to an election.</p>	<p>Agreed In Part. As with the Government response to Recommendation 8, the Government maintains that any prohibition on advertising in the lead-up to an election should be kept in line with existing Caretaker provisions. It is cumbersome and unnecessarily bureaucratic to enforce a separate provision for advertising limitations apart from that which already exists in recognised Caretaker provisions.</p> <p>The Government maintains that the Bill requires greater clarification in clearly identifying which campaigns would be subject to the prohibition, to ensure that the provision of necessary and vital community information is not subject to outright restrictions.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, this was implemented on 1 July 2010.</p>
<p>12. The Committee recommends that the framework acknowledge the independence of statutory office holders from the Government, and require that the statutory office holder certify the campaign. Campaigns exceeding the cost threshold should still be subject to review by the independent panel.</p>	<p>Agreed.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, this was implemented on 1 July 2010.</p>
<p>14. The Committee recommends that, should the current Bill proceed, the Bill be amended to remove the requirement for a statement at the beginning of a television or radio announcement.</p>	<p>Agreed. The Government supports the proposal to remove the requirement for a statement at the beginning and end of a television or radio announcement.</p>	<p>In accordance with the Government Agencies (Campaign Advertising) Act 2009, this was implemented on 1 July 2010.</p>

REPORT NO.	TITLE	DATE PRESENTED
2	Report on Annual and Financial Reports 2007-08	Report tabled on 7 May 2009; Government response tabled on 15 October 2009.
	<p>Committee recommends that the ACT Government require agencies to take up the Auditor-General's recommendations that agencies should comprehensively review the relevance, usefulness and appropriateness of the performance measures reported in their statements of performance.</p>	<p>Agreed in part. The Government considers that its indicators as published in its annual Budget Papers are soundly based. Indicators – both strategic and accountability – are reviewed annually by agencies as part of the annual budget development process. Agencies then agree those indicators with their respective Ministers. This practice will continue in future years.</p> <p>As part of the 2008-09 Budget, the Government allocated \$250,000 to the Chief Minister's Department to strengthen the Government's focus on accountability and performance.</p> <p>A key outcome of this initiative will be the development and implementation of a government performance and accountability framework for the ACT that will:</p> <ul style="list-style-type: none"> strengthen the Government's capacity to deliver policy and service delivery outcomes; promote agencies' accountability and performance; and enhance cross-government planning, strategy development and delivery. <p>The Citizen Centred Governance paper released last year outlined the directions of this Government to meet the needs and expectations of the ACT Community. This paper included a range of recommendations to build a more citizen-centric approach to our governance models and practices and to reinforce the role of citizens in shaping the decisions and services that affect them.</p> <p>These recommendations covered a range of issues, including:</p> <ul style="list-style-type: none"> Government's performance and accountability frameworks; opportunities to enhance community engagement; discussions on public satisfaction with government services; mechanisms to improve the community's awareness of planning proposals and then opportunities for comment; opportunities for further dissemination of government generated
	<p>Following work by CMCD over a number of years, Strengthening Performance and Accountability: A Framework for the ACT Government was released in February 2011. The Framework is focused on continuous improvement in Government operations and outcomes. It outlines a range of strategies and actions to:</p> <ul style="list-style-type: none"> improve community outcomes; enhance government accountability and performance; strengthen the relationship between government and community; and provide for more efficient and effective government operations. <p>Implementation of the Framework will be staged over a number of years.</p> <p>The framework for citizen centred governance was reassessed in 2010-11 to take account of the learning from a number of projects with a significant citizen centred governance component that have been undertaken since 2008.</p> <p>Work has commenced to align activities around engaging with the community with efforts to improve delivery of service. A refreshing of the status of citizen centred governance has created an ideal environment for the ACT Government to continue to explore the application of this important and developing trend in public administration.</p>	<p>DIRECTORATE IMPLEMENTATION</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
	<ul style="list-style-type: none"> • information; and • opportunities for capacity building in the ACT Public Service. 	<p>Work will now be undertaken as part of the implementation of the Government Information Office to ensure strategies to engage with the citizens of Canberra makes best use of the available technology and to plan for better online access to the ACT Government information.</p>
<p>9. The Committee recommends that the Commissioner for Public Administration explore the feasibility of the inclusion of more environmentally friendly transport items, such as bicycles and bus tickets, as approved salary packaging menu items for ACT Public Service employees.</p>	<p>Agreed. The Commissioner for Public Administration will consider the option of including such items under the ACTPS Salary Packaging Policy and Procedures subject to advice on the tax deductibility of these items from the Australian Taxation Office.</p>	<p>Advice has been received from the Australian Taxation Office regarding the feasibility of salary sacrificing arrangements for public transport costs by ACTPS employees and as a consequence bus travel through salary packaging arrangements has been made available to staff and their families.</p>
<p>10. The Committee recommends that the Commissioner for Public Administration ensure that future whole-of-government professional development programs include sustainability issues.</p>	<p>Agreed. The Commissioner for Public Administration will investigate opportunities to better include sustainability issues in appropriate whole of government training programs. The Commissioner will also consult with Shared Services to explore options for reflecting sustainability issues through the ACT Public Service training calendar providers.</p>	<p>As part of a broader review of the current mix of learning and development programs across the ACTPS, and in consultation with Directorates and through the People and Performance Council, consideration will be given to investigating opportunities to better include sustainability issues in appropriate whole of government training programs and through the Shared Services Training Calendar providers.</p>

REPORT NO.	TITLE	DATE PRESENTED
2	Standing Committee on Public Accounts Review of Auditor-General's Report No7 of 2008: Proposal for a Gas-fired Power Station and Data Centre – Site Selection Process	Report tabled on 9 February 2010; Government response tabled on 6 May 2010.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
6. The Committee recommends that the Government continue to refine community engagement guidelines and to consult the community about them.	Agreed. CMCD is reviewing the guidelines and, after Government agreement, proposes to release them in draft form to peak bodies, community groups and the broader community for further comment and refinement.	<p>CMCD has undertaken a significant review of the existing Community Engagement Manual prepared by the Department of Housing and Community Services in 2005. The Manual has been updated in consultation with all directorates and with input from key community stakeholder groups. It has been retitled Engaging Canberrans - A Guide for Community Engagement.</p> <p>The Guide reinforces the need to develop and implement a community engagement strategy when consulting on major policies, projects and programs. It also promotes adoption of a more participatory approach to engagement using a variety of methods, including social media, to allow the community to pro-actively engage with Government early in the decision-making process.</p> <p>A 'toolkit' has also been developed as part of the Guide. It provides practical advice on how to undertake engagements, and will essentially be an online resource that will be regularly updated to communicate enhanced community engagement practice.</p> <p>Accredited training will be provided to ACT Government staff and interested members of the community sector in the application of the International Association of Public Participation principles that underpin the Guide.</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>7. The Committee recommends that, as a minimum, the Government adhere to current community engagement guidelines when consulting with the community on strategic projects.</p>	<p>Agreed. All agencies are expected to refer to the current community engagement guidelines when consulting with the community, pending the introduction of revised guidelines.</p>	<p>All agencies have been briefed on the intent and content of the revised guidelines and will be expected to adhere to them. Specific training for ACT Government staff on the various elements contained in the guidelines will be conducted during 2011-12.</p>
<p>18. The Committee recommends that the Government consider making changes to the budget and accountability frameworks to support cross-agency initiatives. In particular, where possible, agency performance measures should be amended to facilitate whole of government working. This should be done without undermining appropriate accountability and reporting measures for each agency.</p>	<p>Agreed. Options for strengthening delivery and governance of across-agency initiatives are being examined as part of the Accountability in Government initiative, which was funded in the 2008-09 Budget.</p> <p>Options agreed by Government will be incorporated into the new ACT Government Performance and Accountability Framework.</p>	<p>This is part of the Performance and Accountability Framework, released by the Government in late 2010. Funding has also been provided in the 2011-12 Budget to progress implementation.</p>

REPORT NO.	TITLE	DATE PRESENTED
5	Standing Committee on Planning, Public Works and Territory and Municipal Services Report No.5 Report on Annual and Financial Reports 2008-2009	Report tabled 23 March 2010, Government response tabled 24 August 2010.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
3.13 The Committee recommends that the Chief Minister's Annual Report Directions for 2011 onward be updated to reflect the 2009 changes to Government Procurement Regulation 2007 public tender threshold, so agencies report on the reasons for use of select tender procurement process, if applicable, for contracts of a value greater than \$200,000.	Agreed. This change will be incorporated in the Annual Report Directions for 2009-10 Annual Reports	Implemented. Annual Report Directions require reasons for select contracts of a value greater than \$200,000.

REPORT NO.	TITLE	DATE PRESENTED
7	Standing Committee on Public Accounts, Auditor-General's Report No.8 of 2009: 2008-09 Financial Audits Report on Annual and Financial Reports 2008-2009	Report tabled 25 March 2010, Government response tabled 24 August 2010

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
4. The Committee recommends that the ACT Government ensure that the performance measures included in statements of performance for all its reporting entities are: (i) clearly and concisely defined, (ii) accurately reported, and (iii) supported by sufficient evidence and/or accompanied by sufficient explanatory information to enable the performance of the department or agency to be understood.	<p>Agreed. Agencies review performance measures as part of the annual Budget process. During the 2010-11 Budget development process, Treasury provided agencies with detailed advice on the principles and considerations required when developing performance measures including defining and reporting indicators, and the need for sufficient evidence.</p> <p>The practice of reviewing and refining performance measures will continue throughout future Budget and Annual Report processes. Treasury's Better Practice Guideline on Statements of Performance require agencies to provide explanations for accountability indicators where either terms used or methodology used might be either difficult to understand or open to interpretation.</p>	<p>CMCD reviews its performance measures annually. The Directorate has in recent years increased the amount of detail provided with the measures to aid understanding in how they will be measured.</p>
6. The Committee recommends that all ACT Government agencies should continuously monitor their processes for addressing audit findings in a timely manner.	<p>Agreed. Agencies have internal audit mechanisms through which they monitor their processes to ensure external audit findings and recommendations are addressed in a timely manner.</p>	<p>Business Units responsible for implementing audit findings are required to report regularly through the Audit Committee to the Director-General on their progress in addressing those findings.</p>
8. The Committee recommends that the ACT Government ensure that all its reporting entities take the necessary steps to ensure financial reports are provided in accordance with the Government's reporting timetable.	<p>Agreed. Agencies currently have in place well established processes to ensure adherence to the reporting timetable. In 2008-09, 70 per cent of agencies submitted their financial reports to the Audit Office by the due date. This was a significant improvement over the previous year where 63 per cent submitted their reports by the due date.</p> <p>Further improvements are evident in the 2009-10 Audit process.</p>	<p>CMCD has in place well established processes to ensure adherence to the reporting timetable. For 2010-11, however, CMCD was late in providing the Draft Annual Financial Statements to the Auditor General's Office by two working days as a result of additional administrative activities required for the implementation of the Administrative Arrangements of 17 May 2011.</p>

REPORT NO.	TITLE	DATE PRESENTED
1	Report of the Select Committee on Estimates 2011- 2012 on the Inquiry into the Appropriation Bill 2011-2012	Report tabled 21 June 2011, Government response tabled on 28 June 2011

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
61. The Committee recommends that the ACT Government establish a consistent publication timetable for the Canberra Infrastructure Plan.	Agreed. The Government has already committed to annually updating the ACT Government Infrastructure Plan, which is a ten year rolling strategy, around the time of the Budget.	The second ACT Government Infrastructure Plan (2011-2021) was released on 12 July 2011.
63. The Committee recommends that the ACT Government establish guidelines for maintaining and replacing ACT Government agency logos and branding and promulgate these guidelines on the ACT Government website.	<p>Agreed. ACTPS Guidelines have been drafted in response to Recommendation 15 of the Governing the City State Report that recommended that the ACT Government adopt a single government brand. A single brand lifts the profile of the ACT Government as a whole within the community, rather than presenting as a collection of programs and services.</p> <p>The draft guidelines have been placed on the Shared Services website to enable easy access by directorates.</p> <p>Being mindful of negative perceptions around the cost of government re-branding, the current logos and draft guidelines have been developed entirely in-house. All directorates were consulted.</p> <p>As new publications, stationery, signage and marketing material is ordered, it will incorporate the new logo and comply with the guidelines. This will ensure there is no additional cost in the implementation of new branding.</p>	<p>The ACT Government Branding Guidelines were implemented for directorate branding in May 2011.</p> <p>Government endorsed the Guidelines for full implementation in June 2011.</p> <p>CMCD Communications and Engagement are currently supporting directorates, business units and statutory authorities in a phased approach to implementing the Guidelines.</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>66. The Committee recommends that the ACT Government publish and table a full breakdown of the costs of implementing the Hawke Review recommendations by the last sitting day of December 2011.</p>	<p>Agreed. The 2011-12 Budget funded a number of initiatives to implement the Hawke Review. The Government will undertake to report against these by the last sitting day of December 2011.</p>	<p>A number of initiatives relating to or informed by the Hawke Review were funded in the 2011-12 Budget:</p> <ul style="list-style-type: none"> • Performance and Accountability and Evaluation Implementation; • Building and Maintaining the ACTPS; • Government Information Office; • Targeted Employment Strategies to Increase Diversity in the ACTPS; • ACTPS Workers' Compensation and Work Safety Improvement Plan; • ACT Gov 2.0 – Exploring Opportunities for Electronic Service Delivery; • Canberra Plan 2013; • Strategic Board Secretariat; and • Community Engagement. <p>As indicated in the Government's response, a report against these will be provided by the last sitting day of December 2011.</p>
<p>67. The Committee recommends with regard to ACT Public Service Workers' Compensation and Work Safety Improvement Plans that the ACT Government, by the last sitting day in December 2011 and again by the last sitting day in June 2012, table progress reports on the implementation of the improvement plan and the development of underlying policies and procedures, including data collection.</p>	<p>Agreed.</p>	<p>The ACTPS Workers' Compensation and Work Safety Improvement Plan is designed to strengthen the capability of ACTPS case managers, implement a new case management model across the service, contribute to a healthy and productive ACTPS and over time improve the return to work outcomes for ACTPS injured workers.</p> <p>The development of the improved plan and its supporting strategies is well underway and implementation of stage one will commence in the period July-December 2011.</p>

B.4 LEGISLATION REPORT

Following is the list of legislation that the Directorate is responsible for in accordance with the Administrative Arrangements.

MINISTER	ACT
Chief Minister	<p><i>Annual Reports (Government Agencies) Act 2004</i></p> <p><i>Auditor-General Act 1996</i></p> <p><i>Australian Capital Territory (Self-Government) Act 1988 (Cwlth)</i></p> <p><i>City of Canberra Arms Act 1932</i></p> <p><i>Government Agencies (Campaign Advertising) Act 2009</i></p> <p><i>Inquiries Act 1991</i></p> <p><i>Legislative Assembly (Broadcasting) Act 2001</i></p> <p><i>Legislative Assembly (Members' Staff) Act 1989</i></p> <p><i>Legislative Assembly Precincts Act 2001</i></p> <p><i>Public Interest Disclosure Act 1994</i></p> <p><i>Public Sector Management Act 1994</i></p> <p><i>Remuneration Tribunal Act 1995</i></p> <p><i>Royal Commissions Act 1991</i></p> <p><i>Territory Records Act 2002, part 3A</i></p>
Minister for Industrial Relations	<p><i>Annual Leave Act 1973</i>, except administration provisions that are the responsibility of the Attorney-General</p> <p><i>Dangerous Substances Act 2004</i>, except administration provisions that are the responsibility of the Attorney-General</p> <p><i>Fuels Control Act 1979</i>, except section 11</p> <p><i>Holidays Act 1958</i></p> <p><i>Long Service Leave (Portable Schemes) Act 2009</i></p> <p><i>Long Service Leave Act 1976</i>, except part 3 administration and enforcement provisions that are the responsibility of the Attorney-General</p> <p><i>Machinery Act 1949</i>, except section 5 and section 6</p> <p><i>Scaffolding and Lifts Act 1912</i>, except administration provisions that are the responsibility of the Attorney-General</p> <p><i>Standard Time and Summer Time Act 1972</i></p> <p><i>Truck Act 1900</i></p> <p><i>Work Safety Act 2008</i>, except administration provisions that are the responsibility of the Attorney-General</p> <p><i>Workers Compensation Act 1951</i>, except administration provisions that are the responsibility of the Attorney-General</p>



SECTION C

LEGISLATIVE AND POLICY BASED
REPORTING

C.1 RISK MANAGEMENT AND INTERNAL AUDIT

RISK MANAGEMENT

In accordance with the requirements of the ACT Government Enterprise-Wide Risk Management Framework, and as part of its overall Fraud and Corruption Prevention Framework, the Directorate has an overarching *Risk Management Policy Framework*, incorporating the *Risk Management Policy Statement*, and a *Risk Management Plan*. The Plan includes risk identification and analysis, and risk treatment schedules.

The Executive Management Group undertakes monitoring of the Directorate's risk assessment and treatment strategies on a quarterly basis. The Audit Committee also reviews the Directorate's approach to setting an appropriate control and risk management environment.

Business Units include applicable risks and treatments from the *Risk Management Plan* in their annual Business Plans. Quarterly progress reports are prepared for consideration by the Chief Executive and the Executive Management Group.

The Director, Corporate Management, is the Senior Executive responsible for the reporting of risk under the *Risk Management Plan*.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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INTERNAL AUDIT

Internal Audit is an independent assurance and consulting activity that reviews and evaluates the effectiveness of the Directorate's risk management, internal control, and governance practices. The results of CMCD's Internal Audit function are reported to the joint CMCD / Treasury Directorate Audit Committee (the Committee) and through the Committee to the Directors-General. The Committee's functions are governed by the *Audit Committee Charter*.

The Committee is comprised of an Independent Chair and four members: two from CMCD and two from the Treasury Directorate. Alternate members have also been appointed in each Directorate to attend meetings in the absence of members as required. The Chief Finance Officers from each Directorate and a representative from the Auditor-General's Office are also invited to attend meetings as observers. The Directors-General of each Directorate have a standing invitation to attend Committee meetings.

The objective of the Committee is to provide independent assurance and assistance to the Directors-General on their Directorate's risk, control and compliance framework, and its external accountability responsibilities.

The Committee, in fulfilling its objectives, assists the Directors-General in the discharge of their responsibilities for exercising due care; diligence and skill in relation to the Directorate's reporting of financial information; application of accounting policies; adequacy of internal controls; financial and risk management and compliance with applicable laws.

Internal Audits are outsourced to members of the ACT Government Internal Audit Services Panel. Internal audits to be conducted in CMCD are selected from a work program that is revised and

approved annually by the Director-General and reviewed by the Committee. The Committee also monitors action taken by CMCD to implement all audit report recommendations.

Internal Audits conducted during the year include reviews of:

- Business Mentoring and Information Services;
- the Skilled and Business Migration Program; and
- the Accident and Injury Database.

In addition, during the year an Internal Audit was finalised for the review of Grant Management and Governance Arrangements.

Ten Audit Committee meetings were held during the year. The number of meetings attended by committee members and observers is as follows:

NAME OF MEMBER	POSITION	DURATION	MEETINGS ATTENDED
Mr John Gordon	Independent Chair	July 2010 to June 2011	10 / 10
Ms Catherine Hudson	CMCD Committee Member	July 2010 to May 2011	7 / 9
Mr Andrew Kefford	CMCD Committee Member	May 2011 to June 2011	1 / 1
Ms Sue Hall	CMCD Committee Member	July 2010 to June 2011	6 / 10
Mr Luke McAlary	CMCD Alternate Committee Member	July 2010 to June 2011	1 / 1
Ms Kirsten Thompson	Treasury Directorate Committee Member	July 2010 to June 2011	9 / 10
Ms Marsha Guthrie	Treasury Directorate Committee Member	July 2010 to June 2011	8 / 10
Ms Kate Nesar	Observer	July 2010	3 / 3
Mr Paul Ogden	Observer	August 2010 to June 2011	7 / 7
Ms Lisa Holmes	Observer	July 2010 to November 2010	4 / 7
Ms Anita Hargreaves	Observer	November 2010 to June 2011	2 / 3
Representative from Auditor-General's Office	Observer	July 2010 to June 2011	8 / 10

FURTHER INFORMATION CAN BE OBTAINED FROM:

David Morgan	Internal Audit Manager	(02) 6207 6367	david.morgan@act.gov.au
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C.2 FRAUD PREVENTION

The Directorate is committed to minimising the incidence of fraud and corruption through the development, implementation and regular review of a range of fraud prevention and detection strategies. As required under the *ACTPS Integrity Policy*, the Directorate has in place a *Fraud and Corruption Prevention Plan* and a *Fraud Risk Register*. Following a review, the current versions were endorsed during the reporting period.

The objective of the *Fraud and Corruption Prevention Plan* is to provide the basis of CMCD's actions to control fraud and to identify those key activities performed by the Directorate that require the implementation of additional controls to reduce the likelihood of fraud occurring. The Plan provides an overview of the fraud control framework established within the ACTPS, the role and functions performed by CMCD, including its purpose, objectives and goals, and organisational arrangements.

Against this background, the Plan analyses the exposure of CMCD to fraud, and using a control self-assessment framework, assesses the existing controls implemented to minimise fraudulent activity. The assessment of the fraud environment is that overall there is a low to medium fraud risk exposure for CMCD.

The Directorate also has a *Conduct Policy* which sets out the level of conduct and work performance required of the Directorate's staff.

All staff have access through the Directorate's intranet to these documents and other information concerning fraud awareness and prevention, together with details of the appropriate contact officers. These include the *Risk and Fraud Plans*, the *Fraud Risk Register*, the *ACTPS Integrity Policy*, information on the *Public Disclosure Act 1994* and procedures for actioning Public Interest Disclosures, and the *ACTPS Code of Ethics*.

A workshop on ethics and fraud awareness was held for staff during the year. Integrity, ethics and fraud issues are also included in staff orientation programs.

There were no incidents of fraud reported in the Directorate during the reporting period.

The Director, Corporate Management is the Senior Executive Responsible for Business Integrity Risk.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.3 PUBLIC INTEREST DISCLOSURE

The *Public Interest Disclosure Act 1994* provides the mechanism for people to report wrongdoing in the ACT Public Sector. This action is referred to as making a public interest disclosure or less formally, 'whistle blowing'. An information sheet is available which provides information on making a public interest disclosure, including:

- who can make a disclosure;
- who can receive a disclosure;
- how to make a disclosure;
- what protection is available if a disclosure is made;

- what agencies must do under the *Public Interest Disclosure Act 1994*; and
- contact details to obtain further information on making a disclosure.

The information sheet is available from the CMCD website at www.cmd.act.gov.au/functions/publications.

The Directorate did not receive any public interest disclosures during 2010-11.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall

Director, Corporate Management

(02) 6207 0569

sue.hall@act.gov.au

C.4 FREEDOM OF INFORMATION

The object of the *Freedom of Information Act 1989* (the FOI Act) is to extend as far as possible the right of the Australian community and, in particular, the citizens of the ACT, to access to information in the possession of the Territory by:

- making available to the public information about the operations of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available to persons affected by those rules and practices; and
- creating a general right of access to information in documentary form in the possession of Ministers and agencies, limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by agencies.

SECTION 7 STATEMENT

Section 7 of the FOI Act requires the Directorate to prepare and publish a statement outlining the Directorate's organisation, functions and decision-making powers, the categories of documents available and facilities available to the public for accessing the documents. This statement is current at 30 June 2011.

ORGANISATION, FUNCTION AND DECISION-MAKING POWERS

CMCD provides strategic advice and support to the Chief Minister and the Cabinet on policy development, service delivery and whole of government issues and facilitates the implementation of government priorities. This includes providing policy and procedural support for the leadership role of the Head of the ACTPS, who is head of the Directorate and chairs the ACTPS Strategic Board.

The Directorate is responsible for:

- the provision of direction and coordination across the ACTPS on policy and strategy, managing the ACT's intergovernmental relationships and supporting the Chief Minister's role on the Council of Australian Governments;
- strategic planning and direction on public sector standards, including service-wide employment, workforce culture and capability, industrial relations, learning and development, the implementation of machinery of government changes, and the promotion of ethics and accountability; and
- community engagement, whole-of-government communications, provision of public affairs advice and planning and delivery of the Centenary of Canberra.

- A list of legislation under which the Directorate and its officers administer or exercise statutory powers is included in section B.4 Legislative Report of this report.

PUBLIC PARTICIPATION IN DECISION-MAKING

Arrangements for public participation in decision-making include public submissions to inquiries, discussion at public meetings, consultative committees for specific purposes, access to records through Freedom of Information (FOI) requests, comments on draft documents, and comments on Bills before the Assembly and contact with the relevant Minister.

CATEGORIES OF DOCUMENTS

The Directorate holds two basic categories of documents:

- those that are freely available on request and without charge; and
- all other kinds of documents that may be made available under the FOI Act.

DOCUMENTS AVAILABLE ON REQUEST AND WITHOUT CHARGE

Documents within this category include publications produced by the Directorate on various aspects of its activities. These are available on request from the Directorate and may also be available on the Directorate's website www.cmd.act.gov.au or on the ACT Government Contracts Register www.procurement.act.gov.au/contracts which lists contracts made by the Territory, over the value of \$20,000.

DOCUMENTS OF OTHER KINDS THAT MAY BE AVAILABLE UNDER THE FOI ACT

- general files including internal and public documents, minutes of meetings of management and other committees, agendas and background papers, policy statements, financial and staffing estimates;
- communications with other directorates;
- program and policy files;
- photographs, videos and films;
- maps, plans and brochures;
- technical reports and discussion papers;
- financial and accounting records;
- details of contracts and tenders;
- files on applicants and clients;
- records of government including the machinery of government; and
- leases and deeds of agreement.

FACILITIES FOR ACCESS

Those seeking information are encouraged to seek access by contacting the Directorate before resorting to the more formal FOI procedure. In many cases it may be possible to access information more quickly and efficiently through such an approach.

CMCD is located in the Canberra Nara Centre, corner of Constitution Avenue and London Circuit, Civic. Several bus stops are close to the Nara Centre in London Circuit. Short-term car parking is

located opposite the Centre and a disabled car park space is available in Nangari Street. Information regarding bus routes and timetables can be obtained from ACTION telephone 13 17 10.

FOI REQUESTS SHOULD BE DIRECTED TO:

FOI Coordinator
 Chief Minister and Cabinet Directorate
 GPO Box 158
 CANBERRA ACT 2601
 Telephone: (02) 6205 0238
 Fax: (02) 6207 5886

SECTION 8 STATEMENT

Section 8 of the FOI Act requires Directorates to prepare an index of documents that are used in making a decision or recommendation under an enactment or scheme. The statement is based on the Administrative Arrangements as at 30 June 2011. The statement is available from the Directorate's FOI Coordinator or the Directorate's website at www.cmd.act.gov.au/functions/publications.

SECTION 79 STATEMENT

In accordance with section 79(2) of the FOI Act, the Directorate provides the following information regarding FOI requests received by the Directorate during the reporting year. Access decisions in relation to FOI requests are categorised as full release, partial release, entirely exempt, technical refusal (no documents located), still being processed, transferred and withdrawn.

In 2010-11 the Directorate received a total of thirty four new requests, including four transferred from other agencies, and carried over six from 2009-10. Of the total of forty requests:

- thirty three had decisions completed during the year;
- two were withdrawn by the applicant;
- one was transferred as a result of the Administrative Arrangements of 17 May 2011; and
- four were ongoing as at 30 June 2011.

COMPARATIVE STATISTICS ON FOI REQUESTS FROM 1 JULY 2008 TO 30 JUNE 2011

APPLICANT TYPE

For requests received during the year (excludes requests carried over from the previous year where decisions on access had not been completed within the reporting period).

APPLICANT TYPE	2010-11		2009-10		2008-09	
	No.	%	No.	%	No.	%
ACT Legislative Assembly Member	15	44%	34	74%	18	66%
Member of the Public	8	23%	2	4%	3	11%
Legal	4	12%	6	13%	3	11%
Company	2	6%	0	0	1	4%
Media	4	12%	4	9%	1	4%
Organisation/Association	1	3%	0	0	1	4%
Total	34	100%	46	100%	27	100%

OUTCOMES OF FOI REQUESTS

Includes decisions on requests received during the year and on requests carried over from the previous year.

DECISION	2010-11		2009-10		2008-09	
	Decision Numbers	%	Decision Numbers	%	Decision Numbers	%
Full Release	5	15%	3	7%	3	11%
Partial Release	21	64%	30	70%	20	71%
Full Exemption	1	3%	4	9%	1	4%
Technical Refusal (no documents Exist)	4	12%	3	7%	4	14%
Withdrawn	2	6%	3	7%	0	0
Total	33	100%	43	100%	28	100%
Transfer to another agency ¹	2		0		1	
Transferred due to Administrative Arrangement changes	1		0		0	
Requests carried over into the next year	4		3		5	

¹ Where CMCD does not have relevant documents, but they are likely to be in the possession of another agency.

REQUEST RESPONSE TIMES (EXCLUDES WITHDRAWN AND TRANSFERRED REQUESTS)

YEAR	0-30 DAYS	31 – 45 DAYS	46 – 60 DAYS	61 – 90 DAYS	90+ DAYS
2010-11	13 (42%) ¹	3 (10%)	5 (16%) ⁴	3 (10%) ¹	7 (23%) ⁴
2009-10	11 (27.5%)	2 (5%)	9 (22.5%) ¹	11 (27.5%) ⁵	7 (17.5%) ¹
2008-09	15 (54%) ¹	6 (21%) ³	3 (11%) ¹	2 (7%) ²	2 (7%) ²

¹ Included consultation period for one request.

² Included consultation period for two requests.

³ Included consultation period for three requests.

⁴ Included consultation period for four requests.

⁵ Included consultation period for seven requests.

In processing request, the Directorate makes every effort to comply with the required timeframes. There were, however, some situations where requests were completed outside the statutory time frame. In situations where it appears that the thirty day timeframe for a response will not be met the Directorate will advise the applicant and request an extension of time.

Under sections 26, 27 and 27A of the Act, the Commonwealth, state governments, commercial organisations and private individuals must be consulted where their interests may be adversely affected by the release of documents. Subsection 18 of the Act provides for the thirty day timeframe to respond to an FOI request to be extended by thirty days for documents on which third party consultation was necessary.

Other reasons for the extended response times were:

- the amount and complexity of information to be examined and the release decisions required in relation to some of the applications; and
- particular workload and resource issues within the Directorate at the time.

REQUESTS FOR INTERNAL REVIEW

REQUESTS FOR INTERNAL REVIEW	AFFIRMED	PARTIAL RELEASE	OVERTURNED	ONGOING
2	1	0	0	1

There was also a request for Internal Review of a decision that related to documents held by a business unit that transferred from CMCD as a result of the Administrative Arrangement changes of 17 May 2011. While the initial decision is counted in this report, the request for Internal Review is not counted above as it was received after the new Administrative Arrangements came into effect. The request has been transferred to the Directorate now responsible for the business unit.

APPLICATIONS TO THE ACT CIVIL AND ADMINISTRATIVE TRIBUNAL (ACAT) FOR REVIEW

REQUESTS TO ACAT	AFFIRMED	OVERTURNED	ONGOING
1	0	0	1

FEES AND CHARGES

In accordance with section 28 of the FOI Act and the *Attorney General (Fees) Determination 2010* the Directorate may decide an applicant is liable to pay a charge in respect of a FOI request.

During 2010-11 the Directorate determined that four applicants were liable to pay a charge in respect of their FOI request. Of these, one applicant had the charge waived on public interest grounds and one applicant paid a deposit but then withdrew their request. One of the charges related to a request that transferred as a result of the Administrative Arrangement changes and at the time of the changes the charge had not been paid or waived.

The total charges collected by the Directorate during 2010-11 were \$851.60.

REQUESTS TO AMEND PERSONAL RECORDS (SECTION 48)

No applications were made to amend personal records.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Carolyn Philpot

FOI Coordinator

(02) 6205 0238

carolyn.philpot@act.gov.au

C.5 INTERNAL ACCOUNTABILITY

The Organisation Chart showing senior management and organisational units as at 30 June 2011 are shown in section A.1 The Organisation. Below is a more detailed explanation of the responsibilities of each area.

ORGANISATIONAL AND OUTPUT STRUCTURE AS AT 30 JUNE 2011

<p>OUTPUT 1.1 GOVERNMENT POLICY AND STRATEGY</p>	<p>Policy and Cabinet Division, Deputy Director-General, Pam Davoren</p>	<p>Cabinet and Intergovernmental Relations</p> <ul style="list-style-type: none"> • Provides whole-of-government policy advice, coordination and secretariat services to the Director-General and the Chief Minister to support Cabinet. • Provides support to the Director-General as Head of Service and secretariat services to the Strategic Board. • Facilitates the passage of Government business in the ACT Legislative Assembly. • Provides advice and coordination for the ACT's intergovernmental relations. • Administers a number of associated ACT laws.
		<p>Economic, Regional and Planning</p> <ul style="list-style-type: none"> • Provides whole-of-government policy leadership and advice for the Chief Minister and the Director-General on issues relating to the economic and spatial development of Canberra and its role as a regional centre in south-eastern NSW. • Undertakes a leadership role in managing the relationship with NSW under the Regional Management Framework; developing land supply, including release of the Land supply Strategy; developing telecommunications; and broadcasting policy. • Provides secretariat services to the Australian Capital Region Leaders' Forum.
		<p>Social Policy and Implementation</p> <ul style="list-style-type: none"> • Provides strategic social policy on current and emerging social policy issues and initiatives at the local and national level. • Provides whole-of-government advice on promoting improved social outcomes, and undertaking research. • Advises on the implementation of the <i>Canberra Social Plan</i>. • Provides across-government implementation and related policy advice, in particular on the Canberra Plan Framework and other across-government strategy.

		<p>Government Information Office</p> <ul style="list-style-type: none"> • Develops and implements across-government high level strategic ICT priority setting. • Supports senior governance arrangements to oversee the ICT Strategy. • Enables improved prioritisation of Government's investment in ICT.
OUTPUT 1.2 PUBLIC SECTOR MANAGEMENT	People and Performance Division (Renamed Workforce Capability and Governance Division from 22 July 2011), A/G Deputy Director-General and A/G Commissioner for Public Administration, Andrew Kefford	<p>Commissioner for Public Administration</p> <ul style="list-style-type: none"> • Advises the Chief Minister on the management of the ACT Public Service and performs any functions conferred on the Commissioner by the Chief Minister under the <i>Public Sector Management Act 1994</i>.
		<p>Public Sector Management</p> <ul style="list-style-type: none"> • Provides a central agency policy and advisory role for the ACT public sector employment. • Develops policy and advises on service-wide employment, industrial relations, human resources, accountability, and learning and development issues. • Provides support to the statutory office of the Commissioner for Public Administration, the ACT Remuneration Tribunal, the ACT Joint Council and the People and Performance Council.
OUTPUT 1.3 INDUSTRIAL RELATIONS POLICY	People and Performance Division (Renamed Workforce Capability and Governance Division from 22 July 2011), A/G Deputy Director-General, Andrew Kefford	<p>Office of Industrial Relations</p> <ul style="list-style-type: none"> • Develops policy and legislation regarding industrial relations, work safety and dangerous substances. • Provides support for the ACT's contribution to the national harmonisation of work safety laws to the Territory's representatives on the Safe Work Australia Council and its sub-committees. • Provides secretariat support for the Work Safety Council.
		<p>Continuous Improvement and Workers' Compensation</p> <ul style="list-style-type: none"> • Develops policy and advises on public sector workplace injury performance and management. • Manages the ACT private sector workers' compensation scheme - including policy, legislation and the supervision of the ACT Default Insurance Fund. • Manages the prevention of workplace injuries in the ACT Public Sector. • Manages the ACT Government accident and incident data repository. • Develops and implements the ACTPS workers' compensation and work safety improvement plan. • Provides support for the ACT's contribution to the national harmonisation of workers' compensation laws and to the Territory's representatives on the Safe Work Australia Council and its sub-committees.

<p>OUTPUT 1.4 COORDINATED COMMUNICATION AND EVENTS</p>	<p>Culture and Communications, Executive Director, Jeremy Lasek</p>	<p>Culture and Communications</p> <ul style="list-style-type: none"> • Coordinates briefs and ministerials for the Chief Minister. • Provides advice on protocol and manages hospitality and special events for the Chief Minister. • Provides support for members of the Executive and their staff. • Provides secretariat services to the Directorate's Director-General for ACT and National Honours and Awards. • Provides whole-of-government advice and assistance on community engagement policies and practices. • Coordinates the Directorate's media activities, including media releases, speeches, branding, electronic and hard copy communications products, advertising and the provision of public affairs advice. • Provides media support to the Chief Minister's Office. • Coordinates with other agencies on whole-of-government media and communications projects. • Works with the Canberra Nara Sister City Committee, Embassy of Japan and liaises with the Nara Municipal Office and other stakeholders. • Plans and coordinates arrangements for Canberra's Centenary. • Coordinates a whole-of-government response in an emergency. • Supports the Independent Campaign Advertising Reviewer.
<p>CORPORATE MANAGEMENT</p>	<p>Policy and Cabinet Division, Deputy Director-General, Pam Davoren (Workforce Capability and Governance Division, A/G Director-General Andrew Kefford from 5 September 2011)</p>	<p>Corporate Management</p> <ul style="list-style-type: none"> • Provides and supports an effective management framework for a range of planning, administrative and human resource functions. • Undertakes the Directorate's FOI Coordination.
<p>STRATEGIC FINANCE</p>	<p>Policy and Cabinet Division, Deputy Director-General, Pam Davoren</p>	<p>Strategic Finance</p> <ul style="list-style-type: none"> • Provides a range of financial services to the Directorate, including budgeting and financial reporting.
<p>INTERNAL AUDIT</p>	<p>Internal Audit Manager, David Morgan</p>	<p>Internal Audit</p> <ul style="list-style-type: none"> • Coordinates the provision of assurance services in conjunction with and provides secretariat support for, the Audit Committee.

On 1 July 2010 Heritage joined the then Chief Minister's Department.

On 17 May 2011 the Government issued a new Administrative Arrangement renaming Chief Minister's Department, the Chief Minister and Cabinet Directorate. This Administrative Arrangement also resulted in the following areas leaving the Directorate:

- the Events function, *Live in Canberra*, Business and Industry Development and Australian Capital Tourism moved to the Economic Development Directorate;
- artsACT moved to the Community Services Directorate; and
- Heritage and the ACT Government Architect moved to the Environment and Sustainable Development Directorate.

SENIOR COMMITTEES

NAME OF COMMITTEE	ROLE OF COMMITTEE	MEMBERSHIP
<p>ACTPS Strategic Board (Commenced operation February 2011)</p>	<p>The Board provides whole-of-government leadership and strategic direction to the ACTPS including by:</p> <ul style="list-style-type: none"> • providing consolidated advice and collective support to the Cabinet in relation to the settling and delivery of government priorities; • individually leading delivery on behalf of the Board of government priorities and other cross-cutting issues as allocated by the Head of Service; • providing the peak forum for policy debate on cross-cutting or strategic issues within the ACTPS; • ensuring appropriate planning and coordination of officials' activities as they relate to delivery of government priorities and policies; • anticipating emerging strategic issues and providing comprehensive early advice on possible responses; • fostering innovation and excellence in policy and program design and delivery; • leading and fostering investment in the capacity and capability of ACTPS staff; • fostering an inclusive, collaborative, and cooperative culture within the ACTPS; and • ensuring the operation of proper governance and accountability arrangements, including through the operation of critical corporate systems. 	<ul style="list-style-type: none"> • Head of Service/Director-General CMCD (chair), Directors-General of Treasury Directorate, Health Directorate, Economic Development Directorate, Education and Training Directorate, Justice and Community Safety Directorate, Environment and Sustainable Development Directorate, Territory and Municipal Services Directorate, Community Services Directorate; • Commissioner for Public Administration; and Deputy Director-General, Policy and Cabinet, CMCD (Secretary) also attend.
<p>Management Council (Ceased operation February 2011 – replaced by the ACTPS Strategic Board)</p>	<p>The Council provided:</p> <ul style="list-style-type: none"> • leadership for the ACT Public Service through the direction of cross-portfolio strategic planning and policy development including consideration of particular issues for subsequent Ministerial considerations; • a forum to identify and discuss key policy and service issues affecting, or potentially affecting, the ACT Government and ACT Public Service,, particularly issues with implications across government; and • consideration of service-wide human resource issues. 	<ul style="list-style-type: none"> • Departmental Chief Executives; • CMD Deputy Chief Executive Governance/Commissioner for Public Administration and CMD Deputy Chief Executive Policy; and • the Chief Police Officer.
<p>CMCD Executive Management Group</p>	<p>Addresses current and emerging issues at a whole-of-government and at directorate level.</p>	<ul style="list-style-type: none"> • Director-General; • Deputy Director-General, Policy and Cabinet; • Deputy Director-General People and Performance(renamed Workforce Capability and Governance from 22 July 2011); • Executive Director, Culture and Communications; • Director, Corporate Management and the Chief Finance Officer attend meetings as required.

NAME OF COMMITTEE	ROLE OF COMMITTEE	MEMBERSHIP
Audit Committee (Further details are available in C.1 Risk Management and Internal Audit)	The Directors-General of CMCD and the Treasury Directorate established a joint Audit Committee to assist them in fulfilling their oversight and governance responsibilities. The Committee's functions are governed by an Audit Committee Charter.	Membership includes appointees from the two Directorates and an independent Chair. Observers and a representative from the ACT Auditor-General's office also regularly attend meetings.

KEY CORPORATE PLANS

The plans mentioned below were developed prior to the Administrative Arrangement changes in May 2011. They will be updated as part of their normal review processes during 2011-12.

CHIEF MINISTER'S DEPARTMENT 2010-11 CORPORATE PLAN

The *2010-11 Corporate Plan* details the Directorate's, purpose, vision, outcomes, values, operating principles, stakeholders and key business. The Plan provides an internal framework for subordinate divisional business plans.

DIVISION BUSINESS PLANS

Each Division prepared business plans, based on the Directorate's key priorities, detailing their activities, timeframes, resourcing and outcomes. Business Units reported quarterly to the Director-General on their progress against their plan. Individuals' Performance Plans link into the activities outlined in the Divisional Business Plans.

FRAUD AND RISK PLANS

The Directorate has a *Risk Management Policy Framework*, a *Risk Management Plan*, a *Fraud and Corruption Prevention Plan* and a *Fraud Risk Register*. The Executive Management Group monitors the Directorate's risk assessment and treatment strategies.

Further information on risk management and fraud prevention is included in sections C.1 Risk Management and Internal Audit and C.2 Fraud Prevention.

BUSINESS CONTINUITY PLAN

The *Business Continuity Plan* includes an analysis of potential risks for the Directorate, business impacts and risk management strategies. Problems that could cause interruptions to the Directorate's services include accommodation issues, computer systems, telecommunications systems, personnel, information or external service providers.

The Plan is a role based approach that documents the management structure, staffing, team roles and responsibilities and actions that are to be implemented after a major incident.

AUDIT PROGRAM

The Directorate has a three-year audit program that is prepared on a risk analysis basis, and identifies areas of high, medium and low risk evaluation. The Audit Committee oversees the audit function, approving the work program and reviewing all internal audit reports and annual financial statements.

Further information on the Audit function is provided in section C.1 Risk Management and Internal Audit.

CHIEF MINISTER'S DEPARTMENT PEOPLE PLAN

The *People Plan* builds on the achievements of previous human resource strategic plans to address future workforce challenges and strengthen human resource management strategies across the Directorate. To do this, it focuses on strategies that:

- sustain a creative, engaged and capable workforce, and
- care for our people by supporting them with a positive working environment.

CHIEF MINISTER'S DEPARTMENT INFORMATION AND COMMUNICATIONS TECHNOLOGY STRATEGIC PLAN

The *Information and Communications Technology (ICT) Strategic Plan* supports the Directorate in utilising ICT to achieve the priorities identified in the *CMD Corporate Plan*. The areas of focus it identified were:

1. strengthened ICT management and governance;
2. information management;
3. collaboration and joined up approaches;
4. open government and community engagement; and
5. staff development.

CHIEF MINISTER'S DEPARTMENT RESOURCE MANAGEMENT PLAN 2010-12

The *Resource Management Plan* provides overall guidance on the approach for addressing sustainability issues in the Directorate. As the first *Resource Management Plan* the focus of this document is to audit our current processes, collect meaningful and accurate data, educate, inform and change staff behaviour and also put in place systems to help us improve our resource management. This will provide a basis for further resource efficiency measures to be built into future Plans.

EXECUTIVE REMUNERATION

Executive remuneration is provided in accordance with Determinations of the ACT Remuneration Tribunal and under other relevant laws and instruments, such as the *Public Sector Management Act 1994* and the *Public Sector Management Standards 2006*. The Remuneration Tribunal's Determinations are available from their website at www.cmd.act.gov.au/governance/remtrib.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall

Director, Corporate Management

(02) 6207 0569

sue.hall@act.gov.au

C.6 HR PERFORMANCE

During 2010-11 the Directorate's priorities for strategic human resources were guided by the Directorate's Corporate and People Plans. These plans identify a continuing need to address future workforce challenges and strengthen human resource management strategies across the Directorate. The focus for the reporting period has been on strategies that:

- sustain a creative, engaged and capable workforce, and
- care for our people by supporting them with a positive working environment.

DELIVERING FOR THE FUTURE

The Directorate is building organisational capacity to ensure we have a professional, innovative and experienced workforce with the agility and capacity to respond to future needs. It is doing this through incorporating people risks into the Directorate's Risk Plan and using service-wide frameworks to improve the Directorate's workforce planning, performance management and learning and development.

STRENGTHENING ORGANISATIONAL RESILIENCE

Organisational resilience is an important part of ensuring the workplace culture provides safe working environments for a highly committed, motivated and productive public service. The Directorate has in place a number of strategies to assist in achieving this including a performance management framework, linked to training and guidance for managers, supervisors and staff.

Health and safety within the workplace is also important in promoting organisational resilience. The Directorate is continuing to implement a number of health and wellbeing initiatives from the Health and Wellbeing Strategy along with promoting ownership of health and safety across the Directorate and the management of an effective, efficient and consistent injury management process integrated into the Health & Safety Management System.

SUSTAINING COMMUNITY CONFIDENCE

The Directorate recognises the importance in the community having confidence in the Directorate's actions. To that end the Directorate promotes and utilises service-wide learning programs on governance, incorporates integrity issues into Directorate risk management practices and promotes awareness of the code of ethics so as to embed an ethics and integrity based culture in the organisation.

With the launch of the *ACTPS Respect, Equity and Diversity (RED) Framework* and complementary employment strategies, the Directorate has focussed on initiatives to support its implementation, including:

- expanding the network of Contact Officers within the Directorate and enhancing their training and development;
- improving staff awareness and understanding of RED through seminars and forums;
- promoting the Open Door Protocol and the role of the Executive Sponsor; and
- reviewing and revising internal policies and procedures associated with RED.

WORKING COLLABORATIVELY

Through working collaboratively both within the Directorate and with the wider public service and the community the Directorate is able to develop and progress policies and practices for the benefit of all. The Directorate achieves this through actively participating in cross-government groups at all levels, through service-wide learning programs and participation and support for cross-agency teams working on key projects.

Forums, committees and working groups, such as the Managers' Forum, provide further opportunities for collaboration and across Directorate partnering. Similarly the Directorate's Social Committee has had an important role in promoting positive morale and providing network opportunities across the Directorate.

The Directorate's Agency Consultative Committee, Workplace Consultative Committee and Health and Safety Committee continued to meet quarterly. These Committees are active in improving consultation and communication processes between staff, management and unions; in promoting the sharing of information across the Directorate; and in encouraging greater productivity and job satisfaction through staff participation and input into decision-making processes.

ENHANCING SKILLS AND CAPACITIES

Building skills and capabilities is important to meet current and future workforce requirements and strengthen the capacity of leaders to deliver organisational outcomes. To help achieve this, the Directorate has implemented a *Learning and Development Plan* that supports targeted skill and capacity development. The Directorate has also supported agency specific development initiatives as well as participation in service-wide programs.

During the reporting period, Corporate Management facilitated over thirty learning and development opportunities aligned with the identified priority areas. Further details regarding the programs are provided in C.8 Learning and Development.

Excellence in performance by individual staff and teams continued to be recognised and celebrated through the formal Directorate Staff Awards program.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall

Director, Corporate Management

(02) 6207 0569

sue.hall@act.gov.au

C.7 STAFFING PROFILE

FTE & HEADCOUNT

	FEMALE	MALE
FTE by Gender	73.12	46.33
Headcount by Gender	79	47
% of Workforce (headcount)	62.7%	37.3%

CLASSIFICATIONS

CLASSIFICATION GROUP	FEMALE	MALE	TOTAL
Administrative Officers	37	10	47
Executives	5	7	12
Senior Officers	37	30	67
Total	79	47	126

EMPLOYMENT CATEGORY BY GENDER

EMPLOYMENT CATEGORY	FEMALE	MALE	TOTAL
Casual	0	0	0
Permanent Full-time	53	37	90
Permanent Part-time	13	2	15
Temporary Full-time	12	7	19
Temporary Part-time	1	1	2
Total	79	47	126

AVERAGE LENGTH OF SERVICE BY AGE GROUP BY GENDER

AVERAGE LENGTH OF SERVICE	PRE-BABY BOOMERS		BABY BOOMERS		GENERATION X		GENERATION Y		TOTAL	
	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE
0-2	0	0	2	0	5	2	11	0	18	2
2-4	0	0	2	6	10	3	5	4	17	13
4-6	0	0	1	2	7	3	6	1	14	6
6-8	0	0	3	1	3	3	0	0	6	4
8-10	0	0	2	1	1	2	1	0	4	3
10-12	0	0	2	0	2	3	0	1	4	4
12-14	0	0	2	4	2	0	0	0	4	4
14+ years	0	0	7	7	5	4	0	0	12	11

GENERATION	YEAR SPAN
Pre-Baby Boomers	Born prior to 1946
Baby Boomers	Born 1946 to 1964 inclusive
Generation X	Born 1965 to 1979 inclusive
Generation Y	Born from 1980 and onwards

TOTAL AVERAGE LENGTH OF SERVICE BY GENDER

GENDER	AVERAGE LENGTH OF SERVICE
Female	7.1
Male	10.6
Total	8.4

AGE PROFILE

AGE GROUP	FEMALE	MALE	TOTAL
<20	0	0	0
20-24	5	1	6
25-29	15	3	18
30-34	14	4	18
35-39	7	11	18
40-44	17	2	19
45-49	8	8	16
50-54	3	7	10
55-59	9	8	17
60-64	1	3	4
65-69	0	0	0
70+	0	0	0

AGENCY PROFILE

BRANCH/DIVISION	FTE	HEADCOUNT
Culture and Communications	23.16	26
Corporate Management	11.82	12
Default Insurance Fund	1	1
People and Performance Division	41.3	42
Graduate Program	2	2
Office of the Chief Executive	3	3
Policy and Cabinet Division	32.26	35
Strategic Finance	4.91	5
Total	119.45	126

AGENCY PROFILE BY EMPLOYMENT TYPE

BRANCH/DIVISION	PERMANENT	TEMPORARY	CASUAL
Culture and Communications	17	9	0
Corporate Management	11	1	0
Default Insurance Fund	1	0	0
People and Performance Division	37	5	0
Graduate Program	2	0	0
Office of the Chief Executive	2	1	0
Policy and Cabinet Division	31	4	0
Strategic Finance	4	1	0
Total	105	21	0

EQUITY & WORKPLACE DIVERSITY

	A Aboriginal and/or Torres Strait Islander Employment	B Culturally & Linguistically Diverse Employment	C Employment of people with a disability	Number of employees who identify in any of the Equity & Diversity Categories (A, B, C)*	Women
Headcount	1	13	7	20	79
% of Total Staff	0.8%	10.4%	5.6%	16.0%	62.7%

* employees who identify in more than one equity and diversity category are only counted once.
Note: the figures in the above table are based on staff self disclosure.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.8 LEARNING AND DEVELOPMENT

CMCD's learning and development program plays an important role in strengthening workforce and organisational capability, retention and performance. The Directorate's learning and development program was informed by the annual capability survey which gathered a workforce capability snapshot and identified the learning and development requirements across the Directorate. The survey was also complemented by individual staff development plans, which formed part of the Performance and Development program and identified development requirements and priorities for individual employees.

The Directorate coordinated an extensive range of learning and development opportunities internally, aimed at:

- developing the Directorate as a learning organisation and building a skilled, knowledgeable and capable workforce;
- encouraging all staff to be responsible for their learning and development; and
- retaining employees through providing opportunities for staff to grow and develop.

This year Corporate Management coordinated the delivery of a range of learning and development opportunities based on identified needs to enhance staff capabilities. These learning and development activities included:

RESPECT, EQUITY AND DIVERSITY (RED) training sessions presented by CIT Solutions focussed on increasing staff awareness and understanding of the *ACTPS Respect, Equity and Diversity Framework*, how its application in the workplace assists in creating a positive environment as well as exploring the benefits of an equitable and diverse workplace.

AWARENESS TO ACTION workshop presented by beyondblue aimed to increase the awareness and understanding of staff of the most common mental health problems in Australia and their impact on the workplace.

FRAUD AND ETHICS AWARENESS seminar presented by Interaction Consulting Group focussed on enhancing staff awareness and understanding of obligations and issues relating to fraud and ethics in the ACTPS.

PREVENTING BULLYING AND HARASSMENT seminar presented by WorkSafe ACT covered the legislative framework and good management practices as well as practical exercises to explore workplace issues, how to build a respectful workplace culture and strategies for reducing the risk of workplace bullying and harassment.

ASSEMBLY AND GOVERNMENT BUSINESS PROCESSES sessions presented by Kas Paul, CMCD, included an introduction to the Assembly and Committee system, Assembly sitting and business processes, and the legislation process.

INTRODUCTION TO PRIVACY seminar presented by the Australian Government Solicitor aimed to increase participant's knowledge of the Privacy Act sufficient for them to be able to judge whether their handling of personal information was consistent with the Privacy Act, and to be aware of the issues that arise in the debate about information privacy and the use and disclosure of personal information.

ACT GOVERNMENT FREEDOM OF INFORMATION sessions presented by the Australian Government Solicitor introduced the operations of the *Freedom of Information Act 1989* and FOI processing and the exemption provisions.

WRITING FOR THE WEB workshop presented by Dey Alexander Consulting explored how to deliver content online and improve writing for an online audience. The workshop's key themes were producing content that meets the needs of users; writing and designing content that works well for online reading; and making content usable and accessible for people with disabilities.

PROVIDING LEADERSHIP FOR A SAFE WORKPLACE provided by CIT Solutions addressed the roles and responsibilities of supervisor and managers under the *Work Safety Act 2008* and associated regulations.

A range of short **WORKPLACE WELLBEING AND PERFORMANCE SEMINARS** were presented by Davidson Trahaire Corpsych and included *How to Beat the Blues*, *Balancing Work and Home*, *Building and Maintaining Effective Workplace Relationships* and *Being Assertive and Influential*.

The learning and development opportunities offered through the Shared Services Training Calendar were actively promoted and targeted at individual and organisational need areas. This included participation by approximately 70 staff at an estimate cost of \$20,500. Participation was across the following broad course types:

- Information Technology;
- Writing for Government;
- People Management;
- Job Application and Interview Skills;
- Respect, Equity and Diversity;
- Financial Management; and
- Policy Development.

The Directorate continued to gather formal feedback from learning and development activities coordinated internally, which was then used to inform the design and selection of further learning and development activities.

During the year, the Directorate continued its commitment to whole-of-government learning and development activities as detailed below.

INITIATIVE	DETAILS (NO. OF PARTICIPANTS WHO ATTENDED EACH PROGRAM)
ACTPS Graduate Program	1 in 2010 and 2 in 2011
Young Professionals' Network	39
Future Leaders Program	6
Executive Development Program	5
Public Sector Management Program	-
Sponsored Training for First-time and Front-line Managers	-

The Directorate continued support for staff through the Studies Assistance program. The program has continued to provide assistance in the form of paid and unpaid leave and payment of course costs to staff undertaking tertiary studies. For the reporting period, the Directorate supported seven staff and invested approximately \$12,000 towards studies assistance.

The formal Staff Orientation program for new and returning staff continued to be strongly supported by the Directorate's executive. This program has continued to enhance the local induction processes and programs in place at the business unit level and the whole-of-government e-induction and Executive Induction package and process provided by Shared Services.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.9 WORKPLACE HEALTH AND SAFETY

Workplace health and safety is managed in accordance with the statutory provisions of the *Work Safety Act 2008*. Management acknowledges the importance of maintaining the health, safety and welfare of its workers and commits to minimising the human and financial costs of injury and illness through active prevention strategies. During the reporting period the Directorate did not receive any notices under sections 166, 167 or 170 of the *Work Safety Act 2008*.

LEADERSHIP

The Directorate is committed to and maintains continuously improving workplace health, safety and injury management for all employees as a high priority. The Directorate focussed on continuing to provide employees with health and safety training, information and education in its ongoing commitment to review and implement improvements as identified in the *Workplace Health and Safety Management Improvement Strategy*. This Strategy provides the strategic direction to foster a philosophy of continued improvement in workplace health and safety and builds on the existing injury prevention and management initiatives. The associated Action Plan provides the practical actions and strategies to promote, maintain and improve safe environments for all employees.

Leadership performance has been enhanced through regular training and information sessions for managers and supervisors regarding their obligations, roles and responsibilities under the *Work*

Safety Act 2008 and the continued integration of workplace health and safety into the Directorate's Performance and Development Program and Business Planning requirements.

Active involvement in workplace health and safety matters by all employees has also continued to be a priority for the year. All new and returning employees were provided with information regarding workplace health and safety roles, responsibilities, and Directorate structures. Work Safety Representatives (WSRs) complemented this program through one on one workplace introductions.

During the reporting period, the Directorate undertook a review of the Strategy with a particular focus on the ability of all employees being able to perform their roles in positive and safe workplaces and, if injured, they are supported to ensure that they are able to achieve an early, safe and durable return to work. Consultation across the Directorate regarding the revised Strategy and implementation will continue in 2011-12.

INJURY PREVENTION AND MANAGEMENT

Through the Directorate's Internal Audit program, a review of injury prevention and management was conducted to review the consistency of the Directorate's *Workplace Health and Safety Management Improvement Strategy* with relevant legislation, guidelines and sound practice. In addition the review assessed the Directorate's ability to provide a safe and healthy working environment for all its employees. A number of strengths were detailed and the risks identified, informing the ongoing activities in injury prevention and management for the reporting period.

Activities supporting the current early intervention approaches in place across the Directorate have included improvements with incident and accident reporting and management, specifically targeting intervention activities based on the Directorate's risk profile and incident/claim history.

During the year a comprehensive program was undertaken promoting reducing body stressing and proper manual handling techniques. The program was supported by Shared Services Health and Safety Team who provided individual and group workstation assessments covering body dynamics, posture, healthy workplace habits and stretching exercises for employees. Staff were also provided with hardcopy information on correct posture and simple exercises to minimise injuries.

WSRs and Corporate Management actively marketed and promoted the importance of work station assessments, the use of the Office Gym program and coordinated workshops and seminars providing manual handling information and keyboard/mouse awareness to support injury prevention.

During the year other initiatives supporting injury prevention included:

- First Aid Life Skills Training - this training provided information and strategies on how to act in emergency first aid situations in the home or in the workplace;
- educating managers and staff regarding early notification of accidents and injuries;
- the development of an early intervention program for managers (to be implemented in 2011-2012);
- the promotion of Employee Assistance Program (EAP) services, a professional and confidential counselling service, available to all staff and their families;
- the provision of a range of workplace wellbeing seminars as well as awareness sessions and promotion of the EAP service and ManagerAssist services available; and
- influenza vaccinations offered onsite at no cost to staff.

The engagement of rehabilitation providers, for both compensable and non-compensable injuries, has continued to support injured employees returning to the workplace.

HEALTH & SAFETY STRUCTURES

The Work Safety Committee continued to meet at regular intervals to provide a mechanism for consultation and communication between employees, represented unions and management; the monitoring of the effectiveness of the safety management system, initiatives and programs; and promoting the achievement of improved outcomes in work place health and safety.

Each Worker Consultation Unit (WCU) has continued to have at least two active WSRs in place. Newly elected WSRs also undertook the approved training prior to commencing their duties.

During the year, the Committee reviewed the Annual WSR Action Plan model and implemented a Quarterly WSR Action Plan process to enable more timely activities and initiatives in the Plan to be directly targeted at trends or responding to areas of need or priority.

Workplace assessments and audits continued to be undertaken by WSRs. The priorities for the reporting period included the development of hazard and risk registers, testing and tagging of all electrical appliances and microwave leakage testing.

The Emergency Response Team was expanded to include WSRs as well as Floor Wardens and First Aid Officers. The team met frequently to undertake training, development and review of systems and processes. Staff information sessions promoting emergency evacuation procedures were held for all Directorate staff, along with regular emergency evacuation drills. Building signage identifying Emergency Response Team role holders was updated regularly to ensure information remained accurate and up-to-date. Emergency evacuation procedures were published in multiple locations within each tenancy area.

HEALTH & WELLBEING PROGRAMS

The Directorate was selected as one of five workplace participants in the Healthy@Work pilot. ACT Health, with support from the ACT Work Safety Commissioner, is conducting a pilot of Workplace Health and Wellbeing initiatives in the ACT.

The Healthy@Work pilot aims to:

- support workplaces assessments and monitor the health and wellbeing needs of their employees;
- support workplaces to become health promoting environments;
- identify barriers and enablers to implementing workplace health and wellbeing initiatives;
- assess the benefits of workplace health and wellbeing initiatives; and
- enable workplaces to continue health and wellbeing initiatives post the pilot.

The pilot program runs from November 2010 to September 2011. During the reporting period a voluntary employee survey was conducted, an organisational needs assessment undertaken and an action plan developed.

The focus areas of the pilot are smoking, nutrition, alcohol, physical activity and mental health/stress management. Implementation of the action plan will occur during July to September 2011, including health checks and a range of seminars and other health and wellbeing initiatives based on the employee and organisational assessments. A follow up employee survey and formal evaluation will occur at the end of the pilot period.

In addition, Corporate Management has continued to implement the following programs to support and improve staff health and wellbeing:

- mental health awareness promotion activities;
- Health and Wellbeing Reimbursement Initiative supporting the financial reimbursement to employees who undertook, in their own time, health promotion activities;
- eye sight testing and reimbursements continued to support the reimbursement of costs of screening tests and standard prescription lenses and frames or contact lenses for staff who are required to use screen based equipment for more than twenty-five per cent (25%) of their work time;
- the Directorate renewed and enhanced its Breast Feeding Accreditation with the Australian Breastfeeding Association;
- onsite yoga, pilates and exercise classes have continued, where staff have the opportunity to participate in one hour sessions throughout the week (staff are responsible for payment for the session);
- seated massages provided in-house in fifteen-minute sessions once a week has continued (staff are responsible for payment for the session);
- Naturopathy Student Clinics onsite conducted by CIT;
- Workplace Health and Wellness seminars conducted onsite;
- support for staff volunteering as blood donors where the absence from the workplace is without loss of pay;
- the continued provision of a carers' room, quiet room and staff room; and
- the dedicated online health & wellbeing service for staff providing customised health monitoring, weight loss and lifestyle plans, expert training programs, an extensive library of fitness and nutrition articles and healthy recipes.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall Director, Corporate Management (02) 6207 0569 sue.hall@act.gov.au

C.10 WORKPLACE RELATIONS

A new Enterprise Agreement covering staff of the Directorate was approved by Fair Work Australia on 18 November 2010 and operated from 25 November 2010 with a nominal expiry date of 30 June 2011. It provided a two and a half per cent (2.5%) salary increase from 1 July 2010 and a bonus payment of \$650.

The Government has commenced negotiations with employee bargaining representatives for a new agreement and once the core terms have been agreed, the Directorate will negotiate a final Agreement for its staff.

DESCRIPTION	NO. OF INDIVIDUAL SEAS	NO. OF GROUP SEAS	TOTAL EMPLOYEES COVERED BY GROUP SEAS	TOTAL
	A	B	C	(A+C)
Number of SEAs active as at 30 June 2011	16	0	0	16
Number of SEAs entered into during period	6	0	0	6
Number of SEAs terminated during period	0	0	0	0
The number of SEAs providing for privately plated vehicles as at 30 June 2011	0	0	0	0
Number of SEAs for employees who have transferred from AWAs during period	0	0	0	0

	CLASSIFICATION RANGE	REMUNERATION AS AT 30 JUNE 2009
Individual and Group SEAs	ASO6 – SOGA	\$69,362 - \$128,818

The Directorate had no staff employed on Australian Workplace Agreements during the reporting period.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.11 STRATEGIC BUSHFIRE MANAGEMENT PLAN

The *Emergencies Act 2004* requires agencies that are either a manager of unleased territory land or the owner of territory land to report on their Bushfire Operational Plan. CMCD has not been notified of a requirement to prepare a Bushfire Operational Plan by the ACT Emergency Services Agency, nor has the Minister provided any directions to the Directorate relating to activities under the Strategic Bushfire Management Plan.

C.12 STRATEGIC ASSET MANAGEMENT

ASSETS MANAGED

The Directorate managed assets with a total value of \$0.3 million as at 30 June 2011.

Assets on hand as at 30 June 2011 include:

- Plant and Equipment \$0.292 million
- Capital Works in Progress \$0.053 million

During 2010-11, no assets were added to the Directorate's asset register as a result of the completion of capital works projects.

Assets of the Heritage Unit were transferred from the Territory and Municipal Services Directorate (then the Department of Territory and Municipal Services) as part of the Administrative Arrangements of 1 July 2010:

- Infrastructure Assets \$0.172 million
- Capital Works in Progress \$0.152 million

During 2010-11, assets were transferred out of CMCD and removed from the Directorate's asset register as part of the Administrative Arrangements of 17 May 2011, as follows:

- Heritage Unit asset transfers to the Environment and Sustainable Development Directorate:
 - Infrastructure Assets \$0.171 million
 - Capital Works in Progress \$0.366 million
- Asset transfers to the Economic Development Directorate:
 - Land \$3.600 million
 - Buildings \$1.543 million

- Leasehold Improvements \$0.005 million
- Plant and Equipment \$0.181 million
- Computer Software \$0.474 million
- artsACT asset transfers to the Community Services Directorate:
 - Land \$11.905 million
 - Buildings \$30.365 million
 - Plant and Equipment \$0.194 million
 - Heritage and Community Assets \$6.550 million
 - Capital Works in Progress \$5.836 million

ASSETS MAINTENANCE AND UPGRADE

Repairs and maintenance expenditure on assets transferred out of the Directorate following the Administrative Arrangements of 17 May 2011 are reported by the Directorate now managing those assets.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Paul Ogden	Chief Finance Officer	(02) 6207 9114	paul.ogden@act.gov.au
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OFFICE ACCOMMODATION

The Directorate employs 121 staff and ten contractors occupying 2,341.87m² at the Canberra Nara Centre. The average area occupied is 17.87m²

Four staff from Chief Minister's Support and Protocol Unit, based in the ACT Legislative Assembly Building in accommodation provided by the ACT Legislative Assembly, are not included in the above occupancy figures.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.13 CAPITAL WORKS

As a result of the Administrative Arrangements of 17 May 2011, CMCD no longer has any capital works included in the Capital Works Program. The receiving Directorates, see C12 Strategic Asset Management, will be reporting in their Annual Reports the whole year's activity for the capital projects that have transferred to them.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Paul Ogden	Chief Finance Officer	(02) 6207 9114	paul.ogden@act.gov.au
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C.14 GOVERNMENT CONTRACTING

PROCUREMENT PRINCIPLES AND PROCESSES

The Directorate continues to work with ACT Procurement Solutions to ensure procurement processes comply with the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*.

In the procurement and management of contractors and consultants CMCD seeks to ensure compliance with all requirements of contractor/consultant employee and industrial relations obligations. There were no reports or findings of non-compliance with employee or industrial relations obligations.

External contractors and consultants were engaged to perform a wide range of services during the year. These were in response to the need for independent reviews, evaluations and audits; requirements for specialist skills; business and process improvement; advertising and marketing; learning and development programs; event management and support services; management of outsourced services and facilities management.

Corporate Management has continued to reinforce required procurement processes through presentations at branch and division meetings. A range of information on procurement processes is available on the Directorates intranet.

CENTENARY OF CANBERRA

In November 2009 the Government Procurement Board endorsed the Strategic Procurement Plan for the Centenary of Canberra Celebrations (T09840). Given the unique nature of the Centenary program based on the engagement of a Creative Director to develop a program, a general agreement to use single select procurements to engage artists was endorsed. An exemption from the Director-General is sought for individual procurements on a case by case basis.

On 26 October 2010 the Government Procurement Board endorsed changes to the Strategic Procurement Plan for the Centenary of Canberra Celebrations.

The Board noted that:

- a Senior Procurement Officer from Procurement Solutions had been seconded to work directly with the Centenary of Canberra Unit on their procurement requirements; and
- more streamlined processes for the lodgement of tenders for low value procurements had been introduced.

Procurements valued over \$20,000 were reviewed by the seconded Procurement Officer and when required also by a Senior Manager at Procurement Solutions. Details of all contracts in excess of \$20,000 were placed on the Contracts Register.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Sue Hall

Director, Corporate Management

(02) 6207 0569

sue.hall@act.gov.au

EXTERNAL SOURCES OF LABOUR AND SERVICES

INDIVIDUAL CONTRACTS EXCEEDING \$20,000

Director-General's Office

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Allan Douglas Hawke	Review of the ACT Public Sector	\$132,000	Single Select	Director-General's Office	October 2010	Specialist knowledge and experience
Cre8ive Australasia Pty Ltd	Provide advertising, communications marketing and online services for Time to Talk – Canberra 2030	\$89,782	Open tender	Culture and Communications	September 2010	n/a
Elton Consulting	Provide strategic advice, research facilitation, & report writing services for Time to Talk – Canberra 2030	\$388,306	Single select	Director-General's Office	November 2010	Specialist requirements of managing such broad scale engagements within a constrained timeline

Output 1.1 – Government Policy and Strategy

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
The Centre for International Economics	Service Planning Framework	\$45,091	Select	Policy and Cabinet Division	April 2011	n/a
The Centre for International Economics	General Equilibrium Model	\$30,000	Single Select	Policy and Cabinet Division	May 2011	Specialist knowledge and experience
The University of Sydney	Triple Bottom Line Assessment Framework	\$19,364	Single Select	Policy and Cabinet Division	June 2011	Specialist knowledge and experience
Aecom	Climate Change Assessment Framework	\$18,181	Single Select	Policy and Cabinet Division	April 2011	Specialist knowledge and experience

Output 1.2 – Public Sector Management

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Terry Brosnan	Industrial Relations Advice	\$56,030	Single Select	Public Sector Management	March 2011	Extensive knowledge and experience of ACTPS enterprise agreement negotiations and cost effectiveness
Mercer (Australia) Pty Ltd	Review of the Executive Structure of the ACT Public Service	\$72,728	Single Select	Public Sector Management	July 2010	Expertise and specialist knowledge of the ACTPS together with limited timeframe
People and Strategy	Graduate Program	\$243,803	Open Tender	Public Sector Management	March 2009	n/a
Yellow Edge	Executive Leadership Development and Future Leaders Programs	\$235,367	Open Tender	Public Sector Management	April 2009	n/a

Output 1.3 – Industrial Relations Policy

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Finity Consulting Pty Ltd	Assessment of the performance of the ACT Private Sector workers' compensation scheme	\$217,485	Open Tender	Office of Industrial Relations	February 2009	n/a
Altis Consulting	Provision of ICT Services to the Chief Ministers Department,	\$340,560	Select tender	Office of Industrial Relations	November 2010	n/a
Taylor-Fry Consulting Actuaries	Provision of actuarial services for the ACT Public Sector premium devolution	\$22,273	Select tender	Office of Industrial Relations	November 2009	The premium devolution model was developed by Taylor Fry consulting actuaries for the annual premium devolution process

Output 1.4 – Coordinated Communications and Events

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Australian Institute of Architects	CAPITheTICAL Capital Hypothetical Competition	\$62,045	Requests for Quotation	Centenary Unit	September 2010	n/a
BlueBottle Pty. Limited	Design Consultancy	\$19,252	Single Select	Centenary Unit	November 2010	In accordance with Strategic Procurement Plan
Couch Creative Pty Ltd	Medicare Change Your Address Campaign	\$64,680	Select Tender	Communications and Engagement Unit	March 2011	n/a
David Finnigan	Creative Producer for You Are Here	\$23,000	Single Select	Centenary Unit	December 2010	n/a
David Finnigan	Creative Producer for You Are Here	\$7,600	Variation to Contract	Centenary Unit	December 2010	n/a
Generation Alliance P/L	Sponsorship Consultancy	\$162,275	Requests for Quotation	Centenary Unit	July 2010	n/a
Halstead Press Publishers P/L	Production of 100 Canberra Houses book	\$10,000	Single Select	Centenary Unit	July 2010	In accordance with Strategic Procurement Plan
Oxide Interactive	Canberra Diaspora Digital Content Management System	\$45,760	Requests for Quotation	Centenary Unit	August 2010	n/a
Robyn Archer AO	Engagement of Creative Director to commence the development of celebrations for the Centenary of Canberra	\$287,419	Expressions of Interest then Request for Proposal	Centenary Unit	July 2009	n/a
Singing Bowl Media	Canberra Diaspora Creative Content	\$25,325	Single Select	Centenary Unit	July 2010	In accordance with Strategic Procurement Plan
The Street Theatre	Made in Canberra	\$10,000	Single Select	Centenary Unit	March 2011	In accordance with Strategic Procurement Plan

Internal Audit

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
John Gordon	Chair of Audit Committee for CMCD and the Treasury Directorate	\$10,450	Select Tender	Strategic Finance	January 2009	n/a

Corporate Management

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Cabcharge	Taxi charge services	\$46,748 ²	Sole Provider	Business Units	n/a	Sole provider
Centre for Public Management Pty Ltd	Complaint inquiry	\$28,636	Single Select	Corporate Management	August 2010	Specialist knowledge and experience
Corporate Express Australian Limited ¹	Supply and Delivery of Stationery and Office Products	\$91,907 ²	Open Tender	ACT Procurement Solutions	January 2008	n/a
Content Group Pty Ltd	Develop Information Management Framework and an Engagement Strategy	\$14,840	Quotations	Corporate Management	February 2011	n/a
Koomari Jobmatch ACT	Employment/Support for Mail Registry Services	\$23,261	Single Select	Corporate Management	Extended August 2010	Specialist Provider
Living Simply	Plant Supply & Maintenance	\$21,210 ²	Open Tender	Corporate Management	Extended July 2010	n/a
Qantas Business Travel Pty Ltd ¹	Travel Management Services	\$243,528 ²	Open Tender	ACT Procurement Solutions	September 2008	n/a

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
RB & R Daintree Pty Ltd	Security Services	\$28,341	Single Select	Corporate Management	Extended July 2010	Technical expertise, experience and performance
Recall Total Information Management	Waste Management Services	\$34,248 ²	Open Tender	Corporate Management	Extended July 2010	n/a
SG Fleet Australia Pty Ltd ¹	Leasing & Fleet Management Services	\$70,258	Open Tender	ACT Procurement Solutions	April 2009	n/a
SITA Environmental Solutions	Waste Management Services	\$4,709	Open Tender	Corporate Management	Extended July 2010	n/a
Sydney Night Patrol and Inquiry Co Pty Ltd	Security Services	\$81,218	Open Tender	Corporate Management	February 2008	n/a
Wamboin Worms	Waste Management Services	\$7,675	Sole Provider	Corporate Management	Extended July 2010	Sole Provider

¹ Whole of Government Contract.

² Expenditure across business units within the Directorate.

CONTRACTS AWARDED TO THE SAME CONTRACTOR WHICH, IN TOTAL, EXCEED \$20,000

Output 1.1 – Government Policy and Strategy

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Aecom	Climate Change Assessment Workshop	\$1,314	Single Select	Policy and Cabinet Division	February 2011	n/a
Aecom	Climate Change Assessment Workshop	\$1,023	Single Select	Policy and Cabinet Division	June 2011	n/a

Output 1.4 – Coordinated Communications and Events

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Generation Alliance P/L	Stakeholder Brand Policy	\$11,413	Single quote	Centenary Unit	November 2010	n/a
Generation Alliance P/L	Post card production	\$720	Single quote	Centenary Unit	August 2010	n/a
Generation Alliance P/L	Creative Design advertisement	\$1,500	Single quote	Centenary Unit	November 2010	n/a
Generation Alliance P/L	Design of badges	\$375	Single quote	Centenary Unit	December 2010	n/a
Generation Alliance P/L	Design of Promotional Material	\$10,290	Single quote	Centenary Unit	January 2011	n/a
Generation Alliance P/L	Print Production Management	\$1,575	Single quote	Centenary Unit	February 2011	n/a

Internal Audit

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
RSM Bird Cameron ¹	Provision of Internal Audit Services	\$15,455	Select Tender	ACT Procurement Solutions	December 2010	n/a
pwc ^{1,2}	Provision of Internal Audit Services	\$34,400	Select Tender	ACT Procurement Solutions	February 2011	n/a

¹ Whole-of-Government contract.

² Two contracts, each valued at \$17,200.

Corporate Management

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Davidson Trahaire Corpysch	Work Place Contact Officer Training	\$4,000	Quotation	Corporate Management	May 2010	n/a
Davidson Trahaire Corpysch	Balancing Work & Home Seminar	\$600	Quotation	Corporate Management	October 2010	n/a
Davidson Trahaire Corpysch	How to Beat the Blues Seminar	\$600	Quotation	Corporate Management	October 2010	n/a
Davidson Trahaire Corpysch	Contact Officer Training	\$4,400	Quotation	Corporate Management	March 2011	n/a
Davidson Trahaire Corpysch	Assertive and Influential Training	\$600	Quotation	Corporate Management	March 2011	n/a
Davidson Trahaire Corpysch	Employee Assistance Program	\$12,500	Quotation	Corporate Management	June 2011	n/a

The following tables relate to contracts that were entered into by those business units that left the Directorate as part of the Administrative Arrangements of 17 May 2011. Only those contracts where the final payment was made before 17 May 2011 are included in this report. For other contracts relating to these areas please see the Annual Reports for the Directorates that they are now part of.

INDIVIDUAL CONTRACTS EXCEEDING \$20,000

Output 1.4 – Coordinated Communications and Events - Events

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Eclipse Lighting and Sound	Sound and Lighting Production – New Years in the City	\$25,000	Select Tender	Special Events Unit	November 2010 – January 2011	n/a
Out There Productions	Event Management Services – Celebrate in the Park/Symphony in the Park	\$45,000	Select Tender	Special Events Unit	August 2010 – April 2011	n/a
SNP Security	Security Services for Events Season	\$53,649	Select Tender	Special Events Unit	August 2010 – March 2011	n/a
The Canberra Times	Australia Day lift out	\$24,341	Single Select	Special Events Unit	July 2010	The Canberra Times is the sole newspaper in the ACT region which has the greatest distribution for the promotion of the events delivered by CMD Special Events
The Canberra Times	Canberra Festival lift out	\$32,527	Single Select	Special Events Unit	July 2010	The Canberra Times is the sole newspaper in the ACT region which has the greatest distribution for the promotion of the events delivered by CMD Special Events

Output 1.5 – artsACT

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Kon Dimopoulos – Dancers on the Lakefront	Design/Fabrication/Installation of public artwork	\$84,510	Select tender	ACT Procurement Solutions	September 2009	n/a
Windeal P/L (Shanghai Women's and Children's Hospital	Design/Fabrication/Installation of public artwork	\$8,364	Select tender	ACT Procurement Solutions	November 2009	n/a
Futago P/L – wide brown land	Design/Fabrication/Installation of public artwork	\$116,867	Single select	ACT Procurement Solutions	April 2009	n/a
Manteena	Installation of four public artworks	\$106,700	Select tender	ACT Procurement Solutions	August 2010	n/a
Susan Conroy	Development of the Kingston Arts Precinct Strategy	\$143,630	Single Select	artsACT	October 2010	Previous consultation experience regarding the Kingston Arts Precinct

Output 1.6 – Heritage

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Screenmakers	Manufacture and installation of interpretive signage	\$20,350	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	December 2010	n/a

Output 2.1 – Business and Industry Development

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Australian Trade Commission	Trade Mission Preparation and In-market Support	\$84,074	Single select-Austrade Service Proposal	Enterprise Development	July 2010	MOU with Austrade plus specialist services
Australian Trade Commission	Trade Mission Preparation and In-market Support	\$54,721	Single select-Austrade Service Proposal	Enterprise Development	September 2010	MOU with Austrade plus specialist services
Canberra Business Council	ACT Chief Minister's Export Awards 2010	\$22,727	Single Select	Enterprise Development	March 2009 with option for 1yr extension taken up	Specialist knowledge
Canberra Business Council	Provision of Industry and Enterprise Development Activities - ScreenACT	\$185,000	Open Tender	Innovation and Industry Development	July 2010 for two years with option for a further 1yr extensions upon mutual agreement	n/a
Deloitte	Deliver Canberra BusinessPoint	\$82,000	Open Tender	Enterprise Development	March 2007 with option for 2 x 1yr extensions taken up	n/a

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Economic Futures Australia	Deliver ACT Student Ambassador Program	\$53,773	Open Tender	Enterprise Development	November 2009	n/a
G J Wall and Associates	Icon Grant review	\$42,272	Open Tender	Enterprise Development	June 2010	n/a
Migrant and Refugee Settlement Services	Job Readiness and Cultural Awareness Program	\$11,869	Single select	Enterprise Development	January 2010	Specialist knowledge
Relocations Made Easy Pty Ltd	Subscription to Relocations Made Easy Relocator Resource	\$14,000	Single select	Enterprise Development	May 2010	Specialist knowledge
The Canberra Times	Production of the Business in Focus Month 2010 publication	\$20,776	Letter of Acceptance	Enterprise Development	July 2010	n/a

Output 3.1 – Australian Capital Tourism

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Australian Temporary Fencing Pty Ltd	Fencing Floriade	\$39,005	Open tender	Australian Capital Tourism	April 2008	n/a
BDW Special Events Management	Event Management Tourism Awards	\$114,076	Open tender	Australian Capital Tourism	July 2008	n/a
Coates Hire Operations Pty Ltd	Floriade hire of portable building	\$205,149	Open tender	Australian Capital Tourism	April 2008	n/a
Ecowise	Electrical Services Floriade	\$78,690	Open tender	Australian Capital Tourism	May 2008	n/a

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
First Aid Services Ind Paramedics Australia	Medical support Floriade	\$44,932	Open tender	Australian Capital Tourism	April 2008	n/a
Hays Specialist Recruitment Australia Pty Ltd	Contract labour hire (mainly for Floriade)	\$115,942	Open tender	Australian Capital Tourism	August 2009	n/a
International All Stars Events	Roving Entertainment Floriade & Nightfest	\$26,700	Single select	Australian Capital Tourism	July 2009	Performers are chosen for specific artistic and creative qualities
IPMG Pty Ltd	Printing services	\$178,237	Open tender	Australian Capital Tourism	April 2008	n/a
MI Associates Pty Ltd	Floriade Commonwealth Park concept design	\$239,968	Select tender	Australian Capital Tourism	November 2010	Specialist Knowledge
Morris Walker Pty Ltd	Provision of public relations Floriade	\$130,067	Open tender	Australian Capital Tourism	March 2008	n/a
Out There Productions Pty Ltd/Earlybird Marketing	Provision of creative direction and event management services (Enlighten)	\$1,446,847	Open tender	Australian Capital Tourism	January 2011	n/a
Over The Moon Promotions	Provision of shop management services Floriade & Nightfest	\$63,982	Open tender	Australian Capital Tourism	August 2009	n/a
SNP Security	Security at Floriade	\$200,723	Open tender	Australian Capital Tourism	April 2008	n/a
Swell Design Group	Provision of tactical advertising services	\$91,676	Open tender	Australian Capital Tourism	March 2007	n/a
Union Offset Printers	Printing Services	\$30,432	Open tender	Australian Capital Tourism	April 2008	n/a
Zoo Communications Pty Ltd	Provision of tactical & strategic advertising services	\$102,516	Open tender	Australian Capital Tourism	March 2007	n/a

CONTRACTS AWARDED TO THE SAME CONTRACTOR WHICH, IN TOTAL, EXCEED \$20,000

Output 1.6 – Heritage

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Big Island Graphics	Designing of interpretive signage content	\$13,790	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	September 2010	n/a
Big Island Graphics	Designing of interpretive signage content	\$11,331	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	January 2011	n/a
Big Island Graphics	Designing of interpretive signage content	\$1,700	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	February 2011	n/a
Big Island Graphics	Designing of interpretive signage content	\$5,200	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	May 2011	n/a
Screenmakers	Manufacture and installation of interpretive signage	\$2,030	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	September 2010	n/a
Screenmakers	Manufacture and installation of interpretive signage	\$3,067	Continuing work from initial open tender in 2006-07 for heritage signage project	ACT Heritage	February 2011	n/a

Output 3.1 – Australian Capital Tourism

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER – WHERE OUTSIDE PROCUREMENT THRESHOLDS
Bearcage Productions	Wine & Roses Ate Destination Footage	\$4,425	Quotation	Australian Capital Tourism	July 2010	n/a
Bearcage Productions	Royal Australian Mint Av Contribution	\$2,500	Quotation	Australian Capital Tourism	August 2010	n/a

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER - WHERE OUTSIDE PROCUREMENT THRESHOLDS
Bearcage Productions	Floriade Nightfest Shoot	\$3,855	Quotation	Australian Capital Tourism	September 2010	n/a
Bearcage Productions	Floriade Day Shoot	\$16,214	Quotation	Australian Capital Tourism	October 2010	n/a
Bearcage Productions	Floriade Nightfest Shoot	\$11,752	Quotation	Australian Capital Tourism	October 2010	n/a
Bearcage Productions	Footage Ingestion Nightfest & Floriade 2010	\$5,280	Quotation	Australian Capital Tourism	October 2010	n/a
Bearcage Productions	NFSA Actuality Av World Expo	\$2,500	Quotation	Australian Capital Tourism	October 2010	n/a
Bearcage Productions	Stage 88 Nightfest Production	\$8,995	Quotation	Australian Capital Tourism	October 2010	n/a
Bearcage Productions	ACT Tourism Oprah 1 Day Shoot 2 Hd	\$15,527	Quotation	Australian Capital Tourism	December 2010	n/a
Bearcage Productions	Wild Footage Capture Of NIMA Parliament House	\$525	Quotation	Australian Capital Tourism	December 2010	n/a
Bearcage Productions	Edits For Large Ate Screen (Floriade)	\$2,025	Quotation	Australian Capital Tourism	April 2011	n/a
Threesides Pty Ltd	Enlighten Evaluation	\$2,045	Quotation	Australian Capital Tourism	July 2010	n/a
Threesides Pty Ltd	Holiday Planner Content Development	\$4,545	Quotation	Australian Capital Tourism	September 2010	n/a
Threesides Pty Ltd	Tourism Awards Program Management	\$8,182	Quotation	Australian Capital Tourism	November 2010	n/a
Threesides Pty Ltd	VJP Media Visit Coordination	\$182	Quotation	Australian Capital Tourism	December 2010	n/a
Threesides Pty Ltd	Tourism Awards Program Management	\$5,136	Quotation	Australian Capital Tourism	December 2010	n/a
Threesides Pty Ltd	Floriade Theme Concept Workshop	\$1,091	Quotation	Australian Capital Tourism	May 2011	n/a

C.15 COMMUNITY GRANTS/ASSISTANCE/ SPONSORSHIPS

GRANTS

OUTPUT 1.3 INDUSTRIAL RELATIONS POLICY

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Unions ACT	Ongoing funding for a work safety liaison and education officer	Increased safety education and awareness and information	\$93,782

OUTPUT 1.4 COORDINATED COMMUNICATIONS AND EVENTS

COMMUNITY INITIATIVES FUND - COMMUNITY GRANTS

The Community Initiatives Fund was created in 1999 to provide funding to groups for organising one-off events, or for initiatives that will benefit specific community groups or have broad appeal to the ACT community. It is a quick-response fund to meet emerging community needs and is used to fund initiatives that do not meet existing ACT Government grants programs.

The Community Initiatives Fund is administered by the Culture and Communications Division of the Chief Minister and Cabinet Directorate.

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	2011 Royal Canberra National Poultry Show	Sponsorship	Community Group Support	\$500
2	Australian International Chopin Piano Competition	Prize sponsorship	Community Group Support	\$5,000
3	Battle of Britain Committee	Contribution towards Battle of Britain Commemoration Ceremony	Community Group Support	\$1,000
4	Belconnen Senior Citizen's Club	Provision of a piano keyboard and plants for Belconnen Senior Citizen's Club	Community Group Support	\$1,364
5	Canberra and District Historical Society	Cost to produce the 2011 centenary issue document	Community Group Support	\$5,000
6	Canberra City Pipes and Drums	Thank you t-shirts	Community Group Support	\$2,500

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
7	Canberra Distant Running Friends of Timor-Leste	To assist a group of runners and their coaches to travel to Canberra to receive training and coaching education and the AIS	Community Group Support	\$15,000
8	Canberra Railway Museum	Canberra Railway Museum's dance carriage upgrade	Community Group Support	\$2,000
9	Mix 106.3	Canberra Special Children's Christmas Party 2010	Community Group Support	\$1,000
10	Mix 106.3	Canberra Special Children's Christmas Party 2011	Community Group Support	\$1,000
11	National History Challenge	Chief Minister's Young Historian of the Year Award	Community Group Support	\$500
12	Southern Tablelands Ecosystems Park	Provision and installation of a small storage shed, stock and tools for the STEP garden	Community Group Support	\$2,000
13	The Retired ACT Transport Employees Club	Fumigation of historic photographs/frames	Community Group Support	\$500
14	United Nations Day	Hire of flagpoles for United Nations Day	Community Group Support	\$1,000
15	Warehouse Circus	Upgrade of Warehouse Circus IT	Community Group Support	\$2,500

COMMUNITY SUPPORT FUND – COMMUNITY GRANTS

The Community Support Fund was created in 2008 to provide funding for charitable organisations. It is a quick-response fund to meet emerging community needs and is used to fund initiatives that do not meet existing ACT Government grants programs.

The Community Support Fund is administered by the Culture and Communications Division of the Chief Minister and Cabinet Directorate.

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Australia's Helping Hand	Donation for orphanage and shelter in Vietnam	Community Group Support	\$500
2	Canberra Legacy	Canberra Legacy Concert 2011	Community Group Support	\$3,000
3	CMD Special Events Unit	Running of Mother's Day event	Community Group Support	\$10,000
4	Department of Disability, Housing and Community Services	NAIDOC Week activities funding.	Community Group Support	\$107,000

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
5	Diabetes ACT Ltd	Purchase 100 CDs	Community Group Support	\$1,818
6	Dollars for Dili	Donation	Community Group Support	\$20,000
7	Domestic Animal Services	Funding for volunteer equipment	Community Group Support	\$500
8	Eden Monaro Cancer Support Group	Donation for cancer support	Community Group Support	\$10,000
9	Hawker College	Ben Donohoe Fun Run	Community Group Support	\$2,000
10	John Buckingham Research Prize	Donation	Community Group Support	\$10,000
11	L'Arch Australia Ltd	Donation for training and development	Community Group Support	\$2,000
12	Rotary Queanbeyan West	Rotary Charity Art Show	Community Group Support	\$200
13	Starlight Children's Foundation	Donation	Community Group Support	\$2,000
14	The Legacy Club of Canberra Incorporated	Sponsorship for the Big Band Sound 2010	Community Group Support	\$3,000
15	The Salvation Army	Red Shield Appeal	Community Group Support	\$10,000
16	YMCA of Canberra Incorporated	Donation for purchase of two trailers for Canberra Runners Club	Community Group Support	\$5,772

SPONSORSHIPS

CENTENARY OF CANBERRA

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Walter Burley Griffin Society	3rd Annual Marion Mahony Griffin Lecture	Acknowledgement of the Centenary of Canberra and ACT Government	\$1,000

The following grants, assistance and sponsorship programs are managed by areas that left the Directorate through the Administrative Arrangement Changes of 17 May 2011. The funding listed below was approved by the relevant delegate prior to Administrative Arrangements coming into effect. Any funding approved after the new arrangements will be reported in the Annual Report of the Directorate in which the area now sits.

GRANTS

SPECIAL EVENTS GRANTS

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Canberra Environment and Sustainability Resource Centre	Canberra Harvest Festival	Contributes to the costs of delivering the festival	\$8,000
2	Canberra Fisherman's Club Incorporated	Canberra Carp-Out	Contributes to the costs of delivering the festival	\$4,500
3	Canberra International Film Festival Incorporated	Canberra International Film Festival	Contributes to the costs of delivering the festival	\$30,000
4	Kulture Break Pty Ltd	Kulture Break 'United' Expo Festival	Contributes to the costs of delivering the festival	\$7,500
5	Manning Clark House Incorporated	Weekend of Ideas	Contributes to the costs of delivering the festival	\$12,000
6	National Folk Festival Limited	National Folk Festival	Contributes to the costs of delivering the festival	\$15,000
7	ProMusica	Canberra International Music Festival	Contributes to the costs of delivering the festival	\$20,000
8	Silver Sun Pictures	Canberra Short Film Festival	Contributes to the costs of delivering the festival	\$19,900
9	Tuggeranong Community Arts	Moon Festival	Contributes to the costs of delivering the festival	\$15,000
10	Tuggeranong Community Festival Incorporated	Tuggeranong Festival	Contributes to the costs of delivering the festival	\$29,000
11	Woden Community Services Incorporated	Woden Valley Festival	Contributes to the costs of delivering the festival	\$19,800

artsACT COMMUNITY GRANTS – ACT ARTS FUND - KEY ARTS ORGANISATION FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	ACT Community Arts Office (Gorman House Arts Centre Inc)	Indigenous, Multicultural and artsAbility sector support	Arts development and infrastructure	\$324,500
2	ACT Writers Centre Inc	Promoting and supporting writers	Arts development and infrastructure	\$123,500
3	Ainslie Arts Centre (Gorman House Arts Centre Inc)	Manage arts facility	Arts development and infrastructure	\$94,900

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/ PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
4	ArtSound FM Inc	Community radio broadcasting and recording facility	Arts development and infrastructure	\$61,750
5	Ausdance ACT Inc	Dance services and programs	Arts development and infrastructure	\$116,150
6	Belconnen Arts Officer (Belconnen Arts Centre Inc)	Belconnen sector support	Arts development and infrastructure	\$66,650
7	Canberra Contemporary Art Space Inc	Contemporary art exhibitions and services	Arts development and infrastructure	\$159,500
8	Canberra Potters Society Inc	Pottery access facility and gallery, manage Watson Arts Centre	Arts development and infrastructure	\$36,000
9	Canberra Symphony Orchestra Inc	Orchestral concerts	Arts development and infrastructure	\$286,500
10	Canberra Youth Music Inc	Classical music tuition and performance for young people	Arts development and infrastructure	\$136,250
11	Canberra Youth Theatre Company Inc	Theatre activity for young people	Arts development and infrastructure	\$211,500
12	Craft ACT Inc	Contemporary craft and design exhibitions and services	Arts development and infrastructure	\$177,875
13	Jigsaw Theatre Company Inc	Theatre productions for youth audiences	Arts development and infrastructure	\$176,000
14	Megalo Access Arts Inc	Printmedia access facility and gallery	Arts development and infrastructure	\$248,350
15	PhotoAccess Inc	Photomedia access facility and gallery, manage Manuka Arts Centre	Arts development and infrastructure	\$139,500
17	QL2 Centre for Youth Dance Inc	Youth dance practice	Arts development and infrastructure	\$277,750
16	The Stagemaster Inc	Theatre productions and development programs, manage The Street Theatre	Arts development and infrastructure	\$702,500
18	Tuggeranong Community Arts Association Inc	Community arts programs and venue managers	Arts development and infrastructure	\$380,000
19	Warehouse Circus	Physical theatre	Arts development and infrastructure	\$67,425

artsACT COMMUNITY GRANTS – ACT ARTS FUND - PROJECT FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Alma Latina Voices and Rhythms Ensemble	To assist with travel costs for performing at the Cygnet Folk Festival in Tasmania	Arts development	\$4,321
2	Nick Anyos	To assist with costs of attending an international juggling convention	Arts development	\$4,427
3	Art Monthly	To assist with costs of writers' fees for ACT - based writers and towards ACT arts promotion	Arts development	\$10,000
4	Art Song Canberra	To assist with costs of presenting a series of seven vocal recitals	Arts development	\$5,500
5	Asialink	To assist with costs of two Asialink residencies for ACT artists	Arts development	\$15,000
6	Leanne Bear	To assist with costs of staging a multi-arts musical performance	Arts development	\$10,197
7	Ian Blake	To assist with costs of composition of a new work for tarogato, strings and electronic soundscape	Arts development	\$8,040
8	Leah Bullen	To assist with costs of creating new work for exhibition	Arts development	\$7,080
9	Heather Burness	To assist with costs of developing a body of work arising from an artist's residency	Arts development	\$6,209
10	Robert Campbell	To assist with costs of recording, producing and promoting an original album of Blues and Roots music	Arts development	\$13,500
11	Centenary Anthology Group	To assist with costs of compiling an anthology of the best ACT region writing for the Centenary of Canberra	Arts development	\$10,000
12	Paul Cliff	To assist with costs of writing a book of poetry	Arts development	\$8,000
13	Elisa Crossing	To assist with costs of producing a new body of paintings and sound work for an installation	Arts development	\$14,045
14	Nadege Desgenetez	To assist with costs of research and realisation of a new body of work, to be exhibited at the Canberra Glassworks	Arts development	\$14,595
15	Matty Ellis	To assist with costs of a two week workshop to compose and arrange ten original songs about life in Canberra	Arts development	\$14,500

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
16	Geoff Farquahar-Still	To assist with costs of purchasing tools and materials for new work, as well as wages for a mentor	Arts development	\$21,633
17	Natasha Fijn	To assist with costs of research and development of an ethnographic film	Arts development	\$14,514
18	Fiona Fraser	To assist with costs of engaging a professional librettist to develop a libretto for the one-act opera, 'Capital'	Arts development	\$5,978
19	Irma Gold	To assist with costs of a Varuna professional development residency and travel costs	Arts development	\$1,566
20	Adam Hadley	To assist with costs of developing a six episode radio season to be broadcast on community radio 2XX	Arts development	\$20,000
21	Judy Hodgins	To assist with costs of presentation of jazz concerts at the Gods Cafe	Arts development	\$5,450
22	Mary Hutchinson	To assist with costs of development and production of a site-specific sound installation, 'A Canberra Sound Album'	Arts development	\$28,520
23	Kim Huynh	To assist with costs of undertaking research for a book on the journey of a Sudanese refugee to Australia	Arts development	\$9,928
24	Impro Theatre ACT	To assist with costs of holding an impro theatre convention and associated activities	Arts development	\$32,690
25	Indigenous Textiles and Glass Artists Group	To assist with costs of eleven established and emerging Indigenous residencies at Canberra Glassworks	Arts development	\$37,389
26	Georgina Jenkins	To assist with costs of script development for a children's television drama series	Arts development	\$4,000
27	Rafael Jerjen	To assist with costs of recording and producing a CD of original jazz compositions	Arts development	\$8,376
28	Stephanie Jones	To assist with costs of producing a high quality publication documenting recent work	Arts development	\$6,535

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
29	Kasha	To assist with costs of recording an album of rock music	Arts development	\$16,070
30	Sarah Kaur	To assist with costs of curating dance films for Australian Dance Week	Arts development	\$4,611
31	Sam King	To assist with costs of recording a twelve-track album	Arts development	\$4,000
32	Michael Le Grand	To assist with costs to collect, restore and repaint sculptures for a retrospective exhibition	Arts development	\$16,800
33	Liz Lea	To assist with costs of research and development of a new dance work titled 'In Flight'	Arts development	\$25,122
34	Little Dove Theatre Art	To assist with costs of presentation of a new work by Little Dove Theatre Art titled 'Cordelia'	Arts development	\$32,568
35	Lizz Murphy	To assist with costs of writing a chapbook of poems and linked digital and audio poems	Arts development	\$6,000
36	Monica Penders	To assist with costs of developing and researching a feature film 'Eight Seasons'	Arts development	\$6,000
37	Tarrant Phillipson	To assist with costs of creating a professional promotional package and digital portfolio	Arts development	\$2,313
38	Georgia Pike	To assist with costs of mentoring for a script development for a short film 'Gerald and Joy'	Arts development	\$3,900
39	Harriet Pike	To assist with costs of producing a promo reel and extended treatment for a documentary 'fan/culture'	Arts development	\$7,000
40	Poetry at The Gods	To assist with costs of monthly poetry readings at The Gods café	Arts development	\$5,200
41	Vivienne Rogis	To assist with costs of creative development for a new dance film	Arts development	\$24,942
42	Shortis and Simpson	To assist with costs of creative development of a new work titled 'Prime Time'	Arts development	\$21,925
43	Melinda Smith	To assist with costs of producing new poems for a chapbook about autism	Arts development	\$14,904
44	Renee Smith	To assist with costs of purchasing an embroidery machine, software and materials	Arts development	\$11,037
45	Soundout Festival	To assist with costs of running a festival of improvisational and experimental music 'Soundout'	Arts development	\$20,245

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
46	Clare Young	To assist with costs of a mentorship with Jane Campion	Arts development	\$40,000
47	Stella-Rae Zelnik	To assist with costs of publishing a Canberra street zine for the promotion of emerging artists	Arts development	\$5,579

artsACT COMMUNITY GRANTS – ACT ARTS FUND – OUT OF ROUND FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Hannah Cormick	To assist with costs of attending a workshop at the Bali Purnati Arts Centre, Indonesia	Arts development	\$2,000
2	Karen Cromwell	To assist with costs of participating in a residency at Nikuku Arts, Kalka, NSW	Arts development	\$1,131
3	Peter Fitzpatrick	To assist with costs of attending the Pingyao International Photography Festival in China	Arts development	\$2,000
4	John Gardiner-Garden	To assist with costs of attending the San Francisco Free Folk Festival	Arts development	\$2,000
5	Catherine Hegarty	To assist with costs of attending a clowning and mime workshop in Brisbane	Arts development	\$2,000
6	Christina Hopgood	To assist with costs of attending the Bob Becker Ragtime Xylophone Institute in Delaware USA	Arts development	\$1,000
7	Alison Jackson	To assist with costs of attending a forum for silversmiths in Munich	Arts development	\$2,000
8	Sarah Kaur	To assist with costs of undertaking a residency in Mexico	Arts development	\$2,000
9	Adelina Larsson	To assist with costs to attend a dance residency at 'Weld' in Sweden	Arts development	\$2,000
10	Liz Lea	To assist with costs of attending the 2011 National Dance Forum in Melbourne	Arts development	\$560
11	Gary Lee	To assist with costs of mounting a solo exhibition in Auckland, New Zealand	Arts development	\$2,000
12	Tracey O'Hara	To assist with costs of attending 'AussieCon 4'	Arts development	\$670
13	Robert Pickles	To assist with costs of attending 'Dome Lab'	Arts development	\$1,450

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
14	Ian Rae	To assist with costs of attending the Hebrides Book Festival in Scotland	Arts development	\$2,000
15	Gillian Pollack	To assist with costs of attending the British Science Fiction Foundation in the UK	Arts development	\$1,099
16	Barbara Smith	To assist with costs of attending a residential writing workshop	Arts development	\$2,000
17	Elizabeth Thorpe	To assist with costs of attending auditions in Los Angeles	Arts development	\$2,000
18	Kate Vassallo	To assist with costs of attending 'HATCHED' at Perth Institute of Contemporary Art	Arts development	\$2,000

artsACT COMMUNITY GRANTS – ACT CREATIVE ARTS FELLOWSHIP

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Michael Cove	Creative Arts Fellowship	Arts development	\$45,000
2	Sotiris Dounoukos	Creative Arts Fellowship	Arts development	\$45,000

artsACT COMMUNITY GRANTS – AUSTRALIAN NATIONAL UNIVERSITY - COMMUNITY OUTREACH PROGRAM

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Australian National University	Music and visual art community access programs	Arts development	\$1,400,000
2	Canberra Symphony Orchestra Inc	Support for Llewellyn Hall	Arts development	\$100,000
3	Canberra Choral Society Inc	Support for Llewellyn Hall	Arts development	\$8,947
4	Canberra Area Theatre Awards	Support for Llewellyn Hall	Arts development	\$10,750
5	National Capital Orchestra Inc	Support for Llewellyn Hall	Arts development	\$8,410
6	National Eisteddfod Society Inc	Support for Llewellyn Hall	Arts development	\$29,845

artsACT COMMUNITY GRANTS – VISUAL ARTS AND CRAFTS STRATEGY FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Canberra Contemporary Art Space Inc	Contemporary art exhibitions and services	Arts development	\$41,000
2	Craft ACT Inc	Contemporary craft and design exhibitions and services	Arts development	\$41,000
3	Megalo Access Arts Inc	Printmedia access facility and gallery	Arts development	\$28,500
4	PhotoAccess Inc	Photomedia access facility and gallery, manage Manuka Arts Centre	Arts development	\$18,500

artsACT COMMUNITY GRANTS – COMMUNITIES WORKING WITH ARTS

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Austrian Australian Club	To assist with costs of developing the sound and profile of the Austrian Choir Canberra	Arts development	\$7,610
2	Baila Chile Folk Dances Inc	To assist with costs of a Chilean folk dance mentor and hire of a rehearsal venue	Arts development	\$4,090
3	Burrunju Aboriginal Corporation	To assist with costs of appointing a part-time art curator and mentor	Arts development	\$19,632
4	Mental Illness Education ACT	To assist with costs of a digital storytelling project titled 'More Moving Minds'	Arts development	\$18,178
5	Radiance Dance	To assist with costs of a community performance project for women living with and without disabilities	Arts development	\$25,159

artsACT COMMUNITY GRANTS – ACT ARTS ORGANISATION FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Canberra Glassworks	Glassmaking facility and programs	Arts development and infrastructure	\$604,000
2	Belconnen Arts Centre	Community Arts programs and manage Centre	Arts development and infrastructure	\$300,000

artsACT COMMUNITY GRANTS – ACT ARTS FUND - PROGRAM FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Australian National Capital Artists Inc	Artists studios, gallery, exhibitions	Arts development	\$34,856
2	Canberra City Band Inc	Performance bands and development	Arts development	\$21,500
3	Canberra International Film Festival Inc	International film festival and professional development activities for filmmakers	Arts development	\$70,000
4	M16 Inc	Studios, galleries, exhibitions	Arts development	\$96,000
5	Pro Musica Inc	International music festival	Arts development	\$71,000
6	Strathnairn Arts Association Inc	Gallery, studios, exhibitions, workshops	Arts development	\$26,300

artsACT COMMUNITY GRANTS – ACT BOOK OF THE YEAR

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Marion Halligan	Book of the year award	Arts development	\$10,000

artsACT COMMUNITY GRANTS – ACT POETRY PRIZE

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Peter Boyle	Judith Wright Prize	Arts development	\$10,000
2	P.S. Cottier	David Campbell Prize	Arts development	\$1,000
3	Robyn Lance	David Campbell Prize	Arts development	\$1,000
4	Jillian Pattinson	Alec Bolton Prize	Arts development	\$5,000
5	Andrew Slattery	Rosemary Dobson Prize	Arts development	\$3,000

artsACT COMMUNITY GRANTS – ARTISTS IN SCHOOLS PROGRAM

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Caren Florance	Artist in Residence program – O’Connor Early Childhood School	Incorporating arts and creative engagement into schools	\$1,500
2	Michele Grimston	Artist in Residence program – Lyons Early Childhood School	Incorporating arts and creative engagement into schools	\$20,000
3	Marianne Mettes	Artist in Residence program – Isabella Plains Early Childhood School	Incorporating arts and creative engagement into schools	\$1,500
4	Geoff Farquar-Still	Artist in Residence program – Southern Cross Early Childhood School	Incorporating arts and creative engagement into schools	\$1,500

artsACT COMMUNITY GRANTS – SPECIAL INITIATIVE FUNDING

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	ACT AbaF Office	Business and arts partnerships	Arts support and development	\$30,000
2	ACT Writers Centre Inc	Writing Australia business plan development	Arts development	\$25,000
3	ScreenACT	Film/Screen programs and services	Arts support and development	\$64,500
4	Melbourne Opera	To assist with costs of staging an opera in 2011	Arts development	\$2,000

artsACT COMMUNITY GRANTS – REGIONAL ARTS FUND

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Gorman House Arts Centre Inc	ACT Community Arts Office support for ACT region projects	Arts support	\$30,000

artsACT COMMUNITY GRANTS – START UP GRANTS

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	James Batchelor	To assist with costs of acquiring materials to make a new short dance film	Arts development	\$500
2	George Edwards	To assist with costs of art materials and equipment hire for a mural	Arts development	\$500
3	Timothy Guthrie	To assist with costs of server fees and maintenance of a website	Arts development	\$500
4	Ben Harris	To assist with costs of video editing software and an external hard drive	Arts development	\$500
5	Fiona Little	To assist with costs of the production and presentation of new art work	Arts development	\$500
6	Claire Low	To assist with costs of master classes and membership to the ACT Writers' Centre	Arts development	\$500
7	Dorothy Peisley	To assist with costs of materials required to establish a studio practice	Arts development	\$500
8	Luke Penders	To assist with costs of printing of artwork for an exhibition	Arts development	\$500
9	Catherine Petocz	To assist with costs of touring an installation performance work	Arts development	\$500
10	Alison Plevey	To assist with costs of video camera equipment	Arts development	\$500
11	Luke Sweeting	To assist with costs of producing a debut album	Arts development	\$500
12	Bridget Thomas	To assist with costs of creating new work for an exhibition at the Canberra Glassworks	Arts development	\$500
13	Lachlan Thomas	To assist with costs of recording and producing a music album	Arts development	\$500
14	Fiona Veikkanen	To assist with costs of venue insurance for an art exhibition	Arts development	\$500
15	Adam Veikkanen	To assist with costs of purchasing an overlocker	Arts development	\$500

HERITAGE GRANTS

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Arthur Wilks	A History of Table Tennis in Canberra & Region	Publication	\$7,200
2	Australian Garden History Association Inc.	Yarralumla Nursery Records	Digitisation of Records	\$8,950
3	Australian National University	Self guided Art Deco Heritage Trails	Art Deco Heritage Walks/Drives	\$10,000
4	Canberra & District Historical Society Inc.	'Seeing Canberra's Stories'	Online Historical Photo collection	\$6,600
5	Canberra & Region Heritage Festival	A community celebration of the ACT's Indigenous, historic and natural heritage	Annual Heritage Festival	\$75,000
6	Carousel Organ Restoration Group (CORG)	Original Book Music restoration	Carousel Organ Music restoration	\$8,500
7	Conservation Council ACT Region	Gungahlin's Treasures	Publication	\$5,561
8	Conservation Volunteers Australia	Tidbinbilla A-Z	Publication	\$5,031
9	Conservation Volunteers Australia	Condition Report for an Aboriginal Scarred Tree	Condition Report	\$4,000
10	Edwin Braggett	Anglican History Book	Publication	\$5,274
11	Elizabeth Burness	Pages of Early Canberra History	Publication	\$5,867
12	Heritage Advisory Service	Provides one hour of free heritage and architectural advice for prospective heritage purchasers and/or owners of heritage places intending to alter or update their properties	Heritage Advisory Service	\$25,000
13	Heritage Emergency Fund	To set aside funding for urgent requests to protect and conserve heritage places and/or objects that may arise between formal funding rounds	Emergency Funding availability	\$7,000
14	Kirsty Guster	'Sunken Stories from Old Acton'	Collection of video and audio stories	\$20,140
15	Michelle Fulton	Conservation Management Plan for Well Station	Conservation Management Plan	\$28,900
16	Mr Terry Birtles	Biography of Charles Scrivener	Publication	\$10,000
17	Narrabundah Prefabs History Group	Homes for the Workers	Publication	\$10,000

NO.	ORGANISATION/RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
18	National Trust of Australia (ACT)	Northern Centenary Border Walks	Self guided Border walks	\$12,052
19	Reid Korean Uniting Church	Restoration Works	Restoration Works	\$16,825
20	Retired ACT Transport Employees Club Inc.	Fares Please Stage 2	10 Oral Histories	\$8,175
21	Southern ACT Catchment Group	World of Tidbinbilla	Publication	\$4,000
22	Stepwise Heritage & Tourism	Namadgi Rock Art Conservation Project	Conservation Management Plan Stage 3	\$18,336
23	Sweet Water Productions (ACT) Pty Ltd	At Home in the High Country	Australian Alps History DVD	\$30,000
24	Theatre Organ Society	Pedal Pipe Extension to Compton Organ	Albert Hall Theatre Organ Works	\$9,800

BUSINESS AND INDUSTRY DEVELOPMENT GRANTS

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Amanda Craig PL	Companion Medicine - Proof of Technology (Icon Grant)	Development of a prototype process for a veterinary clinical research primary care network	\$5,556
2	Audacious Solutions Pty Ltd	The Treble Clef - Proof of Technology (Icon Grant)	Development of a web-based booking and notification service	\$5,000
3	Austranter Medical	Continuous Positive Airway Pressure (CPAP) System - Accelerating Innovation (Icon Grant)	Support to commercialise CPAP product for babies in hospital Neonatal Intensive Care Units	\$4,378
4	Avonthor Pty Ltd	Avonthor Report Builder - Accelerating Innovation (Icon Grant)	Development of a web-based client management portal	\$10,000
5	Enhanced PC Solutions Pty Ltd	Internal Cloud - Proof of Technology (Icon Grant)	Development and conduct of a trial internal cloud network in a local school	\$7,055
6	Envirolove	Envirolove - Accelerating Innovation (Icon Grant)	Conduct of a pilot program to facilitate recycling organic waste collected from commercial operators into organic fertilisers	\$6,656
7	GPT Audio Visual Pty Ltd	Induction loop technology for the hearing impaired - Proof of Technology (Icon Grant)	Development of a prototype large drive induction loop amplifier	\$20,000

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
8	Gr8venue	Accessible venue register - Proof of Technology (Icon Grant)	Development of a web-based accessible venue register for people with disabilities	\$5,000
9	Ideasol Australia Pty Ltd	Solar Tile - Proof of Technology (Icon Grant)	Development of a low cost, aesthetically appealing solar panel using non tracking concentration to reduce solar cell usage cost	\$2,241
10	Infini Pty Ltd	MyinfoQ - Proof of Technology (Icon Grant)	Assistance towards expansion and increased functionality of the myinfoQ platform	\$15,000
11	Jaded Interactive Pty Ltd	Famoo software - Proof of Technology (Icon Grant)	Development of a software package aimed facilitating household management applications	\$17,290
12	La Bella Creations Pty Ltd	IP Protection - Accelerating Innovation (Icon Grant)	Assistance towards trademarking and IP protection	\$4,020
13	mHITS Limited	mHITS Q-Jumper - Accelerating Innovation (Icon Grant)	Development of software, firmware and hardware for mHITS' Q Jumper platform	\$10,000
14	Nexus eWater Pty Ltd	Heat recovery from grey water - Proof of Technology (Icon Grant)	Development of a Proof of Concept heat recovery device integrated into a grey water treatment technology	\$25,000
15	onLine enDever	iTourU - Proof of Technology (Icon Grant)	Development of the iTourU iPhone application	\$25,000
16	RentMonkey	RentMonkey - Proof of Technology (Icon Grant)	Development of a web-based service allowing residential property owners to manage their own investment properties	\$15,000
17	Sage Health Systems P/L	SmartWard – Proof of Technology (Icon Grant)	Development of SmartWard's automated patient record, management and supply delivery system to wards and clinical decision-makers	\$35,000
18	Skoolbo Pty Ltd	Skoolbo - Proof of Technology (Icon Grant)	Development of a web-based educational product aimed at increasing literacy skills amongst children aged 5 to 8 years	\$20,000
19	SoccerFit Enterprises	Soccerfit - Proof of Technology (Icon Grant)	Development of a web-based fundraising system aimed at non-profit, charitable and sporting organisations	\$9,275
20	SpySee Pty Ltd	SpySee Customer Innovation Program -Accelerating Innovation (Icon Grant)	Development of the SpySee Customer Experience Enhancement Program	\$5,000
21	The Ten Project Pty Ltd	Mega City Hero - Proof of Technology (Icon Grant)	Development of a prototype of the Mega-City Hero edutainment service to validate the concept and its associated revenue models with the ACT, as a test case for the Australian market	\$19,645

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
22	Three Why Pty Ltd	Threewhy - Proof of Technology (Icon Grant)	Development of an automated, digitised bill comparison service	\$20,909
23	TripleThink	Riff - Proof of Technology (Icon Grant)	Development of a proof of concept of the Riff musical device to allow for demonstration of the device's market potential to prospective intellectual property licensees and investors	\$33,450
24	Twitch Pty Ltd	Twitch database - Proof of Technology (Icon Grant)	Development of a prototype software application for legal document development and management	\$5,958
25	Warm Contact Pty Ltd	Warm Contact Wamer Dryer - Proof of Technology (Icon Grant)	Conduct of a clinical trial to provide the necessary clinical evidence required to facilitate further investment and manufacture opportunities	\$25,000
26	Webinvite Pty Ltd	WebInvite software - Proof of Technology (Icon Grant)	Development of develop interactive digital invitations for companies to use for corporate events	\$12,175
27	ACT Centre for Professional Studies	Trade Mission Supplementary support (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$2,000
28	ACTET gateway	Trade Mission Supplementary support(TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$3,750
29	Archer Emery & Associates	Trade Mission Supplementary support (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$1,350
30	Centre for Australian Ethical Research Pty Ltd	Global Market Research (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$2,720
31	CIC Technology Pty Ltd	Global Market Research and Trade Show Assistance (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$7,643
32	Gamma Vaccines Pty Ltd	Trade Show Assistance (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$0,728
33	Kokonut Pacific	Trade Show Assistance (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$5,411
34	Lawscool Pty Ltd	Global Market Research (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$7,000
35	Powdersafe Pty Ltd	Trade Show Assistance and Global Market Research (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$16,588
36	Recruitment Systems Pty Ltd	Trade Show Assistance (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$7,030
37	Simmersion Holdings Pty Ltd	Trade Mission Supplementary Support (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$1,819

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
38	Splatter Pty Ltd	Trade Show Assistance (TradeConnect Grant)	Provide funding to ACT exporters to support trade development activities	\$1,456
39	Australian Information Industries Association	CollabIT Grant	CollabIT is an engagement and business development initiative that links ICT small to medium sized enterprises with multinational companies in a collaboration environment	\$50,000
40	Canberra Business Council	ACT Exporter's Network Grant	Delivery of ACT Exporter's Network	\$160,000
41	National ICT Australia Ltd	ACT Government Contribution 2008/09 per Members contribution agreement	NICTA provided leading edge research and development in the ICT field	\$800,000
42	Regional Development Australia ACT	Improve the coordination and delivery of regional development initiatives including the development of a regional strategic plan, provision of advice on regional needs, consultation with regional stakeholders and community engagement for the period 1 Jul 2010 to 30 June 2011.	Annual report on outcomes due from recipient on 31 July 2011	\$150,000
43	The Australia & New Zealand School of Government Ltd	Annual contribution to ANZSOG	Enhances public sector policy and management skills	\$200,000
44	The Australian National University	Scholarship - Shanghai Expo 2010	To further trade, investment and cultural ties between the ACT and China	\$40,550
45	University of Canberra	Urban Planning & Chair of Urban Planning	Facilitates and enhances skills development in Urban planning	\$200,000
46	University of Canberra	Chair of Building and Construction at the University of Canberra	Facilitates and enhances skills development in the building and construction industry	\$29,091
47	University of Canberra	Deed of Grant - Shanghai Expo 2010	To further trade, investment and cultural ties between the ACT and China	\$20,000
48	Yellow Edge Pty Ltd	GLP China Cohort 5 - Shanghai Expo 2010	To further trade, investment and cultural ties between the ACT and China	\$17,425

AUSTRALIAN CAPITAL TOURISM

Events Assistance Program Funding 2010-11

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	ACT Squash Rackets Association	Australian Open Squash Championships	Marketing, Promotional & Research support	\$24,400
2	AFL Masters Inc	AFL Masters National Carnival	Event development and marketing support	\$7,000
3	AROC Sport Pty Ltd	Capital Punishment MTB Enduro	Event development and marketing support	\$15,000
4	Australian University Sport Ltd	Eastern University Games	Event development and marketing support	\$16,000
5	Canberra Dragon Boats Association	Australian Dragon Boat Racing Championships	Event development and marketing support	\$14,545
6	Capital Country Truffle Festival	Capital Country Truffle Festival	Event development and marketing support	\$20,000
7	Cattleyard Promotions	Groovin' the Moo Music Festival	Event development and marketing support	\$12,000
8	Hockey ACT Inc	June Long Weekend Regional Girls Carnival (Hockey)	Event development and marketing support	\$15,000
9	Rocky Trail Entertainment Pty Ltd	Rocky Trail Stromlo MTB Crown	Event development and marketing support	\$15,000
10	Triathlon ACT	Canberra Sports Festival	Event development and marketing support	\$15,000
11	X-Tri Australia	Canberra Half Ironman Triathlon	Event development and marketing support	\$20,000

ASSISTANCE

AUSTRALIAN CAPITAL TOURISM ASSISTANCE

General Assistance Funding

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Australian Science Festival	Conduct of the Australian Science Festival	Festival delivered	\$246,000
2	The Canberra Society of Model and Experimental Engineers	Relocation of Kingston Miniature Railway	Program delivered	\$90,000

SPONSORSHIPS

SPECIAL EVENTS SPONSORSHIP

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Canberra Yacht Club	Sponsorship of the 2011 Chief Minister's Sailing Regatta	Contributes to the prizes	\$1,000

BUSINESS AND INDUSTRY DEVELOPMENT SPONSORSHIP

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
1	Australian Computer Society Inc.	2010 ACT Pearcey Awards	Support of upcoming ICT professionals in the sector	\$4,545
2	Australian Institute of Policy and Science	ACT Tall Poppy Campaign 2010-11	Support of the Young Tall Poppy Science Awards	\$10,000
3	Australian Trade Commission	Contribution for 2010-11 Australian Women in Global Business Network	To support development and implementation of Women in Global Business Network	\$10,000
4	Canberra International Riesling Challenge	2010 Canberra International Riesling Challenge	To support the ACT and region wine industry	\$12,000
5	Capital Angels	Sponsorship of Capital Angels Investment Presentation	To support business networking	\$2,200
6	Capital Jobs Pty Ltd	Sponsorship of RecruitTECH	To support the delivery of an event during Business In Focus Month. Relevant topics covering recruitment and skills shortages in the ACT	\$4,500
7	CSIRO Discovery	ACT Science Communication Initiative-Sponsorship	Support of the Australian Government's Inspiring Australia initiative	\$15,000
8	Knowledge Commercialisation Australasia Inc.	Gold Sponsorship of the KCA Annual conference	Highlighted the ACT Government's innovation and industry development strategies to an audience focused on taking R&D to the market	\$5,000
9	Lighthouse Business Innovation Centre Ltd	Canberra BusinessPoint Website	To support the development of the web portal	\$7,180
10	Lighthouse Business Innovation Centre Ltd	Sponsorship to provide business growth and commercialisation advisory and support services.	To accelerate the creation of 'business ready' businesses that can access external investment sources	\$500,000

NO.	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/ PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT (EXCLUDING GST)
11	National ICT Australia Ltd	Sponsorship of NICTA e government Cluster	The e government cluster has increased the level of collaboration between NICTA, business and government agencies on e government research, development and deployment	\$100,000
12	The Australian National University	Principal Sponsorship of First International Conference of Translational Medicine	Government commitment to innovation including medical research	\$5,000

C.16 TERRITORY RECORDS

The CMCD Records Management Program is based on the *Territory Records Act 2002* and establishes a framework for ensuring responsible management of records and record keeping systems. The framework means that the Directorate can effectively:

- provide evidence of decisions, authorisations and activities; and
- support business activities through the making, proper storage and retrieval of useable and reliable records, thus contributing to the efficiency and effectiveness of the Directorate.

As part of the Records Management Program, the Directorate has a Records Management Policy and a Procedures Manual. The Directorate uses a Business Functional Thesaurus based on the Territory Version of the Keyword AAA and agency specific records disposal schedules.

The disposal schedules currently approved for use by the Directorate are set out in the table below.

RECORDS DISPOSAL SCHEDULE NAME	EFFECTIVE	YEAR AND NO.
Territory Records (Records Disposal Schedule - Arts and Cultural Development Records) Approval 2004 (No 1)	18 June 2004	Notifiable Instrument No. NI2004-179
Territory Records (Records Disposal Schedule - Disaster Recovery (Human Services) Records) Approval 2005 (No 1)	6 May 2005	Notifiable Instrument No. NI2005-157
Territory Records (Records Disposal Schedule - Inquiries & Commissions Records) Approval 2005 (No 1)	6 May 2005	Notifiable Instrument No. NI2005-155
Territory Records (Records Disposal Schedule - Venue & Event Management Records) Approval 2005 (No 1)	28 October 2005	Notifiable Instrument No. NI2005-402
Territory Records (Records Disposal Schedule - Public Sector Management Records) Approval 2006 (No 1)	3 February 2006	Notifiable Instrument No. NI2006-29
Territory Records (Records Disposal Schedule - Industry Development Records) Approval 2006 (No 1)	26 September 2006	Notifiable Instrument No. NI2006-347
Territory Records (Records Disposal Schedule - Government Coordination Records) Approval 2007 (No 1)	14 September 2007	Notifiable Instrument No. NI2007-280

RECORDS DISPOSAL SCHEDULE NAME	EFFECTIVE	YEAR AND NO.
Territory Records (Records Disposal Schedule – Milk Vending Records) Approval 2007 (No.1)	9 October 2007	Notifiable Instrument No. NI2007-311
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Compensation Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-435
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Equipment and Stores Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-436
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Establishment Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-437
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Fleet Management Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-438
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Financial Management Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-439
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Legal Services Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-443
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health and Safety (OH&S) Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-444
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Publication Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-450
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Strategic Management Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-453
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Technology and Telecommunications Records) Approvals 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-454
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Property Management Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-625
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Community Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-84
Territory Records (Records Disposal Schedule - Environmental Management Records) Approval 2011 (No.1)	25 March 2011	Notifiable Instrument No. NI2011-86
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Government Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-88
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Industrial Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-90
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Information Management Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-92
Territory Records (Records Disposal Schedule - Parks, Reserves and Public Places Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-94
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Personnel Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-97

The Records Management Policy, Procedures Manual, functional thesaurus and records disposal schedules are available on the Directorate's intranet site along with ancillary documents that highlight particular procedures or aspects of policy. A Corporate Fact Sheet on records management is included in the Key Directorate Information Pack supplied to new staff on commencement. Staff from Corporate Management also attended business unit meetings to discuss record management issues.

In accordance with section 16(2)(i) of the *Territory Records Act 2002*, the Directorate has put in place a process to preserve records that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage. This process, outlined in the Directorate's Record Keeping Procedures, requires business units to determine if records contain information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage before seeking the Directorate's Records Manager's agreement to destroy records and where the record does contain such information it is retained and preserved as an archive.

Part 3 Access to Public Records of the *Territory Records Act 2002* came into effect on 1 July 2008. This Part provides for public access to records older than twenty-years. Records are presumed to be available for access unless they clearly belong to an exempt category and have been exempted by the Director of Territory Records.

The Directorate continues to work with the ACT Government Reference Archivist and ACT Records Services to respond to inquiries received from members of the public for access to these older records. During the reporting period the Directorate responded to three public access requests.

Part 3 of the Records Act also deals with access to, and release of, records of the Executive. Under the Act, an Executive record is a record that is a record formally submitted by a Minister to a meeting of the Executive (or Cabinet) and/or the official record of a meeting of the Executive. Under the Act, at Canberra Day each year, Executive records created more than ten years before that day become accessible.

The list of accessible Executive records is published on the Directorate's website under the heading 'Publications' (www.cmd.act.gov.au/functions/publications), and is updated each March.

C.17 HUMAN RIGHTS ACT 2004

The Public Sector Management Group received Human Rights Compatibility Statements for the *Public Sector Management Act Amendment Bill 2010*, the *Public Sector Management (One ACT Public Service) Amendment Bill 2011* and the *Administrative (One ACT Public Service Miscellaneous Amendments) Bill 2011*.

The Office of Industrial Relations received Human Rights Compatibility Statements for the *Work Health and Safety Bill 2011* and the *Dangerous Substances Amendment Act 2011*.

C.18 COMMISSIONER FOR THE ENVIRONMENT

Policy and Cabinet Division provided demographic data to the Commissioner's Office as input to the State of the Environment Report (SoER). Officers from Policy and Cabinet Division have also been invited to participate in a peer review process, which will be used to develop the 2011 SoER.

C.19 ACT MULTICULTURAL STRATEGY 2010-2013

The Directorate has undertaken a range of activities aimed at furthering the *ACT Multicultural Strategy 2010-2013*. These are outlined below against the focus areas of the Strategy.

FOCUS AREA	RESPONSE
Children and young people	<p>Centenary of Canberra</p> <ul style="list-style-type: none"> continued engagement through the C100 Youth Reference Group; participated in National Youth Week in Jervis Bay, supporting the Office of Youth Affairs; worked with Scouts International on the Dollars for Dili appeal which raises funds for capacity building projects for young people in Canberra's Friendship city Dili in Timor-Leste; and engaged a program coordinator who has commenced developing a range of initiatives for, by and with young people for the Centenary.
Older people and aged care	<p>The Chief Minister's Canberra Gold Awards recognise people who have made a long term contribution (fifty years of more) to the City.</p>
Women	<p>ACT Public Sector Workforce Profile Report</p> <ul style="list-style-type: none"> In line with the ACTPS commitments to equity and diversity, the 2009-10 Profile was extended to include metrics regarding remuneration differences by gender. Gender pay equity involves reviewing the difference in average earnings of male and female employees to determine whether a difference exists (referred to as a 'gender pay gap' in the Profile). As at June 2010, the gender pay gap for the ACTPS workforce was three point three per cent (down from five point five per cent in 2008-09) which means that on average for every dollar earned by male employees in the ACTPS, females earned 96.7 cents (up from 94.5 cents in 2008-09).
	<p>Centenary of Canberra</p> <ul style="list-style-type: none"> The program is being developed to include elements which celebrate and recognise the contribution of women of diverse backgrounds to the building of the Australian Nation.
	<p>Triple Bottom Line Assessment Framework</p> <ul style="list-style-type: none"> Policy and Cabinet Division prepared a discussion paper on the implementation of an across-government triple bottom line assessment framework, which was released for public comment in June 2011. The draft framework outlined in the discussion paper includes scope for more detailed gender impact assessment. Gender impact analysis can be used to assess the different impacts of proposed government policies, programs or activities on women, men, girls and boys, and whether or not they will advantage or disadvantage them.
Refugees, asylum seekers and humanitarian entrants	<p>Community Detention Arrangements</p> <ul style="list-style-type: none"> Policy and Cabinet Division along with other ACT Government agencies, has been working with the Department of Immigration and Citizenship in relation to a community detention arrangement for the ACT.
Intercultural harmony and religious acceptance	<p>Centenary of Canberra</p> <ul style="list-style-type: none"> The Unit worked with national institutions, diplomatic missions and other ACT Government Directorates to ensure the program will include components that showcase, celebrate and increase awareness of the cultural diversity of Canberra.

C.20 ABORIGINAL AND TORRES STRAIT ISLANDER REPORTING

CMCD contributes to the ACT Government's efforts in improving outcomes for the Territory's Aboriginal and Torres Strait Islander communities through a number of initiatives discussed below.

ABORIGINAL AND TORRES STRAIT ISLANDER POLICY

The Policy and Cabinet Division ensured proactive and sustained engagement with the ACT Aboriginal and Torres Strait Islander Elected Body, including facilitating the Elected Body's input to Dr Hawke's review of the ACTPS and providing early briefing on the implications of the *National Indigenous Expenditure Report* for the ACT. In addition, the Division has contributed to national work on the review of the *National Indigenous Reform Agenda* and *Overcoming Indigenous Disadvantage* Indicator Frameworks.

In addition, the Division has supported the whole-of-government approach to Indigenous policy by actively contributing to fora such as the Chief Executive Taskforce on Aboriginal and Torres Strait Islander Affairs and its working group and the body which created the Aboriginal Justice Agreement. Specific project work has also been undertaken in relation to the preparation for and reporting against the Elected Body estimates style hearings, national framework considerations (COAG Reform Council, National Partnerships and similar). Members of the Aboriginal and Torres Strait Islander community have also participated in working groups the Directorate has facilitated for policy development in areas such as homelessness, adult justice and addressing long term unemployment.

ACTPS EMPLOYMENT STRATEGY FOR ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE

Developed in consultation with the ACT Indigenous Elected Body and the ACTPS Aboriginal and Torres Strait Islander Staff Network, the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People* was launched by the Chief Minister and the Commissioner for Public Administration on 12 April 2011.

Apart from an ethical imperative to create such a strategy, the ACT Government has committed to the National Partnership Agreement on Indigenous Economic Participation, which contains, among other things, a commitment to 'public sector Indigenous employment and career development strategies to reflect national Indigenous working age population share by 2015.'

The Employment Strategy's vision is 'for the ACTPS to be seen as an attractive workplace for Aboriginal and Torres Strait Islander people to seek employment, and to more than double, by 2015, the employment of Aboriginal and Torres Strait Islander people, across the Service.'

A key component of the Employment Strategy is a target of more than doubling the headcount of 30 June 2010 of Aboriginal and Torres Strait Islander employees. That is increasing from point nine per cent (0.9% - 176 employees) to two per cent (2% - 407 employees) by 2015.

The Employment Strategy objectives are:

1. To make the ACTPS an attractive workplace for Aboriginal and Torres Strait Islander People;
2. To attract Aboriginal and Torres Strait Islander people to seek employment in the ACTPS;
3. To retain Aboriginal and Torres Strait Islander people within the ACTPS;

4. To improve the capacity of Aboriginal and Torres Strait Islander people in the ACTPS; and
5. To ensure that the ACTPS assesses and reports on the progress of implementing the Strategy.

The Employment Strategy contains an Action Plan that aligns with the objectives of the Employment Strategy and provides Key Performance Measures (high level indicators) to determine our success in implementing the Employment Strategy.

CENTENARY OF CANBERRA

The Centenary program will include a number of significant elements celebrating the contribution and achievement of Aboriginal and Torres Strait Islander people to the development of the nation. A number of projects are currently proposed and being developed for the Centenary program, including some with a strong local focus and involving local companies. Significant projects involving national companies and significant Aboriginal and Torres Strait Islander leaders are also proposed. The Centenary is programming these projects for February 2013 and across NAIDOC Week in July 2013.

C.21 ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The Directorate occupies leased premises in the Canberra Nara Centre. The figures in the table below are based on the Directorate's structure as at 30 June each year. The significant drop in FTE and office space between the two years is largely due to the Administrative Arrangements of 17 May 2011.

	INDICATOR AS AT 30 JUNE	UNIT	2009-10		2010-11	
LINE	GENERAL		OFFICE	TOTAL	OFFICE	TOTAL
L1	Occupancy – staff full-time equivalent	Number (FTE)	163.45	163.45	118.45	118.45
L2	Area office space – net lettable area	Square metres (m ²)	3,297.36	3,547.91	2,523.79	2,523.79
	STATIONARY ENERGY		OFFICE	TOTAL	OFFICE ¹	TOTAL ²
L3	Electricity use	Kilowatt hours	352,084.01	608,348.35	209,774.19	378,017.24
L4	Renewable energy use (GreenPower + EDL land fill gases)	Kilowatt hours	113,927.18	113,927.18	174,741.33	174,741.33
L5	Percentage of renewable energy used (L4/L3 x 100)	Percentage	32%	19%	83%	46%
L6	Natural Gas use	Megajoules	0	877,242.56	0	579,139.91
L7	Total energy use	Megajoules	1,267,500.00	3,067,296.62	755,187.08	1,940,001.97
L8	Energy intensity per FTE (L7/L1)	Megajoules/FTE	7,754.67	18,765.96	6,375.58	16,378.24
L9	Energy intensity per square metre (L7/L2)	Megajoules/m ²	384.40	864.54	299.23	768.69

	INDICATOR AS AT 30 JUNE	UNIT	2009-10		2010-11	
	TRANSPORT		OFFICE	TOTAL	OFFICE	TOTAL
L10	Total number of vehicles	Numeric	8	8	3	3 ³
L11	Total vehicle kilometres travelled	Kilometres (km)	105,754	105,754	52,494	52,494
L12	Transport fuel (Petrol)	Kilolitres	7.77	7.77	5.09	5.09
L13	Transport fuel (Diesel)	Kilolitres	0.00	0.00	0.00	0.00
L14	Transport fuel (LPG)	Kilolitres	0.00	0.00	0.00	0.00
L15	Transport fuel (CNG)	Kilolitres	0.00	0.00	0.00	0.00
L16	Total transport energy use	Gigajoules	266.00	266.00	174.00	174.00
	WATER		OFFICE	TOTAL	OFFICE	TOTAL
L17	Water use	Kilolitres	1,885.87	1,885.87	1,306.49	1,306.49
	Intensities					
L18	Water use per FTE (L17/L1)	Kilolitres/FTE	11.54	11.54	11.03	11.03
L19	Water use per square metre (L17/L2)	Kilolitres/m ²	0.57	0.57	0.52	0.52
	RESOURCE EFFICIENCY AND WASTE		OFFICE	TOTAL	OFFICE	TOTAL
L20	Reams of paper purchased	Reams	4,106	4,106	2,757	2,757
L21	Recycled content of paper purchased	Percentage	<ul style="list-style-type: none"> • 25% @ 100% recycled • 53% @ 50% recycled • 22% @ 0% recycled 	<ul style="list-style-type: none"> • 25% @ 100% recycled • 53% @ 50% recycled • 22% @ 0% recycled 	<ul style="list-style-type: none"> • 27.5% @ 100% recycled • 67% @ 50% recycled • 5.5% @ 0% recycled 	<ul style="list-style-type: none"> • 27.5% @ 100% recycled • 67% @ 50% recycled • 5.5% @ 0% recycled
L22	Estimate of general waste (based on bins collected)	Litres	172,697.62	172,697.62	122,017.97	122,017.97
L23 ⁴	Estimate of commingled material recycled (based on bins collected)	Litres	41,201.55	41,201.55	20,295.49	20,295.49
L24	Estimate of paper recycled (based on bins collected)	Litres	63,082.49	63,082.49	49,794.07	49,794.07
L25 ⁴	Estimate of organic material recycled (based on bins collected)	Litres	0.00	0.00	15,864.79	15,864.79

	INDICATOR AS AT 30 JUNE	UNIT	2009-10		2010-11	
	GREENHOUSE GAS EMISSIONS		OFFICE	TOTAL	OFFICE	TOTAL
L26	Total stationary energy greenhouse gas emissions (All scopes)	Tonnes CO2-e	245.36	512.89	37.45	217.33
L27	Total transport greenhouse gas emissions (All scopes)	Tonnes CO2-e	19.89	19.89	13.04	13.04
	Intensities					
L28	Greenhouse gas emissions per person (L26/L1)	Tonnes CO2-e FTE	1.5	3.14	0.32	1.84
L29	Greenhouse gas emissions per square metre (L26/L2)	Tonnes CO2-e	0.07	0.15	0.01	0.09
L30	Transport greenhouse gas emissions per person (L27/L1)	Tonnes CO2-e FTE	0.12	0.12	0.11	0.11

Notes:

¹ These figures for Stationary Energy relate to energy use in the CMCD tenancy areas, and exclude common areas and building services areas.

² These figures for Stationary Energy relate to energy by CMCD tenancy areas and CMCD's share of energy used in common areas and building services areas.

³ The reduction in vehicle numbers is due to three Executives electing not to take a vehicle as part of their remuneration package and two vehicles belonging to areas that transferred out of the Directorate as part of the Administrative Arrangements of 17 May 2011.

⁴ The annual report this year splits comingled recycling (L23) and organic recycling (L25) whereas last year these figures were combined in one reporting line.

The figures above show, even taking into account the reduction in staff numbers and floor space, the Directorate has reduced its energy consumption, water consumption and waste.

SPECIFIC PROJECTS

The Directorate undertook a number of actions related to ecologically sustainable development, as outlined below:

INQUIRY INTO ECOLOGICAL CARRYING CAPACITY OF THE ACT AND REGION

In August 2010, the Legislative Assembly Standing Committee on Climate Change, Environment and Water released terms of reference for an inquiry into the ecological carrying capacity of the ACT and region. The Policy and Cabinet Division coordinated the ACT Government submission to the inquiry, seeking input from all ACT Government agencies.

TRIPLE BOTTOM LINE ASSESSMENT

Policy and Cabinet Division prepared a discussion paper on the implementation of an across-government triple bottom line assessment framework, which was released for public comment in June 2011, it is available at www.cmd.act.gov.au/policystrategic/sustainability.

CENTENARY OF CANBERRA

On 1 May 2011 the Centenary of Canberra Unit partnered with Greening Australia for the second year for a Centenary of Canberra Tree Planting event in the Lower Cotter. The event was attended by 130 people who planted more than 1,800 trees, including the planting of the 200,000th tree in the area by Ms Mary Porter MLA. Centenary of Canberra intends to continue this partnership in the lead up to 2013 to assist in completing the re-planting of the area in time for the 10th anniversary of the Canberra Bushfires in January 2013.

The Centenary of Canberra is working with a local plant breeder and national plant management company to market a commemorative native plant. The plant, a 'Correa', and name of plant, 'Canberra Bells', was selected using a consultative process. Twenty thousand plants are currently being propagated in the ACT, NSW, Queensland, Western Australia and Tasmania for sale in 2012. The plant will carry the messaging of the Centenary of Canberra and promote its unique bushland characteristics.

The Centenary of Canberra is consulting with the Environment and Sustainable Development Directorate in the development of environmentally sustainable event management principles which can be applied to a range of Centenary events. The areas of transport, energy use, waste management, and food are being considered.

CANBERRA NARA CENTRE

The Directorate has developed a *Resource Management Plan* that provides guidance on sustainability issues in CMCD and includes an annual action plan of activities to address management of water, electricity and gas consumption, waste production and recycling initiatives.

The focus of this plan is to:

- audit current resource management processes;
- collect meaningful and accurate data;
- educate, inform and change staff behaviour; and
- put in place systems to help improve resource management.

Actions the Directorate has already undertaken include:

- audits of waste, recycling, energy and water use through the ANU Greensteps Environmental Management Training Program;
- participation in the Environment and Sustainable Development Directorate's OfficeSmart sustainability program;
- providing recycling services for paper, cardboard, organic material, comingled recycling, toner cartridges, batteries and mobile phones; and
- expanding the use of electronic circulation of documents rather than printed copies.

Planned initiatives include a report on options to increase the efficiencies of the lighting in the Nara Centre and the installation of dual flush toilets and water saving showerheads.

C.22 ACT WOMEN'S PLAN 2010-2015

CMCD undertakes a number of activities to contribute to the key priorities of the ACT Women's Plan. Activities undertaken by the Directorate against the Plan's Economic, Social and Environmental key priority areas are listed below.

ECONOMIC

- Policy and Cabinet Division prepared a discussion paper on the implementation of an across-government triple bottom line assessment framework, which was released for public comment in June 2011.

The draft framework outlined in the discussion paper includes scope for more detailed gender impact assessment. Gender impact analysis can be used to assess the different impacts of proposed government policies, programs or activities on women, men, girls and boys, and whether or not they will advantage or disadvantage them.

- In line with the ACTPS commitment to equality and diversity, the Commissioner for Public Administration's *2009-10 ACTPS Workforce Profile* was extended to include metrics regarding remuneration differences by gender. Gender pay equity involves review the differences in average earnings of male and female employees to determine whether a difference exists (referred to as a 'gender pay gap' in the Profile).

As at June 2010, the gender pay gap for the ACTPS workforce was three point three per cent (3.3%), down from five point five per cent (5.5%) in 2008-09, which means that on average for every dollar earned by male employees in the ACTPS, females earned 96.7 cents, up from 94.5 cents in 2008-09.

- The Directorate provides a number of facilities and conditions to support staff with family responsibilities including access to a dedicated carer's room and nursing mother's room both accredited with the Australian Breastfeeding association. CMCD also offers eighteen weeks paid maternity leave, and work-life balance opportunities including part-time work arrangements, home based work opportunities and access to grandparental leave.

SOCIAL

- The role and achievements of women in the development of Canberra and the nation will be recognised and celebrated in a variety of ways through the Centenary of Canberra program with a focus in February 2013 when the Women's Australian Golf Open will form the centrepiece.

ENVIRONMENTAL

- The Directorate provides lockers, change rooms and bike racks to support staff that choose to ride or walk to work.

C.23 MODEL LITIGANT GUIDELINES

The Director-General has the following procedures in place to ensure that the Directorate is aware of and complying with the Model Litigant Guidelines.

1. The Director General is advised of all legal disputes and is provided with regular updates as necessary.
2. The Directorate's legal services are provided by the ACT Government Solicitor's Office, which reviews the Directorate's instructions to ensure compliance with the Model Litigant Guidelines. The Directorate is able to rely upon the Government Solicitor to identify those matters where a question

arises as to compliance with the Model Litigant Guidelines and to address it or elevate it within the Directorate as appropriate.

3. All staff involved in litigation are informed of the guidelines and instructed to comply with them, referring any queries to the ACT Government Solicitor's Office.

No breaches of the Model Litigant Guidelines by the Directorate occurred during the reporting period.

C.24 ACT STRATEGIC PLAN FOR POSITIVE AGEING 2010-2014

FOCUS AREA	PERFORMANCE INDICATOR	PROGRESS
RESPECT, VALUING AND SAFETY		
Promote positive images of seniors	Number of Canberra Gold Awards.	The Canberra Gold Chief Minister's Award recognises and celebrates the contributions made and legacies created by people or groups who have made a long term commitment to the ACT, for fifty years or more. On 11 March 2011, 163 individuals and nine groups received Canberra Gold Awards. Since 2005, 2,549 Canberra Gold Awards have been presented to individuals and groups.
RESPECT, VALUING AND SAFETY		
Pursue initiatives that will support mature aged employment; and assist people to either stay in work where they wish to, or to transition to retirement, through flexible work options.	Improvements in the retention rates of ACT Government staff aged over 55 years.	<p>The retention rate for staff aged fifty-five or over was ninety point six per cent (90.6%) as at the end of 2010-11. This is marginally higher than the whole of service retention rate of ninety per cent (90.0%). The retention rate is based on a snapshot of staff at the start of the financial year, and shows the percentage of these staff who remain at the end of the financial year. For 2009-10, the retention rates were ninety-one point eight per cent (91.8%) for staff aged fifty-five or over and ninety-one point one per cent (91.1%) for all staff.</p> <p>The retention rate is inclusive of all employment categories i.e. casual, temporary and permanent, and is based on nominal occupancy within the service, for staff administered via the Shared Services CHRIS21 payroll system. This includes staff that may change from permanent employment in the ACTPS to a temporary or casual position as part of transitioning to retirement.</p> <p>Retention rate and separation rate cannot be extracted directly from one another as there are staff that commence and end within a shorter duration than twelve months. Administration of casuals may vary over time which would affect comparison of retention rates between years.</p>

ANNEXED REPORTS

ACT EXECUTIVE

OVERVIEW

The ACT Executive comprises Ministers and their staff. Staff are employed under the *Legislative Assembly (Members Staff) 1989 Act* (LAMS Act). Financial and administrative corporate support is provided by the Chief Minister and Cabinet Directorate (CMCD). The provision of payroll services is through Shared Services. Accommodation and building security is controlled by the Assembly Secretariat who also have charge of workplace health and safety and risk management, facilities management and workplace environmental reporting.

SUMMARY OF ACTIVITIES

Following the resignation of Jon Stanhope MLA, Katy Gallagher MLA became the seventh Chief Minister of the ACT on 16 May 2011.

FIRST GALLAGHER MINISTRY (16 MAY 2011)

Katy Gallagher	Chief Minister Minister for Industrial Relations Minister for Health Treasurer
Andrew Barr	Deputy Chief Minister Minister for Economic Development Minister for Tourism, Sport and Recreation Minister for Education and Training
Simon Corbell	Attorney-General Minister for Police and Emergency Services Minister for the Environment and Sustainable Development Minister for Territory and Municipal Services
Joy Burch	Minister for Community Services Minister for Multicultural Affairs Minister for Ageing Minister for Women Minister for Aboriginal and Torres Strait Islander Affairs Minister for the Arts

STAFF REPORTING

The 2010-11 LAMS Enterprise Agreement was negotiated during the reporting period. The agreement covers Executive and non-executive member's staff. Each political party is represented by an elected member of staff in negotiations with management. Negotiations are facilitated by Public Sector Management, CMCD.

NUMBER OF EXECUTIVE MLAs STAFF EMPLOYED AT EACH CLASSIFICATION AT 30 JUNE 2011

CLASSIFICATION	NUMBER OF STAFF
Chief of Staff	1
Senior Adviser L2	6
Senior Adviser L1	7
Adviser L2	6
Adviser L1 (upper)	4
Adviser L1 (lower)	3
TOTAL	27

GENDER BREAKDOWN AT 30 JUNE 2011

LAMS – ACT EXECUTIVE	FEMALE	MALE	TOTAL
FTE by gender	15	12	27
Percentage of workforce	55.5%	44.5%	

FURTHER INFORMATION CAN BE OBTAINED FROM:

Chris Wilson Manager, Chief Minister's Support and Protocol (02) 6205 0192 chris.wilson@acti.gov.au

DEFAULT INSURANCE FUND

THE ORGANISATION

The *Workers Compensation Act 1951* (the Act) was established to provide compensation to workers employed in the private sector for injuries arising out of or in the course of their employment.

The Default Insurance Fund (DI Fund) was established under the Act effective 1 July 2006. It provides a safety net to meet the cost of workers' compensation claims made by workers if:

- an employer's insurance company is wound up under the Corporations Act or cannot provide the indemnity required to be provided under a compulsory workers' compensation policy; or
- an employer does not have a compulsory insurance policy and cannot meet the claim costs payable under the Act.

The DI Fund meets the cost of any awards and claims for workers' compensation, including the payment of weekly compensation, medical expenses and rehabilitation costs, as well as compensation settlements and any common law judgments or settlements.

A public servant appointed by the Director-General Chief Minister and Cabinet Directorate manages the Fund. Mr John Fletcher, General Manager, ACT Insurance Authority is the current DI Fund Manager.

The Default Insurance Fund Advisory Committee is established under Schedule 3 of the Act. Their role is to monitor the operations of the DI Fund and, if requested by the Minister or the DI Fund Manager, advise on matters relating to Part 8.2 of the Act.

The Committee comprises three members appointed by the Minister, the Director of the Office of Industrial Relations (Chair) and the DI Fund Manager. The membership of the DI Fund Advisory Committee is:

- Mrs Meg Brighton - Director, Continuous Improvement and Workers' Compensation Branch (Chair) from March 2011;
- Mrs Liesl Centenera - Director, Office of Industrial Relations (Chair) from August 2010 to March 2011;
- Dr Christopher Peters - ACT & Region Chamber of Commerce and Industry;
- Ms Susie Walford - GIO Insurance;
- Mr Dean Hall - CFMEU; and
- Mr John Fletcher - DI Fund Manager.

The Committee met on four occasions during 2010-11. At each meeting, an update of the status of the DI Fund was provided, and a schedule detailing the status of all open claims was considered. Committee members provided advice in relation to the ongoing management of the remaining open claims, including outstanding case estimates and financial operation of the fund.

Funds are held in trust under the *Financial Management Act 1996* in two separate accounts:

- the Collapsed Insurer Fund (CIF), and
- the Uninsured Employer Fund (UEF),

The administration costs for the DI Fund, including staff salaries, are met from the Fund.

UNINSURED EMPLOYER FUND (UEF)

This arm of the Fund currently administers claims against it, which have arisen when a worker has been injured and the employer failed to hold an ACT Workers' Compensation Policy. Where the employer does not or cannot meet the cost of claims, the UEF responds on behalf of the employer as the default insurer.

LEVIES

A new funding model was introduced on 1 July 2010 following amendment to the Act, which established a framework for the implementation of a fully funded scheme.

Under the agreed model the Fund Manager imposed contributions from insurers and self insurers equal to 1.7% of the gross written premiums.

It is anticipated that the Fund will move to a fully funded model over a 5-year period commencing on 1 July 2010.

The DIF has assisted insurers and self-insurers through this process during the 2010-11 year.

The Fund will review implementation of the Funding Model in early 2011-12.

FINANCE

The following table provides a summary of the financial status of the Uninsured Employer Fund:

UNINSURED EMPLOYER FUND	
Funding	Comprises monies received or recovered under the Act including investment income and levies imposed on insurers and self-insurers. A total of \$2.249m was collected in levies.
Fund Balance	As at 30 June 2011 there was \$2.653m in cash and cash equivalents.
Claims Liabilities for 2010-11	\$10.987m
Claims Recoveries for 2010-11	Approximately \$0.278m was recovered from uninsured employers during this reporting period.

CLAIMS

When a claim is received the UEF undertakes an insurer search in an attempt to locate an insurer for the injured worker. In some cases an insurer is identified and the claim is then forwarded to the appropriate insurer.

When satisfied that an insurance policy is not in place, the Fund acts as the default insurer for the injured worker. Claims are managed within the auspices of the Act, and the Fund meets the cost of all legislated entitlements for injured workers including, medical expenses, rehabilitation costs, weekly compensation and lump sum settlements.

Details of claims managed by the UEF in the table below:

UNINSURED EMPLOYER FUND	
Total Claims opened during the reporting period	13
Total Claims closed during the reporting period	23
Current Open Claims	32
Total Claims Lodged	243

COLLAPSED INSURER FUND (CIF)

This arm of the Fund currently administers claims against it associated with liquidations of two insurers that were previously approved Workers' Compensation Insurers in the Territory:

- National Employers' Mutual Association Ltd (NEM) — 1990; and
- HIH Insurance (HIH) — 2001.

The liquidators for NEM have completed final statutory and administrative matters and the liquidation is now complete. As at 30 June 2011 there was one open claim against NEM.

The liquidation for HIH is continuing. The Fund Manager is the fund representative on the committee of inspection for the HIH liquidation. As at 30 June 2011 there were five open claims against HIH.

CLAIMS

The CIF acts as an insurer for injured workers where the insurer is unable to pay. Claims are managed within the auspices of the Act, and the CIF meets the cost of medical expenses, rehabilitation costs, weekly compensation and lump sum settlements.

Details of all workers' compensation claims managed by CIF in the table below:

COLLAPSED INSURER FUND	
Total Claims opened during the reporting period	1
Total Claims re-opened during the reporting period	3
Total Claims closed during the reporting period	6
Current Open Claims	6
Total Claims Lodged	815

The following table provides a summary of the financial status of the Collapsed Fund:

COLLAPSED INSURER FUND	
Funding	This arm of the DI Fund comprises money received or recovered under the Act, investment income, contributions made by the Territory, and money from other sources, such as liquidator's payments. The fund is not currently imposing levies on policy holders for this arm of the fund.
Fund Balance	As at 30 June 2010, there was \$14.817m in cash and investments.
Claims Liabilities for 2010-11	\$2.825m
Claims Recoveries for 2010-11	\$1.959m

EXTERNAL SOURCES OF LABOUR AND SERVICES

FUND ACTUARY

The Fund Actuary, KPMG, was appointed in May 2011 following a select tender process.

LEGAL PANEL

The Fund has a panel of three legal firms who provide legal advice and representation services.

A procurement process was completed in 2010-11 to establish the panel. The process was undertaken in accordance with the *Government Procurement Act 2001*. The successful firms were Minter Ellison, DLA Piper and Sparke Helmore.

The work is allocated on a rotational basis taking into consideration the relevant expertise of the specified personnel and allowances for any conflicts of interest that may arise.

The increase in legal costs during the reporting period relate to the Fund's exposure to several large asbestos related claims.

The following table identifies all external service providers (exceeding \$20,000) contracted by the Default Insurance Fund during the reporting period.

NAME	DESCRIPTION AND REASON FOR CONTRACT	2010-11 COST (GST EXCLUSIVE)	2009-10 COST (GST EXCLUSIVE)	DATE CONTRACT COMMENCED	TYPE OF CONTRACT
Sparke Helmore	Legal advice Disbursements Total	\$6,885 \$0 \$6,885		1 Nov 2010	Open
Minter Ellison	Legal advice Disbursements Total	\$203,690 \$65,048 \$268,738	\$168,000 \$115,000 \$283,000	1 Jul 1999 1 Jul 2004 1 Dec 2007 11 Nov 2010	Open
DLA Piper	Legal advice Disbursements Total	\$225,017 \$127,420 \$352,437	\$88,000 \$12,000 \$100,000	1 Jan 2005 1 Dec 2007 10 Nov 2010	Open
Mallesons Stephenson Jaques	Legal advice Disbursements Total	\$51,361 \$7,858 \$59,219	\$22,000 \$10,000 \$32,000	1 Jan 2005 1 Dec 2007	Open
Finity Consulting Actuaries	Claims Valuation Funding Project Total		\$22,000 \$21,000 \$43,000	November 2006	Select
KPMG	Claims Valuations	\$0	\$0	May 2011	Select
Grand Total		\$695,515	\$458,000		

Notes:

Finity Consulting Contract was concluded in May 2011

Disbursements include costs such as medical examinations, investigation reports and counsels fees.

FURTHER INFORMATION CAN BE OBTAINED FROM:

John Fletcher General Manager, ACT Insurance Authority (02) 6207 0268 john.fletcher@act.gov.au

WORK SAFETY COUNCIL

The Work Safety Council was established under the *Work Safety Act 2008* (the WS Act), which came into effect on 1 October 2009. This Council replaced the Occupational Health and Safety Council, which had been established under the previous *Occupational Health and Safety Act 1989*. The Minister for Industrial Relations appoints members on a part-time basis for up to three years.

Under the WS Act, the Council advises the Minister on work safety, dangerous substances and workers' compensation issues. The Office of Industrial Relations in the Chief Minister and Cabinet Directorate provides secretariat support to the Council.

The Council is made up of thirteen members: four members representing employees; four members representing employers; four other members appointed by the Minister; and the ACT Work Safety Commissioner.

The present three-year Council appointments expire on 30 September 2013. During 2010–11 Council membership was as follows:

Mr Robert Knapp	Chair Ministerial appointee Work Safety Council
Mr Michael Baldwin	Employer representative Director, Industrial Relations Master Builders Association (ACT)
Ms Catherine Hudson (July 2010 – 5 June 2011)	Employer representative Commissioner for Public Administration
Mr Andrew Keford (from 6 June 2011)	Employer representative A/g Commissioner for Public Administration
Mr Greg Schmidt	Employer representative Director, Workplace Relations ACT & Region Chamber of Commerce & Industry
Ms Di Jay (September 2010 – April 2011)	Employer representative Executive Director ACT & Manager Parliamentary and Government Relations Australian Red Cross
Mr Dean Hall	Employee representative ACT Branch President Construction Forestry Mining and Energy Union
Ms Kim Sattler	Deputy Chair – Work Safety Council Employee representative UnionsACT
Ms Jane Timbrell	Employee representative ACT Industrial Organiser Australian Manufacturing Workers' Union
Mr Matt McCann (September 2010 – October 2011)	Employee representative Organiser, Southern NSW Electrical Trades Union

Mr Bill Book	Employee representative ACT Industrial Organiser Australian Education Union
Dr Andrew Hopkins	Ministerial appointee Professor of Sociology, School of Social Sciences Australian National University
Mr Alan Reid	Ministerial appointee Insurance Council of Australia
Ms Liesl Centenera	Ministerial appointee Office of Industrial Relations Chief Minister and Cabinet Directorate
Mr Mark McCabe	Work Safety Commissioner WorkSafe ACT

The Council met four times during 2010-11. During the year the Council:

- discussed progress implementing the ACT Workcover Review of Capacity and Capability;
- provided feedback on proposed legislative amendments to the Workers' Compensation Act;
- provided feedback to Safe Work Australia on proposed national model Work Health and Safety Laws and feedback on the draft regulations and codes of practice;
- provided feedback to the Government on ongoing asbestos management and coordination issues during finalisation of a review of the ACT Asbestos Management Strategy; and
- provided feedback on proposed legislative amendments to the Workers' Compensation Act to improve the efficiency and effectiveness of the scheme for reasonable balance between compensation for injured workers and costs for employers.

FURTHER INFORMATION CAN BE OBTAINED FROM:

Fiona Barbaro A/g Director, Office of Industrial Relations (02) 6207 6003 fiona.barbaro@act.gov.au

ACRONYMS

A/g	Acting	GSO	Government Solicitor's Office
ACT	Australian Capital Territory	GST	Goods and Services Tax
ACTBIF	ACT Business Incentive Fund	HIH	HIH Insurance
ACTPS	Australian Capital Territory Public Service	ICT	Information and Communication Technology
ANoD	Australian Network on Disability	LAMS	Legislative Assembly Members Staff
ANU	Australian National University	MLA	Members of the Legislative Assembly
CAF	Council for the Australian Federation	mou	Memorandum of Understanding
CBD	Central Business District	n/a	not applicable
CEFI	Chief Executive Financial Instruction	NATSEM	National Centre for Social and Economic Modelling
CIF	Collapsed Insurance Fund	NEM	National Employers' Mutual Association Ltd
CIT	Canberra Institute of Technology	NES	National Employment Standards
CIWC	Continuous Improvement and Workers' Compensation	NICTA	National ICT Australia
CMD	Chief Minister's Department	NSW	New South Wales
CMCD	Chief Minister and Cabinet Directorate	OIR	Office of Industrial Relations
COAG	Council of Australian Governments	PSM	Public Sector Management
CRC	COAG Reform Council	RDA ACT	Regional Development Australia ACT
CSD	Community Services Directorate	RED	Respect, Equity and Diversity
Cwth	Commonwealth	RLF	Regional Leaders Forum
DI	Default Insurance	SEA	Special Employment Arrangement
EAP	Employee Assistance Program	SoER	State of the Environment Report
EDD	Economic Development Directorate	TBL	Triple Bottom Line
ESDD	Environment and Sustainable Development Directorate	UEF	Uninsured Employer Fund
excl	exclusive	WCU	Worker Consultation Unit
FBT	Fringe Benefits Tax	WS	Work Safety (Act)
FOI	Freedom of Information	WSR	Work Safety Representative
FTE	Full Time Equivalent		

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