

ANNUAL REPORT 2009 - 2010







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Publication No 10/0866



Mr Jon Stanhope MLA
Chief Minister
Minister for Land and Property Services
ACT Legislative Assembly
London Circuit
CANBERRA ACT 2601

Dear Chief Minister

I am pleased to present to you the Annual Report for the Department of Land and Property Services for the year ended 30 June 2010. 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 Department of Land and Property Services.

I hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the Department of Land and Property Services during the period 1 December 2009 to 30 June 2010 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, 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

Dávid Dawes

Chief Executive

3 September 2010

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GLOSSARY

Term	Definition
Englobo	unserviced land released to the private sector for servicing and sale. Individual serviced dwellings released by englobo release become available for purchase over subsequent years
Greenfield	new residential area
Joint Venture	partnership between the LDA and a commercial development partner to release serviced dwelling or multi-unit sites for dwellings
Raw Land	unserviced land

ABBREVIA	ΓIONS
ACTPLA	ACT Planning and Land Authority
ACTPS	ACT Public Service
AIM	Australian Institute of Management
ANU	Australia National University
AWAs	Australian Workplace Agreements
BAZ	Bushfire Abatement Zone
BOP	Bushfire Operational Plan
CEO	Chief Executive Officer
CHC	Community Housing Canberra Ltd
CIC	CIC Australia
CMD	Chief Minister's Department
CIT	Canberra Institute of Technology
CNG	Compressed Natural Gas
CO2-e	Carbon Dioxide Emissions
DA	Development Application
DECCEW	Department of the Environment, Climate Change, Energy and Water
DET	ACT Department of Education and Training
DHCS	Department of Disability, Housing and Community Service
EAP	Employee Assistance Program
EDP	Estate Development Plan
ESA	Emergency Services Authority
FMA	Financial Management Act 1996
FOI	Freedom of Information

FTE Full-Time Equivalent

HIA Housing Industry Association

IPS IPS Worldwide

ITC Information Technology and Communications

JACS Department of Justice and Community Safety

LAPS Department of Land and Property Services

LDA Land Development Agency

LPG Liquid Petroleum Gas

MBA Master Builders Association

MOU Memorandum of Understanding

NBESP Nation Building Economic Stimulus Plan

OHSRAC Occupational Health, Safety and Rehabilitation Advisory Committee

OSCAR Online System for Comprehensive Activity Reporting

PDA Planning and Development Act 2007

PSM Public Sector Management

PSMA Public Sector Management Act 1994

PTE Public Trading Enterprise
RMP Records Management Plan

SBMP Strategic Bushfire Management Plan SEA Special Employment Arrangement

SOI Statement of Intent
SSC Shared Services Centre

TAMS Department of Territory and Municipal Services

TTED Training and Tertiary Education Directorate

TRA Territory Records Act 2002

WCC Workplace Consultative Committee

WhoG Whole of Government

WHSC Workplace Health and Safety Committee

WHS Workplace Health and Safety

WSR Workplace Safety Representative

YPN Young Professional Network

SECTION A

A.1 The Organisation

In December 2009, the Department of Land and Property Services (the Department) was created by absorbing several functions from the Chief Minister's Department (Strategic Project Facilitation) and the Department of Territory and Municipal Services (ACT Property Group). The Department was given portfolio responsibility for the Land Development Agency.

The Department's role includes:

- bringing 17,000 new dwelling sites to market over the next four financial years through greater coordination between all levels of government and industry;
- through the sale of land, maximising the territory's social, environmental and economic returns;
- coordinating major strategic projects such as the proposed Government Office Building in Civic; and
- acting as custodian on behalf of the ACT Government of 157 Government-owned buildings and sub lessee for 37 leased buildings, most of which are used for office space.

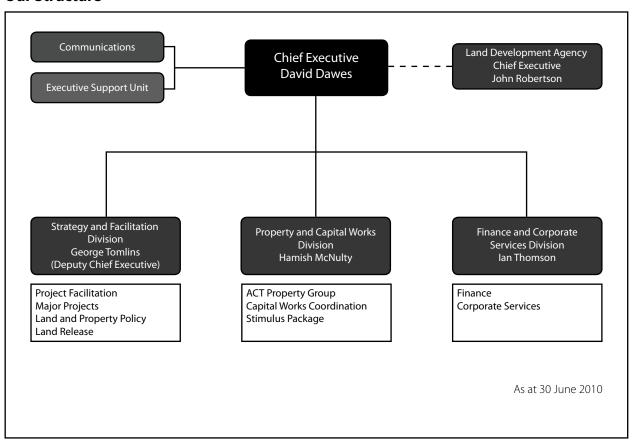
Other roles include developing the National Arboretum Canberra, coordinating improvements to Civic, processing applications for the direct sale of land to community and commercial entities and promoting affordable and sustainable land development.

The development of affordable housing means ensuring a proportion of house and land packages or units in all new estates are priced within an affordable range. The upper limit for affordable housing in 2009-10 was increased from \$300,000 to \$322,000 on 25 May 2010. On the same day, the proportion that had to meet this target was increased from 15 per cent to 20 per cent.

Our Mission

To achieve excellence in ACT land supply, project and property management.

Our Structure



Our principal stakeholders are:

- Chief Minister and Minister for Land and Property Services
- ACT Legislative Assembly
- ACT community, including residents and community groups
- ACT, Commonwealth and other State and Territory Government agencies and councils.

A.2 Overview

After establishing the Department on 1 December 2009, the Deputy Chief Executive of the Chief Minister's Department, David Dawes, was appointed as acting Chief Executive of the new Department. The position of Chief Executive was advertised in June 2010 and Mr Dawes was appointed later in 2010.

Staff were transferred from the CMD, TAMS and the Land Development Agency to form the new Department, which developed a corporate plan to deliver:

- a land release program that responds appropriately to market needs;
- best practice models to develop major strategic projects;
- an environmentally sustainable management of government-owned buildings;
- maximum returns from the direct sale of land in social, environmental and economic terms;
- an increased organisational capacity; and
- strong relationships with our stakeholders.

A.3 Highlights

Staff delivered on several high priority initiatives of the Government in 2009-10.

Highlights in 2009-10

Through 2009-10 the staff now comprising the Department of Land and Property Services facilitated:

- 4279 residential dwelling sites released to market;
- increased greenpower use by government agencies to 32 per cent to exceed the target of 30 per cent;
- oversaw the implementation of the Nation Building Economic Stimulus Plan in the ACT;
- achieved an average accommodation cost of \$6792 per government employee against a target of \$7000;
- transferred 320 dwelling sites to CHC Affordable Housing as a part of the Affordable Housing Action Plan;
- assumed responsibility for coordinating capital works in Civic;
- conducted market sounding for the Government Office Building in Civic;
- planted 25 new forests at the National Arboretum Canberra; and
- implemented the National Green Leasing Policy (see below).

As at 30 June 2010, the total staffing complement of the Department was 142.

National Green Leasing Policy

All jurisdictions through their property groups and environmental departments are working togethe to drive lasting environmental improvements in the operations of buildings through government leasing. The National Green Leasing Policy is the first nationally consistent approach to capitalise on this opportunity. It was implemented by the ACT Property Group, part of the new Department of Land and Property Services.

The policy facilitates environmentally beneficial practices and outcomes associated with the leasing of buildings, through the use of the Green Lease Schedule. It provides guidance and information for a collaborative approach to improve operational performance.

The policy sets target performance standards and outlines the requirements of building owners and government tenants. These standards and requirements will be implemented by individual governments through their respective legal and policy frameworks and the use of appropriate green leasing tools and instruments that are to be developed with due regard to the principles set out in the policy.

In keeping with this policy, the Property Group will be negotiating the inclusion of green lease schedules for all leased offices in exess of 2000sgm to achieve the objective of 4.5 NABERS star ratings

A.4 Outlook

The Department has an exciting and challenging year ahead in 2010-11, the first full year of operation.

Land Release

(a) Residential

The residential land release program includes a target for 2010-11 to 2013-14 of 17,000 dwelling sites, including 5000 dwelling sites in 2010-11 and a further 5000 in 2011-12.

This volume of land is aimed at meeting current levels of demand, particularly generated by increased levels of migration into the ACT, to assist in stabilising housing prices and to establish an inventory of serviced land.

While demographic trends indicate the underlying long-term demand for new dwellings is around 2500 to 3000 a year, current market demand is considerably higher.

In addition, the *Canberra Spatial Plan* sets a target of up to 50 per cent of future housing growth in the ACT occurring within existing urban areas. To assist with this target, the ACT Planning and Land Authority has initiated a major study aimed at identifying unleased territory land within the urban area that may be suitable for residential development.

(b) Commercial

The total volume of commercial land to be released over the next four years (2010-11 to 2013-14) is 444,561 square metres, including 142,936sqm to be released in 2010-11.

The global financial crisis and tighter lending practices, reduced demand in the past 18 months. An increased volume of properties became available for lease and sale and there were fewer relocations of Commonwealth agencies. As lending practices return to normal, and vacant office space is absorbed, the longer term outlook for the commercial property market should become more positive.

The demand for office space is predominantly driven by private sector firms seeking to upgrade their accommodation rather than by the expansion or relocation of Commonwealth departments. The growth in the residential sector is also driving the demand for additional retail and trade services areas in greenfield sites, particularly in the Gungahlin region.

The Department will be undertaking a series of community engagements, particularly in relation to existing urban areas, to assist with the early notification of any proposed land releases. Community engagement is an integral part of the ACT Government's commitment to the community.

(c) Industrial

The total volume of industrial land to be released over the four years (2010-11 to 2013-14) is 440,616sqm, including 110,616sqm to be released in 2010-11.

This target takes into account advice from the private sector that, for the first time in several years, the supply of industrial land in the ACT has outstripped demand. This situation is unlikely to change in the next few years, although it is prudent for the Government to be on the front foot and to cater for growth by aiming for a relatively small increase in supply.

There has been a steady growth of available floor space over the past four years. It is interesting to note that although Fyshwick and Mitchell have recorded the biggest increase in retail space, the industrial floor space requirement has continued to grow.

In having "release ready" industrial sites, the territory is in a better position to quickly adjust to market conditions.

The key factors impacting on the demand for Government-supplied industrial land include the supply of land by the private sector (several large releases of industrial land are proposed for the near future within the ACT including sites already released at Hume and Jerrabomberra) and the relocation of many bulky goods retailers to the Brand Depot and DFO, creating vacancies in existing industrial premises.

(d) Community and Non-Urban Land

An indicative community and non-urban land release program has been prepared for the first time. This four-year program includes 16 sites with a total site area of 141,925sqm. The program includes land for aged care accommodation and a range of community uses. The sites have traditionally been released through the direct sale process.

To provide greater transparency and contestability in the allocation of community facility land, it is proposed to introduce the use of public Expressions of Interest and public auctions of community facility land, as well as the direct sales process, to release these sites. The community and non-urban land release program includes large scale sites located in existing areas of Canberra that are ideal for aged persons accommodation, smaller sites suitable for a child care centre, as an example, and sites in new urban areas aimed to meet the increasing needs of the local community.

It is expected that revenue from these sites will be modest and will be accounted for in the budgeted direct sale revenues as many of these blocks will replace future direct sales of community land.

Community facility sites will be released to meet market demand as required. A number of these sites are situated within existing urban areas and will be publicly notified prior to release.

In newer urban estates, the sites can be provided to the community as required.

Major Projects and Capital Works

(a) National Arboretum Canberra

The Department will continue the development of the National Arboretum. Construction of the visitors centre will commence and it is anticipated that 28 additional forests will be planted. The main loop road will be upgraded and sealed and a large water tank will be installed in the vicinity of Dairy Farmers Hill. In addition, the barbeque area in the Himalayan Cedar Forest will be completed.

(b) Government Office Building

Project development work will continue on the Government Office Building project. A functional design brief will be completed and a submission put to Government seeking agreement to proceed with the project. The building is designed to accommodate around 3500 administrative staff and will allow for significant efficiencies in Government operations to be achieved.

(c) ACT Property Group

The ACT Property Group will implement the requirements of the National Green Leasing Policy for Government accommodation and finalise the procurement process for the whole of Government electricity contract. Refurbishment work on Albert hall will be completed as will the upgrade of the facilities for the Woden Valley Gymnastics Club and Woden library. The Group will also continue to improve the management of its property portfolio, including its heritage assets, through conservation work, interpretative strategies and updating of conservation management plans.

ACT Property Group will chair the Government Property Group, a committee of State and Territory departments, for a 12-month period commencing in November 2010.

A.5 Management Discussion and Analysis

Management Discussion and Analysis Department of the Land and Property Services for the Period 1 December 2009 to 30 June 2010

General Overview

Objectives

The Department of Land and Property Services primary objectives are to address land demand for the affordable and sustainable development of the ACT, to facilitate strategic projects and to improve the use and management of government owned and leased properties.

Changes to Administrative Structure

Due to the *Administrative Arrangements 2009 (No. 3)* (Notifiable instrument NI2009-593) effective 1 December 2009, the Department gained the following functions:

- Land release;
- Land development;
- Major land and project facilitation; and
- Government accommodation and property services.

Risk Management

In the reporting period, the Department developed a Risk Management Plan in accordance with the Australian New Zealand Risk Management Standard (AS/NZS 4360:2004).

As required under the ACT Integrity Policy, the Department has developed a Fraud and Corruption Prevention Plan.

It is anticipated that the both the Risk Management Plan and the Fraud and Corruption Plan will both be reviewed during the current year and updated to reflect the business processes now in operation. The updated plans will be provided to the Department's Internal Audit Committee for review during 2010.

Risks associated with running major projects are mitigated through the use of appropriate governance structures, application of risk based management practices and financial reporting processes.

Departmental Financial Performance

The following assessment of the Department's financial performance is based on the net cost of services framework. This assessment of performance indicates the full cost and composition of resources consumed in conducting the operations of the Department. It shows the extent to which these costs were recovered through user charges and independent sources, and the net cost of operations to the Territory.

The Department's 2009-10 Annual Financial Statements reflect its operations from 1 December 2009 to 30 June 2010. The 2009-10 annual financial statements do not contain 2009-10 Original Budget figures, nor does it contain prior year actual results for 2008-09, due to the department being established on 1 December 2009.

The following financial information is therefore based on the audited financial report for 2009-10, and the 2009-10 estimated outcome and forward estimates contained in the 2010-11 Budget Paper Number 4.

Total Net Costs of Services

Table 1: Net Cost of Services

	Estimated Outcome ¹ 2009-10 \$m	Actual ² 2009-10 \$m	Forward Estimate 2010-11 \$m	Forward Estimate 2011-12 \$m	Forward Estimate 2012-13 \$m
Total Expenditure	63.887	73.096	106.129	111.950	116.232
Total Own Source					
Revenue	58.005	63.829	97.518	103.750	106.722
Net Cost of Services	5.882	9.267	8.611	8.200	9.510

¹ The 'Budget' for the Department for 2009-10 is the estimated outcome as provided in the 2010-11 Budget Paper Number 4.

1. Comparison to Estimated Outcome

The Department's net cost of services for 2009-10 of \$9.3 million was \$3.4 million or 57 per cent higher than the 2009-10 estimated outcome (refer to Attachment A), largely related to higher than estimated activity leading to increased expenditure of \$9.2 million and revenue of \$5.8 million represented by:

- increased supplies and services expenditure (\$4.6 million);
- increased other expenses (\$3.9 million); and
- increased employee and superannuation expenditure (\$1.2 million).

partly offset by:

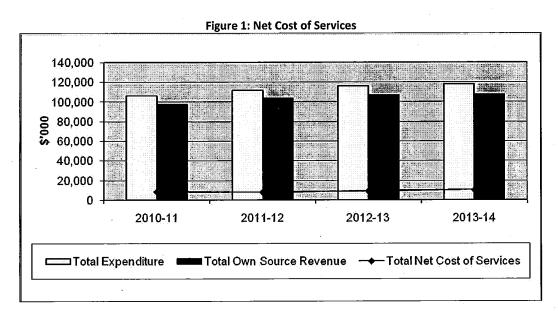
- increased user charges non ACT Government (\$2.1 million);
- increased user charges ACT Government; (\$2.7 million);

² The Department was created on 1 December 2009 resulting from the *Administrative Arrangements* 2009 (No. 3), notifiable instrument NI2009-593. The actual results for 2009-10 reflect the Department's operations from 1 December 2009 to 30 June 2010.

- increased other revenue items (\$1.0 million); and
- decrease in depreciation and amortisation (\$0.4 million).

A detailed analysis is provided under "Total Expenditure" and "Total Own Sourced Revenue" below.

2. Future Trends



The Department's net cost of services is estimated to decrease by **\$0.6 million** in 2010-11. The decrease reflects a combination of factors, including

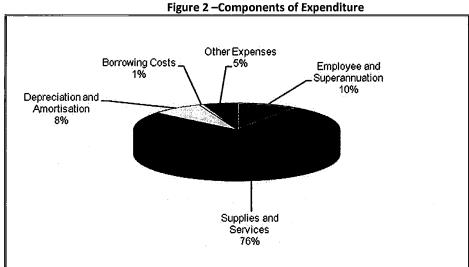
- the effect of a full year of operations;
- offset by increase in expenditure relating to new initiatives approved in the budget; and
- reduction in budgeted other expenses relating to transfer of property between Government agencies.

Further analysis is provided under "Total Expenditure" below.

Total Expenditure

1. Components of Expenditure

The Department's expenditure for 2009-10 is largely related to supplies and services, comprised **76 per cent** (or **\$55.6 million**). The supplies and services mainly related to expenditure incurred in managing the owned and leased property portfolio. The other main components of expenditure include employee and superannuation, comprising 10 per cent (or \$7.1 million) and depreciation and amortisation, comprising 8 per cent (or \$6.0 million) of ordinary expenses. Other expenses comprised 5 per cent (or \$3.9 million) of ordinary expenses mainly related to transfer of assets to other Government agencies. Borrowing costs comprised one per cent (or \$0.5 million) mainly related to the loans on two buildings.



2. Comparison to Estimated Outcome

Total expenditure of \$73.1 million was \$9.2 million, or 14 per cent higher than the 2009-10 estimated outcome of \$63.9 million.

The variance of \$9.2 million in expenditure, included:

- supplies and services (\$4.6 million) largely related to greater building maintenance activity;
- other expenses (\$3.9 million) which largely related to the transfer of asserts to other government agencies; and.
- employee and superannuation expenses (\$1.2 million) largely related to increase in employee provisions and the cost of delivering the additional activity.

The increase is partially offset by lower costs in:

depreciation and amortisation (\$0.4 million).

3. Future Trends

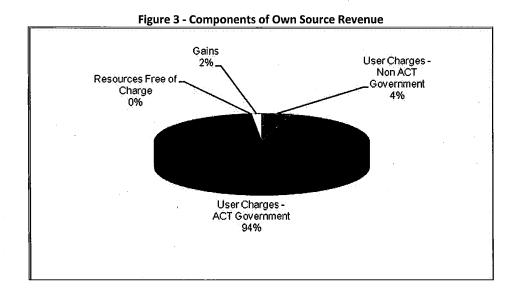
Expenditure is budgeted to increase in 2010-11 compared with the 2009-10 actual result by \$33.0 million largely due to the following:

- the full year impact of the Department (\$31.5 million); and
- new initiatives funded in the 2010-11 budget (\$1.5 million).

Total Own Source Revenue

1. Components of Own Source Revenue

The Department's own source revenue in 2009-10 largely related to user charges ACT Government and comprised **94 per cent** (or **\$59.9 million**) of total own source revenue. These charges predominantly related to property leasing and property maintenance charges. User Charges - Non ACT Government comprised **4 per cent** (or **\$2.9 million**) and related to rental from community and commercial organisation occupying surplus property. Gains comprised **2 per cent** (or \$1.0 million) and related to assets transferred to the Department.



2. Comparison to Estimated Outcome

Total own source revenue in 2009-10 of \$63.8 million was \$5.8 million, or 10 per cent higher than the 2009-10 estimated outcome of \$58.0 million. The variance is largely attributable to an increase in user charge revenue from ACT Government (\$2.7 million) and Non-ACT Government (\$2.0 million)

3. Future Trends

Total own source revenue for 2010-11 is budgeted to increase by (\$33.7 million) largely reflecting the full year impact of user charges. From 2010-11 and for the

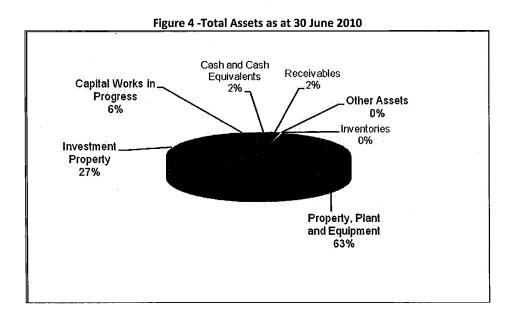
forward years total own source revenue is budgeted to increase marginally across the period.

Departmental Financial Position

Total Assets

1. Components of Total Assets

The Department's assets as at 30 June 2010 largely related to Property Plant and Equipment and comprised 63 per cent (or \$288.0 million) and Investment Property comprised 27 per cent (or \$125.0 million). These amounts mainly related to the value of the 164 properties held by the Department. Capital works in progress comprised 5 per cent (or \$25.0 million) and mainly related to the National Arboretum Canberra and the Albert Hall. Current receivables comprised 2 per cent (or \$8.7 million) and related to monies due for building leases and maintenance work. Cash and Cash equivalents, comprised 2 per cent (or \$9.1 million) represented the balance in the operating account. Other assets related mainly to prepayments of leases under contract comprised \$1.9 million. Inventories, being materials held for use in maintenance work comprised \$0.1 million.



2. Comparison to Estimated Outcome

The total asset position as at 30 June 2010 of \$457.7 million was \$13.1 million lower than the 2009-10 estimated outcome of \$470.8 million.

The variance is attributable to:

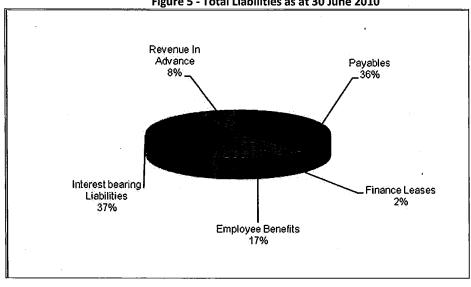
- lower receivables (\$3.3 million) due to improved collection processes;
- lower property, plant and equipment (\$26.8 million) due to reclassification of assets still being build to work in progress, mainly the Arboretum (\$17.9 million) and the Albert Hall (\$2.8 million) and lower take up value at 1 December 2009 of (\$4.7 million).

partly offset by

- higher bank balances (\$6.3 million) due to improved collection processes;
- higher capital works in process (\$9.3 million) due to inclusion of the Arboretum and the Albert Hall off set by reprofiling of capital works related to whole of government accommodation project (\$5.0 million).

Total Liabilities

The Department's liabilities as at 30 June 2010 largely related to payables and comprised 36 per cent (or \$9.6 million) which reflected amounts owing on recurrent and capital activities. Interest bearing liabilities also comprised 37 per cent (or \$9.8 million) and related to loans associated with Dame Patties Menzies and Magistrates Court buildings. Revenue received in advance comprised 8 per cent (or \$2.0 million). Employee benefits, which includes annual and long service leave accrued by staff, accounted for 17 per cent (or \$4.4 million) of the Department's liabilities. Finance Leases, comprised 2 per cent (or \$0.5 million) related to future liability of motor vehicles leases.



The Department's liabilities as at 30 June 2010 of \$26.4 million were \$4.7 million higher than the 2009-10 estimated outcome, due to:

- higher payables (\$6.1 million) related to amounts accrued for capital works projects and other maintenance; and
- higher employee benefits (\$0.9 million).

Attachment A

Comparison of Net Cost of Services to 2009-10 Estimated Outcome

	2009-10 Estimated Outcome		Less 2009-10 Actual	Variance to be Explained	
Description	\$'000	AND	\$'000	\$'000	%
Expenditure					
Employee and Superannuation	5,942		7,131	1,189	20.01%
Supplies and Services	51,001		55,607	4,606	9.03%
Depreciation	6,388		5,959	-429	-6.72%
Borrowing Costs	556		533	-23	-4.14%
Other Expenses	0		3,886	3,866	-
Total Expenditure	63,887		73,096	9,209	14.41%
Own Source Revenue					,
User Charges - ACT	806		2,913	2,107	261.41%
User Charges - Non ACT	57,199		59,846	2,647	4.63%
Resources Free of Charge	0	70000	63	63	-
Gains	0		1,007	1,007	-
Total Own Source Revenue	58,005		63,829	5,824	10.04%
Total Net Cost of Services	5,882		9,267	3,385	57.53%

A.6 Financial Report





INDEPENDENT AUDIT REPORT

DEPARTMENT OF LAND AND PROPERTY SERVICES

To the Members of the ACT Legislative Assembly

Report on the financial statements

I have audited the financial statements of the Department of Land and Property Services (the Department) for the period from 1 December 2009 to 30 June 2010. The financial statements are comprised of the operating statement, balance sheet, statement of changes in equity, cash flow statement, Departmental statement of appropriation and accompanying notes.

Responsibility for the financial statements

The Chief Executive of the Department is responsible for the preparation and fair presentation of the financial statements in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate accounting records and internal controls that are designed to prevent and detect fraud and error and for the accounting policies and estimates used in the preparation of the financial statements.

The auditor's responsibility

My responsibility is to express an independent audit opinion on the financial statements of the Department based on my audit as required by the *Financial Management Act 1996*.

The audit was conducted in accordance with Australian Auditing Standards to provide reasonable assurance that the financial statements are free of material misstatement.

I formed the audit opinion by performing audit procedures to obtain evidence about the amounts and disclosures in the financial statements. As these procedures are influenced by the use of professional judgement, selective testing of evidence supporting the amounts and other disclosures in the financial statements, inherent limitations of internal control and the availability of persuasive rather than conclusive evidence, an audit cannot guarantee that all material misstatements have been detected.

Although the effectiveness of internal controls is considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

The audit is not designed to evaluate the prudence of decisions made by the Department.

Electronic presentation of the audited financial statements

Those viewing an electronic presentation of the financial statements should note that the audit does not provide assurance on the integrity of information presented electronically and does not provide an opinion on any other information which may have been hyperlinked to or from these financial statements. If users of the financial statements are concerned with the inherent risks arising from the electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

Independence

I followed applicable independence requirements of Australian professional ethical pronouncements in conducting the audit.

Audit opinion

In my opinion, the financial statements of the Department for the period from 1 December 2009 to 30 June 2010:

- (i) are presented in accordance with the *Financial Management Act 1996*, Accounting Standards and other mandatory financial reporting requirements in Australia; and
- (ii) present fairly the financial position of the Department as at 30 June 2010 and the results of its operations and its cash flows for the period from 1 December 2009 to 30 June 2010.

This audit opinion should be read in conjunction with the above information.

Tu Pham

Auditor-General
September 2010

Department of Land and Property Services

FINANCIAL STATEMENTS

FOR THE PERIOD 1 DECEMBER 2009 TO 30 JUNE 2010

Department of Land and Property Services Financial Statements For the Period 1 December 2009 to 30 June 2010

Statement of Responsibility

In my opinion, the financial statements are presented in accordance with the Department's accounts and records, and fairly reflects the financial operations of the Department for the period 1 December 2009 to 30 June 2010, and the financial position of the Department on that date.

David Dawes

A/g Chief Executive Officer Land and Property Services

23 July 2010

Department of Land and Property Services Financial Statements For the Period 1 December 2009 to 30 June 2010

Statement by the Chief Finance Officer

In my opinion, the financial statements have been prepared in accordance with generally accepted accounting principles, and are in agreement with the Department's accounts and records and fairly reflect the financial operations of the Department for the period 1 December 2009 to 30 June 2010 and the financial position of the Department on that date.

la Monse

Ian Thomson A/g Chief Finance Officer Land and Property Services

23 July 2010

Department of Land and Property Services Operating Statement For the Period 1 December 2009 to 30 June 2010

	Note	Actual ¹
	No.	2010
Income		\$'000
Revenue		
Government Payment for Outputs	3	5,753
User Charges - ACT Government	4	59,846
User Charges - Non-ACT Government	4	2,913
Resources Received Free of Charge	5	63
Total Revenue	5 –	68,574
Total Revenue		00,374
Gains		
Other Gains	6	1,007
Total Gains		1,007
	_	CO #04
Total Income	. -	69,581
Expenses		
Employee Expenses	7	6,315
Superannuation Expenses	8	816
Supplies and Services	9	55,607
Depreciation	10	5,959
Grants and Purchased Services	11	150
Borrowing Costs	12	533
Other Expenses	13	3,716
Total Expenses		73,096
Operating Deficit	_	(3,514)
Other Comprehensive Income		
Total Other Comprehensive Income	-	
,	-	
Total Comprehensive Deficit	- -	(3,514)

¹⁾ The Department was created on 1 December 2009. The actual figures for 2010 represent the operations of the Department for the period 1 December 2009 to 30 June 2010.

The above Operating Statement should be read in conjunction with the accompanying notes.

The Department has only one output class and, as such, the above Operating Statement is also the Department's Operating Statement for the 'Land and Property Services' Output Class. The 'Land and Property Services' Output Class includes the following:

- Major Project Facilitation; and
- Property Services.

Department of Land and Property Services Balance Sheet

As at 30 June 2010

	Note No.	Actual 2010 \$'000
Current Assets		
Cash and Cash Equivalents	17	9,060
Receivables	18	8,664
Inventories	19	123
Assets Held for Sale	20 21	39 1 954
Other Assets	21	1,854
Total Current Assets		19,740
Non-Current Assets		
Property, Plant and Equipment	22	287,959
Investment Properties	23	124,955
Intangible Assets	24 25	25.044
Capital Works in Progress	23	25,044
Total Non-Current Assets		437,958
Total Assets		457,698
Current Liabilities		
Payables	26	9,596
Interest-Bearing Liabilities	27	6,398
Finance Leases	27	387
Employee Benefits	28	4,204
Other Liabilities	29	2,025
Total Current Liabilities		22,610
Non-Current Liabilities		
Interest-Bearing Liabilities	27	3,446
Finance Leases	27	121
Employee Benefits	28	230
Total Non-Current Liabilities		3,797
Total Liabilities		26,407
Net Assets		431,291
Equity		
Accumulated Funds		313,180
Asset Revaluation Surplus		118,110
Total Equity		431,290

The above Balance Sheet should be read in conjunction with the accompanying notes.

The Department only has one output class and as such the above Balance Sheet is also the Department's Balance Sheet for the 'Land and Property Services' Output Class.

Department of Land and Property Services Statement of Changes in Equity For the Period 1 December 2009 to 30 June 2010

	Note No.	Accumulated Funds Actual ¹ 2010 \$'000	Asset Revaluation Surplus Actual 2010 \$'000	Total Equity Actual ¹ 2010 \$'000
Balance at the Beginning of the Reporting Period			<u> </u>	
Comprehensive Income				
Operating Surplus/(Deficit)		(3,514)	-	(3,514)
Increase/(Decrease) in Asset Revaluation Surplus		-	-	-
Other Comprehensive Income			-	-
Total Comprehensive Income		(3,514)	_	(3,514)
		•		
Funds		•		
Capital Injections		7,611	-	7,611
Dividends Paid		(1,832)	<u>-</u>	(1,832)
Net Assets transferred in as part of an Administrative Restructure	30	310,916	118,110	429,026
Total Transactions Involving Owners Affecting				
Accumulated Funds		316,695	118,110	434,805
		040 400	110.110	421.000
Balance at the End of the Reporting Period		313,180	118,110	431,290

¹⁾ The Department was created on 1 December 2009. The actual figures for 2010 represent the operations of the Department for the period 1 December 2009 to 30 June 2010.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Department of Land and Property Services Cash Flow Statement For the Period 1 December 2009 to 30 June 2010

	Note No.	Actual ¹ 2010 \$'000
Cash Flows from Operating Activities		
Receipts		
Government Payment for Outputs User Charges – ACT Government User Charges – Non-ACT Government Other Revenue Goods and Services Tax Collected from Customers		5,753 30,942 32,631 1 5,278
Total Receipts from Operating Activities	_	74,605
Payments		
Employee Superannuation Supplies and Services Borrowing Costs Grants and Purchased Services Other Goods and Services Tax Paid to Suppliers Goods and Services Tax Paid to the Australian Taxation Office Total Payments from Operating Activities		5,851 797 49,168 533 161 954 4,858 93
Net Cash Inflows from Operating Activities	34 _	12,190

Department of Land and Property Services Cash Flow Statement - Continued For the Period 1 December 2009 to 30 June 2010

	Note No.	Actual ¹ 2010 \$'000
Cash Flows from Investing Activities		
Payments		
Purchase of Property, Plant and Equipment		10,930
Total Payments from Investing Activities		10,930
Net Cash (Outflows) from Investing Activities		(10,930)
Cash Flows from Financing Activities		
Receipts		
Sale of Property Plant and Equipment	•	3
Capital Injections		7,611
Receipts of Transferred Cash Balances		5,157
Total Receipts from Financing Activities		12,771
Payments		
Repayment of Finance Lease Liabilities		171
Repayment of ACT Government Borrowings		2,969
Dividends to Government		1,833
Total Payments from Financing Activities		4,973
Net Cash Inflows from Financing Activities		7,798
Net Increase in Cash and Cash Equivalents Held		9,060
Cash and Cash Equivalents at the Beginning of the Reporting Period		-
Cash and Cash Equivalents at the End of the Reporting Period	34	9,060

¹⁾ The Department was created on 1 December 2009. The actual figures for 2010 represent the operations of the Department for the period 1 December 2009 to 30 June 2010.

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

Department of Land and Property Services Departmental Statement of Appropriation For the Period 1 December 2009 to 30 June 2010

	Original	Total Ap	Appropriation	
	Budget 2010 \$'000	Appropriated 2010 \$'000	Drawn 2010 \$'000	
Departmental	Ψ 000	\$ 000	Ψ 000	
Government Payment for Outputs	· _	5,755	5,753	
Capital Injections	-	18,742	7,611	
Total Departmental Appropriation	·	24,497	13,364	

The above Departmental Statement of Appropriation should be read in conjunction with the following notes.

Column Heading Explanations

There are no budget numbers in the *Original Budget* column as the Department was created after the publication of the 2009-10 Budget.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The Appropriation Drawn is the total amount of appropriation received by the Department during the year. This amount appears in the Cash Flow Statement.

Variances between 'Total Appropriated' and 'Appropriation Drawn'

The difference between total appropriated and appropriation drawn is largely due to changing the timing of the Whole-of-Government building upgrades project (\$5m) and undrawn appropriation where work has been completed but not paid at balance date.

Department of Land and Property Services Departmental Note Index

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NOTE 1 OBJECTIVES OF THE DEPARTMENT

Operations and Principal Activities

The Department of Land and Property Services (the Department) was created on 1 December 2009 resulting from the *Administrative Arrangements 2009 (No. 3)*, notifiable instrument NI2009-593. The actual results for 2010 reflect the Department's operations from 1 December 2009 to 30 June 2010.

The primary objectives of the Department of Land and Property Services are to address land demand for the affordable and sustainable development of the ACT, to facilitate strategic projects and to improve the use and management of government owned and leased properties.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The Financial Management Act 1996 (FMA) requires the preparation of annual financial statements for ACT Government Departments.

The FMA and the *Financial Management Guidelines* issued under the FMA, requires a Department's financial statements to include:

- (i) an Operating Statement for the reporting period;
- (ii) a Balance Sheet at the end of the reporting period;
- (iii) a Statement of Changes in Equity for the reporting period;
- (iv) a Cash Flow Statement for the reporting period;
- (v) a Statement of Appropriation for the reporting period;
- (vi) an Operating Statement for each class of output for the reporting period;
- (vii) a summary of the significant accounting policies adopted for the reporting period; and
- (viii) such other statements as are necessary to fairly reflect the financial operations of the Department during the reporting period and its financial position at the end of the reporting period.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(a) Basis of Accounting - Continued

These general-purpose financial statements have been prepared to comply with 'Generally Accepted Accounting Principles' required by the FMA. The financial statements have been prepared in accordance with:

- (i) Australian Accounting Standards; and
- (ii) ACT Government Accounting Policies.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial statements have also been prepared according to the historical cost convention, except for assets which were valued in accordance with the (re)valuation policies applicable to the Department during the reporting period.

These financial statements are presented in Australian dollars, which is the Department's functional currency.

The Department is an individual reporting entity.

(b) The Reporting Period

These financial statements state the financial performance, changes in equity and cash flows of the Department for the period from 1 December 2009 to 30 June 2010 together with the financial position of the Department as at 30 June 2010.

(c) Comparative Figures & Budgets

Prior Year Comparatives

There are no prior year comparatives as the Department was established on 1 December 2009 following *Administrative Arrangements 2009 (No 3)*.

Budget Figures

Due to the Department not being in existence at the time of budget development and adoption of the 2009-10 Budget in May 2009, no Budget amounts are able to be disclosed in these financial statements.

(d) Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000) except where otherwise indicated. Use of the "-" symbol represents zero amounts or amounts rounded up or down to zero.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(e) Revenue Recognition

Revenue is recognised at the fair value of the consideration received or receivable in the Operating Statement. All revenue is recognised to the extent that it is probable that the economic benefits will flow to the Department and the revenue can be reliably measured. In addition the following specific recognition criteria must also be met before revenue is recognised:

Rendering of Services

Revenue from the rendering of services is recognised when the stage of completion of the transaction at the reporting date can be measured reliably and the costs of rendering those services can be measured reliably.

User Charges - ACT Government

User charges – ACT Government revenue is derived by providing services to other ACT Government entities. User charges revenue is not part of government appropriation and is paid by the recipient of the services. This revenue is driven by client demand and is commercial in nature.

User Charges - Non-ACT Government

User charges – non-ACT Government is revenue derived by providing services to non-ACT Government entities and the public. They are generated by customer demand and are non-regulatory in nature. User charges revenue is recognised when the services are provided or when the fee in respect of services provided is receivable.

(f) Resources Received and Provided Free of Charge

Goods and services received free of charge from ACT Government entities are recorded as resources received free of charge, where as goods and services received free of charge from entities external to the ACT Government are recorded as donations. Services that are received free of charge are only recorded in the Operating Statement if they can be reliably measured and would have been purchased if not provided to the Department free of charge. They are recorded at their fair value with the expense being recorded in that line items to which they relate.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(g) Repairs and Maintenance

The Department undertakes maintenance work on property assets. Where the maintenance leads to an upgrade of the asset, and increases the service potential of the existing asset, the cost is capitalised. Maintenance expenses which do not increase the service potential of the asset are expensed.

(h) Borrowing Costs

Borrowing costs are expensed in the period in which they are incurred.

(i) Waivers of Debt

Debts that are waived under section 131 of the *Financial Management Act 1996* are expensed during the year in which the right to payment was waived. There were no waivers of debt during the reporting period.

(j) Current and Non-Current Items

Assets and liabilities are classified as current or non-current in the Balance Sheet and in the relevant notes. Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date. Assets or liabilities which do not fall within the current classification are classified as non-current.

(k) Cash and Cash Equivalents

For the purposes of the Cash Flow Statement and the Balance Sheet, cash includes cash at bank and cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(l) Receivables

Accounts receivable are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

Trade Receivables arise in the normal course of selling services to other agencies and the public. Trade receivables are payable within 30 days after the issue of an invoice or the goods/services have been provided under a contractual arrangement.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(I) Receivables - Continued

The allowance for impairment losses represents the amount of receivables that the Department estimates will not be repaid. The allowance for impairment losses is based on objective evidence and a review of overdue balances. The amount of the allowance is the difference between the asset's carrying amount and the present value of the estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

The Department considers the following as indicators of impairment:

- (a) becoming aware of financial difficulties of debtors;
- (b) default in payments; or
- (c) debts more than 90 days overdue.

The amount of the allowance is recognised in the Operating Statement. The allowance for impairment losses is written back against the receivables account when the Department ceases action to collect the debt as it considers that it will cost more to recover the debt than the debt is worth.

(m) Inventories

Inventories are measured at the lower of cost and net realisable value. Cost comprises the purchase price of inventories as well as transport, handling and other costs directly attributable to the acquisition of inventories. Trade discounts, rebates and other similar items are deducted in determining the costs of purchase. The cost of inventories is assigned using the first-in, first-out method.

Net realisable value is determined using the estimated sales proceeds less costs incurred in marketing, selling and distribution to customers.

(n) Acquisition and Recognition of Property, Plant and Equipment

Property, plant and equipment is initially recorded at cost. Cost includes the purchase price, directly attributable costs and the estimated cost of dismantling and removing the item (where, upon acquisition, there is a present obligation to remove the item).

Where property, plant and equipment is acquired at no cost, or nominal cost, cost is its fair value as at the date of acquisition. However property, plant and equipment acquired at no cost or minimal cost as part of a restructuring of administrative arrangements is measured at the transferor's book value.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(n) Acquisition and Recognition of Property, Plant and Equipment - Continued

Where payment for property, plant and equipment is deferred beyond normal credit terms, the difference between its cash price equivalent and the total payment is measured as interest over the period of credit. The discount rate used to calculate the cash price equivalent is an asset specific rate.

Property, plant and equipment with a minimum value of \$5,000 is capitalised.

(o) Measurement of Property, Plant and Equipment After Initial Recognition

Property, plant and equipment is valued using the cost or revaluation model of valuation to arrive at fair value.

Fair value is the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. Fair value is measured using market based evidence for that asset (or a similar asset), as this is the best evidence of an asset's fair value.

Fair value for land and buildings is measured using current prices in a market for similar properties in a similar location and condition.

Fair value for infrastructure assets and some community and heritage assets is measured using depreciated replacement cost. For other community and heritage assets, fair value is determined using a market price where there is a market for the same or similar item.

Land, buildings, infrastructure assets, land improvements, and community and heritage assets are revalued every three years. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place. Any accumulated depreciation relating to buildings, leasehold improvements and community and heritage assets at the date of revaluation is written back against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset. Any accumulated depreciation relating to infrastructure assets is restated proportionally with the change in the gross carrying amount so that the net carrying amount of those assets after revaluation equals its revalued amount.

(p) Investment Properties

Investment Properties are measured at fair value. Fair value is the amount the asset could be exchanged between knowledgeable, willing parties in an arm's length transaction. Changes in fair values are recorded in the Operating Statement. Investment properties are not depreciated. Investment properties are revalued every three years.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(q) Impairment of Assets

The Department assesses, at each reporting date whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is the amount by which the carrying amount of an asset (or a cash-generating unit) exceeds its recoverable amount. The recoverable amount is the higher of 'fair value less the cost to sell' and its 'value in use'. An asset's 'value in use' is its depreciated replacement cost, where the asset would be replaced if the Department were deprived of it. Non-financial assets that have previously been impaired are reviewed for possible reversal of impairment at each reporting date.

Any resulting impairment loss is recognised in the Operating Statement if there is no asset revaluation surplus for that class of asset. However, where an asset revaluation surplus exists for a class of assets, an impairment loss is recognised as a decrease in the asset revaluation surplus for the class of asset. The other side of the transaction is that the carrying amount of the asset is reduced to its recoverable amount.

(r) Depreciation and Amortisation of Non-Current Assets

Non-current assets, with a limited useful life, are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential. The useful life commences when an asset is ready for use.

Motor vehicles under a finance lease are depreciated over the estimated useful life of each asset, or the unexpired period of the relevant lease, whichever is shorter.

All depreciation is calculated after first deducting any residual values which remain for each asset.

Depreciation for non-current assets is determined as follows:

Depreciation Method	Useful Life (Years)*
Straight Line	5-100
Straight Line	2-10
Straight Line	2-20
Straight Line	5-100
Straight Line	2-5
Straight Line	2-5
Straight Line	5-100
	Straight Line

^{*}The useful lives of all major assets are reassessed on an annual basis.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(s) Payables

Payables are a financial liability and are measured at the fair value of the consideration received when initially recognised and at amortised cost subsequent to initial recognition, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

Payables include Trade Payables, Accrued Expenses and Other Payables.

Trade Payables represent the amounts owing for goods and services received prior to the end of the reporting period and unpaid at the end of the reporting period and relating to the normal operations of the Department.

Accrued Expenses represent goods and services provided by other parties during the period that are unpaid at the end of the reporting period and where an invoice has not been received by period end.

(t) Interest-Bearing Liabilities

Interest-bearing liabilities are a financial liability and measured at the fair value of the consideration received when initially recognised and at amortised cost subsequent to initial recognition, with any adjustments to the carrying amount being recorded in the Operating Statement. The associated interest expense is recognised in the reporting period in which it occurs.

(u) Leases

The Department has entered into finance leases and operating leases.

Operating Leases

Operating leases do not effectively transfer to the Department substantially all the risks and rewards incidental to ownership of the asset under an operating lease. Operating lease payments are recorded as an expense in the Operating Statement on a straight-line basis over the term of the lease.

Finance Leases

Finance leases effectively transfer to the Department substantially all the risks and rewards incidental to ownership of the assets under a finance lease. The title may or may not eventually be transferred. Finance leases are initially recognised as an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments each being determined at the inception of the lease. The discount rate used to calculate the present value of the minimum lease payments is the interest rate implicit in the lease. Assets under a finance lease are depreciated over the shorter of the assets' useful life and lease term. Assets under a finance lease are depreciated on a straight-line basis. The depreciation is calculated after first deducting any residual values which remain for each leased asset. Each lease payment is allocated between interest expense and reduction of the lease liability. Lease liabilities are classified as current and non-current.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(v) Employee Benefits

Employee benefits include wages and salaries, and applicable on-costs. On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual and long service leave. These benefits accrue as a result of services provided by employees up to the reporting date that remain unpaid. They are recorded as a liability and as an expense.

Wages and Salaries

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

Annual Leave and Long Service Leave

Annual and long service leave that falls due wholly within the next 12 months is measured based on the estimated amount of remuneration payable when the leave is taken.

Annual and long service leave including applicable on-costs that do not fall due within the next 12 months are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At each reporting period end, the estimated future payments are discounted using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows. In the current reporting period, the discount factor used to calculate the present value of these future payments is 92.9%.

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of 7 years of qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and the applicable on-costs.

The provision for annual and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while inservice, the probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

Annual and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. However, where there is an unconditional right to defer settlement of the liability for at least 12 months, annual leave and long service leave have been classified as a non-current liability in the Balance Sheet.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(w) Superannuation

Superannuation payments are made to the Territory Banking Account each year, to cover the Department's superannuation liability for the Commonwealth Superannuation Scheme (CSS) and the Public Sector Superannuation Scheme (PSS). This payment covers the CSS / PSS employer contribution, but does not include the productivity component. The productivity component is paid directly to ComSuper by the Department. The CSS and PSS are defined benefit superannuation plans meaning that the defined benefits received by employees are based on the employee's years of service and average final salary.

Superannuation payments have also been made directly to superannuation funds for those members of the Public Sector who are part of superannuation accumulation schemes. This includes the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice.

Superannuation employer contribution payments, for the CSS and PSS, are calculated, by taking the salary level at an employee's anniversary date and multiplying it by actuarially assessed nominal CSS or PSS employer contribution rate for each employee. The productivity component payments are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the employer contribution rate (approximately 3%) for each employee. Superannuation payments for the PSSAP are calculated by taking the salary level, at an employee's anniversary date, and multiplying it by the appropriate employer contribution rate. Superannuation payments for fund of choice arrangements are calculated by taking an employee's salary each pay and multiplying it by the appropriate employer contribution rate.

A superannuation liability is not recognised in the Balance Sheet as the Superannuation Provision Account recognises the total Territory superannuation liability for the CSS and PSS, and ComSuper and the external schemes recognise the superannuation liability for the PSSAP and the other schemes respectively.

The ACT Government is liable for the reimbursement for the emerging costs of benefits paid each year to members of the CSS and PSS in respect of the ACT Government service provided after 1 July 1989. These reimbursement payments are made from the Superannuation Provision Account.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(x) Equity Contributed by the ACT Government

Contributions made by the ACT Government, in its role as owner of the Department are treated as contributions of equity.

The transfer in of net assets as a result of Administrative Restructures is also recognised in equity.

(y) Insurance

Major risks are insured through the ACT Insurance Authority. The excess payable, under this arrangement, varies depending on each class of insurance held.

(z) Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the Department has made the following judgements and estimates that have the most significant impact on the amounts recorded in the financial statements:

- (a) Fair Value of Assets: The department has made a significant judgement regarding the fair value of its assets. Land and buildings have been recorded at the market value of similar properties as determined by an independent valuer. In some circumstances, buildings that are purpose built may in fact realise more or less in the market. Infrastructure assets and some community and heritage assets have been recorded at fair value based on depreciated replacement cost as determined by officer valuation. This valuation uses significant judgement and estimates to determine the fair value, including the appropriate indexation figure and quantum of assets held.
- (b) Employee Benefits: Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for employee benefits requires a consideration of the future wage and salary levels, experience of employee departures and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable. Further information on this estimate is provided in Note 2(v) Employee Benefits.
- (c) Estimation of Useful Lives of Property, Plant and Equipment: The Department has made a significant estimate in determining the useful lives of its property, plant and equipment. The estimation of useful lives of property, plant and equipment has been based on the historical experience of similar. The useful lives are assessed on an annual basis and any adjustments are made when considered necessary.

Further disclosure concerning an asset's useful life can be found at Note 2(r) Depreciation and Amortisation of Non-Current Assets.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

(aa) Impact of Accounting Standards Issued but yet to be Applied

The following new and revised accounting standards and interpretations have been issued by the Australian Accounting Standards Board but do not apply to the current reporting period. These standards and interpretations are applicable to future reporting periods. The Department does not intend to adopt these standards and interpretations early. It is estimated that the effect of adopting the below pronouncements, when applicable, will have no material financial impact on the Department in future reporting periods:

- AASB 5 Non-current Assets Held for Sale and Discontinued Operations (application date 1 Jan 2010);
- AASB 5 Non-current Assets Held for Sale and Discontinued Operations (application date 1 Jan 2011);
- AASB 7 Financial Instruments: Disclosures (application date 1 Jul 2010);
- AASB 9 Financial Instruments (application date 1 Jan 2013);
- AASB 101 Presentation of Financial Statements (application date 1 Jan 2010);
- AASB 107 Statement of Cash Flows (application date 1 Jan 2010);
- AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors (application date 1 Jan 2011);
- AASB 110 Events after the Reporting Period (application date 1 Jan 2011);
- AASB 117 Leases (application date 1 Jan 2010);
- AASB 118 Revenue (application date 1 Jan 2010);
- AASB 119 Employee Benefits (application date 1 Jan 2011);
- AASB 132 Financial Instruments: Presentation (application date 1 Feb 2010);
- AASB 136 Impairment of Assets (application date 1 Jan 2010);
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets (application date 1 Jan 2011);
- AASB 139 Financial Instruments: Recognition and Measurement (application date 1 Jan 2010);
- AASB 139 Financial Instruments: Recognition and Measurement (application date 1 Jan 2011);
- AASB 1031 Materiality (application date 1 Jan 2011);
- AASB 1053 Application of Tiers of Australian Accounting Standards (application date 1 Jul 2013);
- AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12 (application date 1 Jan 2013);
- AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050, 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052] (application date 1 Jan 2013);
- AASB 2010-3 Amendments to Australian Accounting Standards arising from

Annual Improvements Project [AASB 3, 7, 121, 128, 131, 132, and 139] (application date 1 Jul 2010);

- AASB 2010-4 Further Amendments to Australian Accounting Standards arising from Annual Improvements Project [AASB 1, 7, 101, 134, and Interpretation] (application date 1 Jan 2011); and
- AASB Interpretation 4 Determining whether an Arrangement contains a lease (application date 1 Jan 2011); AASB Interpretation 4 Determining whether an Arrangement contains a lease (application date 1 Jan 2011).

NOTE 3 GOVERNMENT PAYMENT FOR OUTPUTS

Government Payment for Outputs is revenue the Department received from the ACT Government for the delivery of outputs. The ACT Government pays the Government Payments for Outputs appropriation to the Department on a fortnightly basis.

	2010 \$'000
Revenue from the ACT Government	
Government Payment for Outputs	5,753
Total Government Payment for Outputs	5,753

NOTE 4 USER CHARGES FOR SERVICES

User charge revenue is derived by providing services to other ACT Government entities and to the public. User charge revenue is not part of ACT Government appropriation and is paid by the user of the services. This revenue is driven by consumer demand and is commercial in nature.

User Charges – ACT Government

Rent	26,664
Outgoings	2,970
Property, Projects and Services	30,009
Other	203
Total User Charges - ACT Government	59,846
User Charges – Non-ACT Government	
Rent	2,012
Outgoings	15
Property, Projects and Services	136
Other	750
Total User Charges - Non-ACT Government	2,913
Total User Charges for Services	62,759

2010	
\$'000	

NOTE 5 RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge relate to services being provided free of charge from other entities within the ACT Government.

Revenue from ACT Government Entities

Legal Services	63
Total Resources Received Free of Charge	63

NOTE 6 OTHER GAINS

Other Gains tend to be one off, unusual transactions that are not part of the Department's core activities. Other gains are distinct from Other Revenue, as Other Revenue arises from the core activities of the Department.

Gains from the Transfer of Assets from other ACT Government Entities	992
Gains from the Sale of Assets	15
Total Other Gains	1,007

NOTE 7 EMPLOYEE EXPENSES	2010 \$'000
Wages and Salaries	5,437
Annual Leave Expense	219
Long Service Leave Expense	125
Comcare Premium	67
Termination Expense	127
Other Employee Benefits and On-Costs	340
Total Employee Expenses	6,315

NOTE 8 SUPERANNUATION EXPENSES

The Department receives funding for superannuation payments as part of the Government Payment for Outputs. The Department then makes payments on a fortnightly basis to the Territory Banking Account for its portion of the Territory's Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS) superannuation liability. The productivity benefit for these schemes is paid directly to ComSuper.

Superannuation payments have been made directly to ComSuper to cover the superannuation liability for employees that are in the Public Sector Superannuation Scheme Accumulation Plan (PSSAP).

Superannuation payments are also made to external providers as part of the employee fund of choice arrangements, and to employment agencies for the superannuation contribution the Department is required to make for the contract staff it employs.

Total Superannuation Expenses	816
Superannuation to External Providers	228
Superannuation Payment to ComSuper (for the PSSAP)	18
Productivity Benefit	72
Superannuation Contributions to the Territory Banking Account	498

NOTE 9 SUPPLIES AND SERVICES	2010 \$'000
Property Rental	13,231
Motor Vehicles	65
Electricity, Water and Sewerage	3,785
Audit Fees	52
Consultants and Contractors	2,125
Information Technology and Office Equipment	286
Legal Expenses Received Free of Charge	63
Postage, Printing and Stationery	44
Recruitment Expenses	41
Subscriptions, Reference Material and Publication Expenses	60
Telecommunications	171
Training and Development	54
Travel, Accommodation and Transport Expenses	23
Repairs and Maintenance	34,932
Other	675
Total Supplies and Services	55,607
NOTE 10 DEPRECIATION	i
Depreciation	
Land Improvements	1
Buildings	5,810
Infrastructure	11
Community and Heritage Assets	19
Plant and Equipment	21
Leased Motor Vehicles	97
Total Depreciation	5,959

NOTE 11 GRANTS AND PURCHASED SERVICES

Grants are amounts provided to ACT Government entities and non-ACT Government entities for general assistance or for a particular purpose. Grants may be for capital, current or recurrent purposes and the name or category reflects the use of the grant. The grants given are usually subject to terms and conditions set out in the contract, correspondence, or by legislation.

	2010 \$'000
Current Grants	ψουσ
Convention Centre Feasibility Study	150
Total Grants and Purchased Services	150
NOTE 12 BORROWING COSTS	
Interest Expense on Borrowings	507
Finance Charges on Finance Leases	26
Total Borrowing Cost	533
The Department has borrowings for the Dame Pattie Menzies building and the ACT Magistrate's Court building.	
NOTE 13 OTHER EXPENSES	
Land Transfered to Other ACT Government Entities	2,740
Other	976
Total Other Expenses	3,716

¹⁾ Land transferred to the Department of Justice and Community Safety.

NOTE 14 WAIVERS, IMPAIRMENT LOSSES AND WRITE-OFFS

Under Section 131 of the *Financial Management Act 1996* the Treasurer may, in writing, waive the right to payment of an amount payable to the Territory. The write-off of a debt is the accounting action taken to remove a debt from the books but does not relinquish the legal right of the Department to recover the amount. The write-off of debts may occur for reasons other than waivers.

2010 \$'000
15
15

NOTE 15 ACT OF GRACE PAYMENTS

There were no Act of Grace Payments during the reporting period.

NOTE 16 AUDITOR'S REMUNERATION

Auditor's remuneration consists of financial audit services provided to the Department by the ACT Auditor-General's Office.

Audit Services Audit Fees Paid to the ACT Auditor-General's Office	52
Total Audit Fees	52
Total Auditor's Remuneration	52

No other services were provided by the ACT Auditor-General's Office.

NOTE 17 CASH AND CASH EQUIVALENTS

The Department hold a bank account with the Commonwealth Bank as part of the whole-of-government banking arrangements. As part of these arrangements, the Department does not receive any interest on these accounts.

Cash at Bank	9,058
Cash on Hand	2
Total Cash and Cash Equivalents	9,060

NOTE 18 RECEIVAL	BLES				2010 \$'000
Current Receivables					
Trade Receivables					4,790
Less:Allowance for Impa	irment Losses				(114)
•					4,676
Accrued Revenue					3,988
Total Current Receival	ales				8,664
	105				
Total Receivables				_	8,664
			r		
Aging of Receivables					
			Past Due		
	Not Overdue	Less than		reater than	Total
	\$'000	30 Days \$'000	60 Days \$'000	60 Days \$'000	\$'000
2010	\$ 000	\$ 000		φ 000	\$ 900
Not impaired					
Receivables	7,242	510	387	526	8,664
2010					
Impaired					
Receivables		2	2	109	114
Classification of ACT (Government/Non-A	ACT Governme	nt Receivables		
Receivables with ACT	Government Enti	ties			
Net Trade Receivables					4,082
Accrued Revenue				0.00	2,988
Total Receivables with	ACT Governmen	t Entities		_	7,070
Receivables with Non-A	ACT Government	Entities			
Net Trade Receivables		•			594
Accrued Revenue					1,000
Total Receivables with	Non-ACT Govern	ment Entities			1,594

8,664

Total Receivables

NOTE 18 RECEIVABLES - CONTINUED	2010
Current Receivables	\$'000
Reconciliation of the allowance for Impairment Losses	
Acquisition through Administrative Restructuring	116
Additional Allowance Recognised	59
Reduction in Allowance Resulting from a Write Back against the Receivables	(61)
Allowance for Impairment Losses at the End of the Reporting Period	114

NOTE 19 INVENTORIES		2010 \$'000
Inventories held by the Department are Locksmith Sup	pplies.	
Current Inventories		-
Purchased Items - Cost	·	123
Total Current Inventories	<u> </u>	123
Total Inventories	· ——	123
NOTE 20 ASSETS HELD FOR SALE		
The Department has four motor vehicles which have sold in July 2010. The residual and all lease payments classified as plant and equipment held for sale.		
Vehicles Held for Sale		39
Total Assets Held for sale	<u> </u>	39
NOTE 21 OTHER ASSETS		
Current Other Assets		
Prepayments		1,854
Total Current Other Assets		1,854
Total Other Assets		1,854

NOTE 22 PROPERTY, PLANT AND EQUIPMENT	2010
	\$'000
Property, plant and equipment includes the following classes of assets -	
• Land that the Department controls;	
• Buildings including office buildings and warehouses;	
• Plant and equipment includes motor vehicles under a finance lease and items of equipment;	
• Infrastructure assets being improvements to land of a public utility nature; and	
Heritage assets being heritage listed properties	
Land, Land Improvements and Buildings	
Land at Fair Value	96,694
Land Improvements at Fair Value	25
Less: Accumulated Depreciation	(9)
Total Written-Down Value of Land and Land Improvement Assets	96,710
Buildings at Fair Value	198,723
Less: Accumulated Depreciation	(9,956)
Total Written Down Value of Buildings	188,767
Total Written-Down Value of Land, Land Improvement and Buildings	285,477
Plant and Equipment	
Plant and Equipment at Valuation	449
Motor Vehicles at Cost	908
Less: Accumulated Depreciation	(419)
Total Plant and Equipment Assets at Cost	938
Infrastructure Assets	
Infrastructure Assets at Fair Value	459
Less: Accumulated Depreciation	(69)
Total Plant and Equipment Assets at Cost	390
Community and Heritage Assets	
Community and Heritage Assets at Fair Value	1,228
Less: Accumulated Depreciation	(74)
Total Plant and Equipment Assets at Cost	1,154
Total Written-Down Value of Property, Plant and Equipment	287,959

NOTE 22 PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Assets under a Finance Lease

Assets under a finance lease are included in the asset class to which they relate in the above disclosure. Assets under a finance lease are also required to be separately disclosed as outlined below.

	2010
	\$'000
Carrying Amount of Assets under a Finance Lease	
Plant and Equipment under a Finance Lease	908
Accumulated Depreciation of Plant and Equipment under a Finance Lease	(362)
Total Written-Down Value of Plant and Equipment under a Finance Lease	546
Total Written-Down Value of Assets under a Finance Lease	546

Valuation of non-Current Assets

The Australian Valuation Office (AVO), an independent valuer, performs all revaluations of the Department's assets. A valuation of Property, Plant and Equipment was undertaken at 30 June 2009 prior to the assets being transferred to the Department. These assets are revalued every three years.

Department of Land and Property Services Notes to and Forming Part of the Financial Statements For the Period 1 December 2009 to 30 June 2010

NOTE 22 PROPERTY, PLANT AND EQUIPMENT - CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment in 2009-10:

	7 - T				Сош	Community and	
	,	Land	;	Plant and I	Plant and Infrastructure	Heritage	
	S'000	Land Improvement \$'000 \$'000	Sundings \$'000	Equipment \$'000	Assets \$'000	Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Peric	1	1	ı	ı	ı		l
Acquisition through Administrative Restructuring	98,530		194,578	726	400	1,174	295,408
Additions	199			135	·		334
Disposals				(9 <i>L</i>)			(9 <i>L</i>)
Revaluation Increment/Decrement		•		•	•	1	1 1
Depreciation	, 1	(1)	(5,811)	(118)	(10)	(19)	(5,959) -
Other Movements Acquisitions / (Disposals) from transfers	(2,035)	17		270		ı	(1,748)
Carrying Amount at the End of the Reporting Period ===	96,694	16	188,767	937	390	1,155	287,959

NOTE 23 INVESTMENT PROPERTIES

Investment properties are held primarily for rental income. There are no restrictions on investment properties held or restrictions on the income generated.

There are no contractual obligations to construct, purchase or develop investment properties. Further there is no contractual obligation for the repair, maintenance or enhancement of the investment properties.

The fair value of investment properties was determined by an independent valuation undertaken by the Australian Valuation Office (AVO) as at 30 June 2009 prior to the transfer of the properties into the Department. The AVO hold a recognised and relevant professional qualification and have recent experience in the location and category of the investment properties involved. The next valuation is due as at 30 June 2012.

	2010 \$'000
Buildings at Fair Value	124,955
Less:Accumulated Impairment Losses	
Total Buildings at Fair Value	124,955
Total Investment Properties	124,955
Income and Expense from Investment Properties	
Rental Income	1,001
Less: Direct Operating Expenses of Investment Properties that Generated Investment	
Income	(492)
Less: Direct Operating Expenses of Investment Properties that did not Generate	
Investment Income	(10)
Total Operating Profit from Investment Properties	499

Leasing of Investment Properties

Investment Properties are leased to private sector entities under long-term operating leases with rental income being received quarterly. These operating leases are non-cancellable. The minimum lease payments resulting from the leasing of investment properties that are not recognised in the financial statements are as follows:

Within One Year	902
Later than One Year but not Later than 5 Years	2,022
Later than 5 Years	401
	3,325

NOTE 23 INVESTMENT PROPERTIES - CONTINUED

Reconciliation of Investment Properties

The following table shows the movement of Investement Properties during the reporting period.

	Total
Carrying Amount at the Beginning of the Reporting Period	\$ '000 -
Additions	-
Acquisition through Administrative Restructuring	124,955
Impairment Losses	-
Other Movements	-
Carrying Amount at the End of the Reporting Period	124,955
NOTE 24 INTANGIBLE ASSETS	
Computer Software	
Externally Purchased Software Computer Software at Cost Less: Accumulated Amortisation Less: Accumulated Impairment Losses Total Externally Purchased Software	71 (71) ————————————————————————————————————
Total Computer Software	
Total Intangible Assets	

NOTE 25 CAPITAL WORKS IN PROGRESS

Capital Works in Progress are assets being constructed over periods of time in excess of the present reporting period. These assets often require extensive installation work or integration with other assets, and contrast with simpler assets that are ready for use when acquired, such as motor vehicles and equipment. Capital Works in Progress are not depreciated as the Department is not currently deriving any economic benefits from them.

Assets which the Department has under construction include:

	2010
	\$'000
Arboretum Works in Progress	18,357
Building Works in Progress	5,800
Leasehold Improvement Works in Progress	132
Heritage and Community Works in Progress	601
Software Works in Progress	109
Investment Properties Works In Progress	45
Total Capital Works in Progress	25,044

NOTE 25 CAPITAL WORKS IN PROGRESS - CONTINUED

Reconciliation of Capital Works in Progress

The following table shows the movement of Capital Works in Progress during 2009-10.

	Arboretum Works in		Improven Building Works in Works in	orks in	Improvement Works in		Community Works in	ъ́	Software Works Investment in Progress Properties \	vare Works Investment in Progress Properties Works	
	Progress	8,000	Progress	8,000	Progress	Pr \$'000	Progress	8.000	S'000	In Progress \$'000	Total
Carrying Amount at the Beginning of the Reporting Period	بيد	i i						r	,		
Acquisitions through Administrative Restructuring	-	11,986		2,210				168		14	14,378
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment and Intangible Assets	73			(711)							(711)
Additions		7,105		4,301		132		433	109	31	12,111
Capital Works Expensed		(734)							•		(734)
Carrying Amount at the End of the Reporting Period		18,357		5,800		132		601	109	45	25,044

	2010
NOTE 26 PAYABLES	\$'000
Current Payables	
Trade Payables	995
Other Payables	197
Accrued Expenses	8,188
Net GST Payables	216
Total Current Payables	9,596
Total Payables	9,596
Daviables are agad as fallows:	
Payables are aged as follows: Not Overdue	9,443
Overdue for Less than 30 Days	150
Overdue for 30 to 60 Days	130
Overdue for More than 60 Days	2
Overdue for whole dian of Days	
	9,596
Classification of ACT Government/Non-ACT Government Payables	
Payables with ACT Government Entities	
Other Payables	157
Accrued Expenses	3,892
Total Payables with ACT Government Entities	4,049
Total Layables with ACT Government Entities	
D. H. W. ACT Community Budden	
Payables with Non-ACT Government Entities	
m 1 m 11	
Trade Payables	995
Other Payables	40
Other Payables Accrued Expenses	40 4,296
Other Payables Accrued Expenses Net GST Payables	40 4,296 216
Other Payables Accrued Expenses	40 4,296

NOTE 27 INTEREST-BEARING LIABILITIES AND FINANCE LEASES

The Department has borrowings for the Dame Pattie Menzies Building and the ACT Magistrate's Court Building. The borrowings are held at a fixed interest rate of 7.5%. The repayments are made in instalments of principal and interest to the Territory Banking Account and will be repaid in full in 2011-12. There is no intention of selling this debt.

The Department holds forty finance leases, all of which have been taken up as a finance lease liability and an asset under a finance lease. These leases are for motor vehicles. The interest rate implicit in these leases vary from 6.5% to 8.0% and the terms vary from two to three years.

The leases have no terms of renewal or purchase options, nor escalation clauses.

	2010 \$'000
Current Interest-Bearing Liabilities	
Secured	
Finance Leases	387
Borrowings	6,398
Total Current Secured Interest-Bearing Liabilities	6,785
	•
Total Current Interest-Bearing Liabilities	6,785
Non-Current Interest-Bearing Liabilities	
Secured	
Finance Leases	121
Borrowings	3,446_
Total Non-Current Secured Interest-Bearing Liabilities	3,567
Total Non-Current Interest-Bearing Liabilities	3,567
Total Interest Descine I inhilities	10.252
Total Interest-Bearing Liabilities	10,352

NOTE 27 INTEREST-BEARING LIABILITIES AND FINANCE LEASES - CONTINUED

Secured Liability	2010 \$'000
The Department's finance lease liability is effectively secured because if the Departme defaults, the asset under a finance lease reverts to the lessor.	nt
Finance Leases	
Finance lease commitments are payable as follows:	
Within one year	407
Later than one year but not later than five years	127
Minimum Lease Payments	534
Less: Future Finance Lease Charges	(26)
Amount Recognised as a Liability	508
Total Present Value of Minimum Lease Payments	508
The present value of the minimum lease payments are as follows:	
Within one year	387
Later than one year but not later than five years	121
Total Present Value of Minimum Lease Payments	508
Classification on the Balance Sheet Interest-Bearing Liabilities	
Current Interest-Bearing Liabilities	6,398
Non-Current Interest-Bearing Liabilities	3,446
Finance Leases	
Current Finance Leases	387
Non-Current Finance Leases	121
Total Interest-Bearing Liabilities	10,352

Credit Facilities

There are no formal credit facilities in place for the Department with the Territory's transactional bank.

	2010 \$'000
NOTE 28 EMPLOYEE BENEFITS	
Current Employee Benefits	
Annual Leave	1,668
Long Service Leave	2,189
Accrued Salaries	227
Accrued Superannuation	35
Other Benefits	85
Total Current Employee Benefits	4,204
Non-Current Employee Benefits	
Long Service Leave	230
Total Non-Current Employee Benefits	230
	· · · · · · · · · · · · · · · · · · ·
Total Employee Benefits	<u>4,434</u>
For Disclosure Purposes Only	
Estimate of when Leave is Payable	
Estimated Amount Payable within 12 months	
Annual Leave	1,668
Long Service Leave	62
Accrued Salaries	227
Accrued Superannuation	35
Other Benefits Total Employee Benefits Payable within 12 months	2,077
Total Employee Denents Fayable within 12 months	
Estimated Amount Payable after 12 months	
Long Service Leave	2,357
Total Employee Benefits Payable after 12 months	2,357
Total Employee Benefits	4,434

The number of funded full time equivalent (FTE) staff employed by the Department at 30 June 2010 was 139.

	2010 \$'000
NOTE 29 OTHER LIABILITIES	
Current Other Liabilities	
Revenue Received in Advance	2,025
Total Current Other Liabilities	2,025
Total Other Liabilities	2,025

The Department invoices rent in advance and where this is received prior to the due date it is recognised as Revenue Received in Advance.

NOTE 30 RESTRUCTURE OF ADMINISTRATIVE ARRANGEMENTS

Restructures of Administrative Arrangements 2009-10

The Department was formally created on 01 December 2009, following the announcement of revised Administrative Arrangements. The following functions were transferred to the Department from the Department of Territory and Municipal Services (TAMS) and Chief Minister's Department (CMD): Land release; Land development; major land and property project facilitation; Government accommodation and property services; economic developments and business support programs.

Income and Expenses

The following table shows the income and expenses associated with the functions listed above recognised by the Department during the reporting period. It also shows the income and expenses relating to when the functions belonged to TAMS and CMD. Finally, the table below shows the total income and expenses of the functions for the whole financial year.

	Amounts Relating to Function when held by TAMS & CMD	Amounts Relating to Function when held by the Department	Total
	July 2009 to Nov 2009	Dec 2009 to June 2010	2010
	\$'000	\$'000	\$'000
Revenue			. ~
Government Payment for Outputs	2,269	5,753	8,022
User Charges - ACT Government	36,244	59,846	96,090
User Charges - Non-ACT Government	3,771	2,913	6,684
Other	19	63	82
Total Revenue	42,303	68,574	110,877
Expenses			
Employee Expenses	3,975	6,315	10,290
Superannuation Expenses	529	816	1,345
Supplies and Services	33,431	55,607	89,038
Depreciation	4,486	5,959	10,445
Grants and Purchased Services	-	150	150
Borrowing Costs	482	533	1,015
Other Expenses	6,987	3,716	10,703
Total Expenses	49,890	73,096	122,986

NOTE 30 RESTRUCTURE OF ADMINISTRATIVE ARRANGEMENTS - CONTINUED

Assets and Liabilities

The assets and liabilities transferred from TAMS and CMD as part of the restructuring of administrative arrangements and subsequently from LDAwere as follows:

	Transferred Amounts
	2010
	\$'000
Assets	
Cash and Cash Equivalents	5,158
Receivables	24,299
Inventories	166
Property, Plant and Equipment	295,408
Capital Works in Progress	14,378
Investment Properties	124,955
Total Assets Transferred	464,364
Liabilities	
Payables	13,451
Employee Benefits	3,950
Finance Leases	618
Interest-Bearing Liabilities	12,814
Other Liabilities	4,505
Total Liabilities Transferred	35,338
Total Net Assets Transferred	429,026

NOTE 31 FINANCIAL INSTRUMENTS

Details of the significant policies and methods adopted, including the criteria for recognition, the basis for measurements and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability are disclosed in Note 2 Summary of Significant Accounting Policies, to the financial statements.

Interest Rate Risk

Interest rate risk is the risk that the fair value, or future cash flows, of a financial instrument will fluctuate because of changes in market interest rates.

The Department's financial assets consist of cash and cash equivalents and receivables, and its financial liabilities are comprised of payables, finance leases and borrowings.

As receivables and payables are held in non interest-bearing arrangements and ACT Government Borrowings and finance leases are held in fixed interest arrangements, the Department is not exposed to movements in interest rates.

A significant proportion of the Department's financial assets consist of cash and cash equivalents. The Department has one bank account, a departmental operating account. The latter has been established as a separate account for the purpose of administering funding received from the Commonwealth.

As the Department's operating cash flows are not dependant on interest earned from cash and cash equivalents a sensitivity analysis of interest rate risk has not been performed.

Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss.

The Department's financial assets consist of cash and receivables. The Department's maximum exposure to credit is limited to the amount of these financial assets, net of any allowance made for impairment.

NOTE 31 FINANCIAL INSTRUMENTS - CONTINUED Credit Risk (Continued)

The Department's receivables cover many entities split between other government entities and external to ACT Government, and these receivables are unsecured. The Department manages its credit risk for receivables by regular monitoring assessment of its receivables and issuing monthly statements to overdue accounts where required. There is no significant concentration of credit risk that has been identified by the Department. As such, the Department expects to collect all financial assets that are not past due or impaired.

Liquidity Risk

Liquidity risk is the risk that the Department will be unable to meet its financial obligations as they fall due. The Department's main financial obligations relate to the payment of employee benefits and the purchase of supplies and services. Salaries are paid on a fortnightly basis and purchases of supplies and services are paid within 30 days of receiving the goods or services.

The main source of cash to pay these obligations is a mixture of revenue from third parties for services provided, and appropriation from Government. Business terms are payment within 30 days and outstanding amounts are followed up at least monthly. Appropriations from Government are received fortnightly as required. The Department manages its liquidity risk through daily monitoring of cash balances and future payment obligations.

The Department's exposure to liquidity risk is considered insignificant based on the current assessment of risk.

Price Risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors effecting all similar financial instruments traded in the market.

As the Department's financial assets only consist of assets that are not subject to price risk, the Department is not considered to have any price risk. Accordingly, a sensitivity analysis has not been undertaken.

NOTE 31 FINANCIAL INSTRUMENTS - CONTINUED

Fair Value of Financial Assets and Liabilities

The carrying amounts and fair values of financial assets and liabilities at the end of the reporting period are:

	Carrying	
	Amount	Fair Value
	2010	2010
	\$'000	\$'000
Financial Assets		
Cash and Cash Equivalents	9,060	9,060
Receivables	8,664	8,664
Total Financial Assets	17,724	17,724
Financial Liabilities		
Payables	9,596	9,596
ACT Government Borrowings	9,844	9,844
Finance Leases	508	508
Total Financial Liabilities	19,948	19,948

Notes to and Forming Part of the Financial Statements For the Period 1 December 2009 to 30 June 2010 Department of Land and Property Services

NOTE 31 FINANCIAL INSTRUMENTS - CONTINUED

interest rate or are non-interest bearing will mature in one year or less. All amounts appearing in the following maturity analysis are shown on an including the weighted average interest rates by maturity period as at 30 June 2010. All financial assets and liabilities which have a floating The following table sets out the Department's maturity analysis for financial assets and liabilities as well as the exposure to interest rates, undiscounted cash flow basis.

	•		Fixed In	Fixed Interest Maturing In:	ing In:		
		Floating Interest	1 Year	Over 1 Year to	More than	Non- Interest	
		Rate	or Less	5 Years	5 Years	Bearing	Total
Financial Instruments	Note	8,000	8,000	8,000	8,000	8,000	8,000
Financial Assets							
Cash and Cash Equivalents	17	1	ı		1	090,6	090'6
Receivables	18	•	•	•	ī	8,664	8,664
Total Financial Assets					•	17,724	17,724
Weighted Average Interest Rate		%0	%0	%0	%0	•	
Financial Liabilities							
Payables	26	,	1	1,	1	9,596	9,596
Finance Leases (inclusive of finance charge)	27	1	407	127	•	1	534
ACT Government Borrowings (inclusive of finance charge)	27		6,985	3,548		•	10,533
Total Financial Liabilities			7,392	3,675	1	9,596	20,663
Weighted Average Interest Rate		%0	5.9%	7%	%0		
Net Financial Assets/(Liabilities)		1	(7,392)	(3,675)		8,128	(2,939)

NOTE 31 FINANCIAL INSTRUMENTS - CONTINUED

NOTE ST PRIMICIAL MUSIKUMENTS - CONTINCED	
	2010
	\$'000
Carrying Amount of Each Category of Financial Asset and Financial Liability	•
Financial Assets	
Receivables	8,664
Assets Held for Sale	39
Financial Liabilities Financial Liabilities Measured at Amortised Cost	19.948
i manerar Enabilities inteasured at Amortised Cost	12,270

The Department does not have any financial assets in the 'Held to Maturity' category and as such this category is not included above. Also, the Department does not have any financial liabilities in the Financial Liabilities at Fair Value through Profit and Loss' category and as such this category is not included above.

NOTE 32 COMMITMENTS

Capital Commitments

Capital Commitments contracted at reporting date that have not been recognised as liabilities payable are as follows:

	2010
	\$'000
Within one year	6,228
Later than one year but not later than five years	-
More than five years	-
Total Capital Commitments	6,228

Operating Lease Commitments

Operating Lease Commitments contracted at reporting date that have not been recognised as liabilities payable are as follows:

Operating Lease Commitments	193,695
More than five years	80,453
Later than one year but not later than five years	91,446
Within one year	21,796
	\$'000
	2010

Other Commitments

Other Commitments contracted at reporting date that have not been recognised as liabilities payable are as follows:

	2010
	\$'000
Within one year	5,828
Later than one year but not later than five years	85
More than five years	
Total Other Commitments ¹	5,913

¹Other commitments reflect the provision of facilities management works and rental agreements with InTACT for computer equipment.

NOTE 33 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Contingent Liabilities

The Department is currently defending two actions. These actions have an estimated net liability of \$160,000 which has not been provided for in the accounts.

Contingent Assets

The Department has no Contingent Assets at 30 June 2010.

NOTE 34 CASH FLOW RECONCILIATION

(a) Reconciliation of Cash and Cash Equivalents at the end of the Reporting Period in the Cash Flow Statement to the Equivalent Items in the Balance Sheet.

	2010 \$'000
Total Cash and Equivalents Recorded in the Balance Sheet	9,060
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement	9,060
(b) Reconciliation of Net Cash Inflows / (Outflows) from Operating Activities to the Operating Surplus / (Deficit)	
Operating Deficit	(3,513)
Add/(Less) Items Classified as Investing or Financing	
Net Loss/(Gain) on Disposal of Non-Current Assets	(3)
Add/(Less) Non-Cash Items	
Depreciation of Property, Plant and Equipment	5,959
Gains Arising from Revaluation/Asset Transfer	4,371
Cash Before Changes in Operating Assets and Liabilities	6,815
Changes in Operating Assets and Liabilities	
(Increase) / Decrease in Receivables	(9,572)
(Increase) / Decrease in Inventories	(127)
(Increase) / Decrease in Other Assets	(1,893)
Increase / (Decrease) in Payables Increase / (Decrease) in Employee Benefits	9,340
Increase / (Decrease) in Other Liabilities	4,434 3,193
Net Changes in Operating Assets and Liabilities	5,375
Net Cash Inflows/ (Outflows) from Operating Activities	12,190
(c) Non-Cash Financing and Investing Activities	
Acquisition of Motor Vehicles by means of Finance Lease	37

NOTE 35 EVENTS OCCURRING AFTER BALANCE DATE

There were no events occurring after the balance date which would affect the financial statements as at 30 June 2010.

NOTE 36 THIRD PARTY MONIES

There were no third party monies held by the Department as at 30 June 2010.

NOTE 37 GUARANTEES

There were no guarantees or undertakings by the Department.

A.7 Statement of Performance





REPORT OF FACTUAL FINDINGS DEPARTMENT OF LAND AND PROPERTY SERVICES

To the Members of the ACT Legislative Assembly

Report on the statement of performance

I have reviewed the statement of performance of the Department of Land and Property Services (the Department) for the period from 1 December 2009 to 30 June 2010.

Responsibility for the statement of performance

The Department's Chief Executive is responsible for the preparation and fair presentation of the statement of performance in accordance with the *Financial Management Act 1996*. This includes responsibility for maintaining adequate records and internal controls that are designed to prevent and detect fraud and error and for the systems and procedures used to measure the results reported in the statement of performance.

The auditor's responsibility

My responsibility is to provide a report of factual findings that expresses an independent review opinion on the Department's statement of performance as required by the *Financial Management Act 1996* and the *Financial Management (Statement of Performance Scrutiny) Guidelines 2008*.

I have reviewed the Department's statement of performance to report on whether any matters came to my attention which indicate that the statement of performance is not fairly presented in accordance with the *Financial Management Act 1996*.

This review was conducted in accordance with the Australian Auditing Standards applicable to review engagements. A review is primarily limited to inquiries of the representatives of the Department, analytical and other review procedures and the examination of other available evidence. As review procedures do not provide all of the evidence that would be required in an audit, the level of assurance provided is less than given in an audit. I have not performed an audit and have not expressed an audit opinion on the statement of performance.

The review did not include an assessment of the relevance or appropriateness of the performance indicators reported in the statement of performance or the related performance targets.

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I have not expressed an opinion on the accuracy of explanations provided for variations between actual and targeted performance due to the often subjective nature of such explanations.

Electronic presentation of the statement of performance

Those viewing an electronic presentation of this statement of performance should note that the review does not provide assurance on the integrity of information presented electronically and does not provide an opinion on any other information which may have been hyperlinked to or from this statement of performance. If users of this statement of performance are concerned with the inherent risks arising from the electronic presentation of information, they are advised to refer to the printed copy of the reviewed statement of performance to confirm the accuracy of this electronically presented information.

Independence

I followed applicable independence requirements of Australian professional ethical pronouncements in conducting this review.

Review opinion

Based on my procedures, no matters have come to my attention which indicate that the Department's statement of performance for the period from 1 December 2009 to 30 June 2010 does not fairly present the performance of the Department in accordance with the *Financial Management Act 1996*.

Tu Pham

Auditor-General

September 2010

1. fham

Department of Land and Property Services

Statement of Performance

For the Period 1 December 2009 to 30 June 2010

Department of the Land and Property Services Statement of Performance For the Period Ended 30 June 2010

Statement of Responsibility

In my opinion, the statement of performance is in agreement with the Department's records and fairly reflects the service performance of the Department for the period ended 30 June 2010 and also fairly reflects the judgements exercised in preparing it.

David Dawes

Chief Executive

Department of Land and Property Services

August 2010

DEPARTMENT OF LAND AND PROPERTY SERVICES STATEMENT OF PERFORMANCE FOR THE PERIOD 1 DECEMBER 2009 TO 30 JUNE 2010

LAND AND PROPERTY SERVICES MAJOR PROJECT FACILITATION

Output Class 1: Output 1.1:

Major Project reditation will manage whole or government capital projects, coronnate activities across covernment to raditate the delivery or private sector developments, lead and coordinate the delivery of the Government's land supply strategy and affordable housing policies.	int capital projects I affordable housir	, coordinate att ig policies.			המוונמנים נוס מפוזיכון על או אמרפ אפרנטן מפעפוט ווופוזא, ופמט מווט ניסטו טווא
	Original	Amended		Variance	
Accountability indicator	Target ¹ 2009-10	Target ² 2000-10	Actual Result ³ 2009-10	Amended Target %	Explanation of Material Variances (+7-5%)
ירידאו רחכד (פוטח)	Δ/N		\$5.124		The variance r Building, Narr
COVEDNIAMENT DAVMENT FOR CLITPLITS (\$1000)	A/N				29% The variance reflects the transfer of Government Dayment for Outputs
					from Treasury (\$0.600m) for the Government Office Project and
					Treasurer's Advance - Narrabundah Caravan Park (\$0.182) and Nation Building Taskforce (\$0.322m)
Implement The Affordable Housing Action Plan	N/A	T	F	•	
Progress (in partnership with the Australian National University) the					
development of key sites in the City West Precinct	N/A	1	1	•	
. Implement Building for Our Ageing Community Strategy	N/A	1	1		
Continue to develop a new government office building proposal	N/A	Ħ,	1	•	
Develop and implement a land supply strategy	A/N	н	-		
Progress implementation of the National Arboretum Canberra	N/A	1	Н.		
Approved Inter-departmental Agreements on NBJP	N/A	H	Ħ		
Provide briefings to Government and Legislative Assembly on					
implementation of NBIP	₹/Z	7	7		-

The above Statement of Performance should be read in conjunction with the accompanying notes.

- There are no budget numbers in the Original Target column as the Department was created after the publication of the 2009-10 Budget. The Amended Target reflects funding resulting from the Administrative Arrangements 2009 No.3.
- The actual result, for Total Cost and Government Payment for Outputs, are for the period from 1 December 2009 to 30 June 2010. The actual results for all other accountability indicators are for the year ended 30 June 2010.
- These measures and the related targets were transferred from the Chief Ministers Department as part of the Administrative Arrangements 2009 No 3.
- This measure covers the coordination of the implementation of the Affordable Housing Action Plan and is measured by reports to Government on the progress of implementation of initiatives in the plan. This measure covers the management of the 2004 partnership deed between the ANU and the Territory for the development of the City west precinct.
 - This measure covers coordinating the implementation of the Building for Our Aging Community Strategy and providing case management of several aged persons' accommodation developments and is measured by the availability to supply land for aged care facilities.
 - This measure covers studies in relation to the development of a purpose-built government office building proposed for Civic. A functional design brief and delivery strategy were developed. This measure covers the development and delivery of the indicative land release program and the developed program is published on the Department's website. This measure covers the agreement of strational Arboretum can be manual and is measured by completion of works and planting of forests at the arboretum. This measure covers the agreement on the Nation Building Jobs Program. These briefing cover the taskforce report and place making workshop.

The above Accountability indicators were examined by the ACT Auditor-General's Office in accordance with the Financial Management Act 1996 and the Financial Management (Statement of Performance Scrutiny) Guidelines 2008.

DEPARTMENT OF LAND AND PROPERTY SERVICES STATEMENT OF PERFORMANCE FOR THE PERIOD I DECEMBER 2009 TO 30 JUNE 2010

LAND AND PROPERTY SERVICES PROPERTY SERVICES

Output Class 1: Output 1.2:

escription:	Managing the ACT Government's owned and leased property assets.	y assets.				
	Property Services will manage office accommodation on behalf of ACT Government agencies, provide facilities community tenancies and provide policy development for sustainable management of government properties.	nalf of ACT Gove ustainable mana	rnment agencie Igement of gove	s, provide facilitie rnment propertie	ss managemer ss.	Property Services will manage office accommodation on behalf of ACT Government agencies, provide facilities management services for Government agencies, manage surplus properties and community tenancies and provide policy development for sustainable management of government properties.
					Variance	
		Original	Amended		from	
		Target ¹	Target ²	Actual Result ³ Amended	Amended	
	Accountability Indicator	2009-10	2000-10	2009-10	Target %	Explanation of Material Variances (+/- 5%)
			-	•		The variance in total cost mainly relates to supplies and services
						(\$5.8m) which is partially offset by additional user charge revenue
TOTAL COST (\$'000)	\$,000)	N/A	\$57,497	\$67,972	18%	18% (\$4.5m) and property transfers(\$3.7m) to other agencies.
GOVERNMEN	GOVERNMENT PAYMENT FOR OUTPUTS (\$'000)	N/A	\$882	\$882		
a. Accommodati	a. Accommodation utilisation rate(m2 per employee)	N/A	17.2	17.0	(1.2%)	
5. Occupancy rat	o. Occupancy rate of ACT Government office buildings	N/A	%0.86	98.3%	0.30%	
		N/A	30.0%	32.0%		6.7% A greater than target supply of green power was purchased and used
c. Use of Green Power	Power					by the Territory.
4. Accommodati	Accommodation cost per employee	N/A	\$7,000	\$6,792	(3.0%)	
Occupancy rat	Occupancy rate for properties designated for use by non-government	N/A				
e. tenants			95.0%	96.7%	5%	

The above Statement of Performance should be read in conjunction with the accompanying notes.

- There are no budget numbers in the Original Target column as the Department was created after the publication of the 2009-10 Budget.
 The Amended Target reflects funding resulting from the Administrative Arrangements 2009 No.3.
 The actual result, for Total Cost and Government Payment for Outputs, are for the period from 1 December 2009 to 30 June 2010. The actual results for all other accountability indicators are for the year ended
- These measures were transferred from the Department of Territory and Municipal Services as part of the Administrative Arrangements 2009 No. 3.
- a. This measure covers the average utilisation rate in square meters of net lettable space for office accommodation for government employees.
 b. This measure covers the occupancy rate of office accommodation being the amount space actually occupied as a percentage of the amount space owned and leased. This measure covers the average utilisation rate in square meters of net lettable space for office accommodation for government employees.
- This measure covers the of green power used as a percentage of total electricity obtained the whole of Government contract.
 This measure represents the full cost per employee for office accommodation and includes a nominal economic rent for owned buildings.
- e. This measure covers the occupancy rate of non-government tenants in government owned property managed by the Department and is calculated in the same manner as measure b.

The above Accountability Indicators were examined by the ACT Auditor-General's Office in accordance with the Financial Management Act 1996 and the Financial Management (Statement of Performance Scrutiny) Guidelines 2008.

A.8 Strategic Indicators

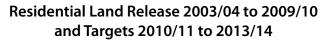
The Department identified four strategic indicators for 2009-10. Below are the details of the Department's performance against these indicators.

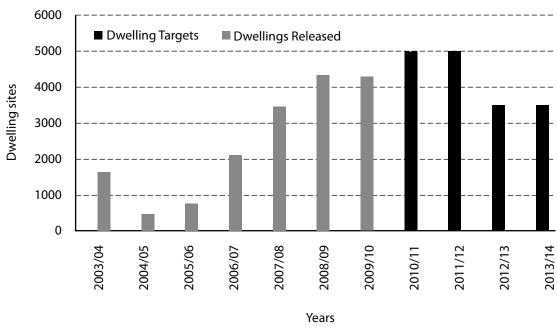
Strategic Indicator 1 - Release of Land to Meet Demand

Description

The Department prepares the four-year land release programs which detail the Government's intentions for the release of residential, industrial, commercial and community and non-urban land. The Government's key objectives are to address unmet demand for housing, to establish an inventory of serviced land and to stabilise housing prices.

Results





The above table details the volume of residential releases achieved from 2003-04 to 2009-10 and the land release targets for 2010-11 to 2013-14. This clearly demonstrates the significant increase in residential land supply since 2004-05. This increase in supply is aimed at meeting the additional housing demand being generated by pent up demand, record levels of migration and population growth. In 2009-10 the financial year 4279 dwelling sites were offered for sale to the market.

Strategic Indicator 2 - Facilitating Timely Development and Delivery of Projects

The Department co-ordinates a number of significant strategic projects and capital works for the ACT Government. Projects undertaken during the year have included:

- Nation Building Economic Stimulus Plan;
- National Arboretum Canberra;
- Government Office Building; and
- Co-ordination of land release related capital works.

Nation Building Economic Stimulus Plan

When the Department was created the ACT Stimulus Taskforce was integrated into it.

By the end of June 2010 work had commenced on all 68 projects and 18 projects had been completed. It is anticipated that the great majority of these projects will be completed by the end of 2010. Under Stage 1 of the Social Housing program, work has commenced on all 57 dwellings and 55 have been completed. Under Stage 2 work has commenced on 291 of the 333 dwellings.

On 29 March 2010 the Commonwealth announced the projects approved under the ACT's allocation of \$800,000 for the second round of the Regional Local Community Infrastructure Program (RLCIP) and on 3 June 2010 announced funding of \$2 million towards a \$4.2 million project to construct a new skate park at Belconnen.

National Arboretum Canberra

The Department continues to develop the master plan for the National Arboretum Canberra.

Following a competitive tender process, Urban Contractors Pty Ltd was awarded a contract to plant 22 forests in the autumn, winter and spring of 2010. Approximately 24,000 trees have now been planted at the Arboretum.

The civil works for the central valley and visitors centre facility were completed and construction is nearing completion for the viewing platform, seating and paths at Dairy Farmers Hill and a BBQ area at the Himalayan Cedars.

Government Office Building

Central co-ordination of the ACT Government Office project has continued with Cox Humphries engaged to prepare a Functional Design Brief. The Department also undertook a detailed market sounding process to assess the private sector's interest in the project and to seek its views on financing and delivery strategies.

Co-ordination of land release related Capital Works

The Department continues to work to improve the planning and delivery of the infrastructure needed to support new residential, industrial, commercial, community and non-urban land releases.



Curator Adam Burgess replanting a Dragon tree that had been stolen from the National Arboretum Canberra.

A Passion for Trees

"Find yourself a job you're passionate about and you'll never work a day in your life" was the advice Mick Burgess gave his son Adam, the Curator at the National Arboretum

"When Dad first gave me that advice many years ago I didn't really understand what he meant, but coming here every day for the last two and a half years, and having the opportunity of working with such a great team of people, I really appreciate the unique opportunity I've been given," Adam says.

Adam Burgess started working in horticulture at the age of 14, watering plants after school in a Pialligo nursery.

On leaving school he spent the next seven years at the nursery, starting his own maintenance and landscaping business, and then joining his family's landscaping business for 10 years where he ended up as a project manager at the Arboretum.

"It was while working at the Arboretum in 2007 that I was diagnosed with Hodgkinsons disease, a form of cancer, and I spent the next eight months having chemotherapy. In late 2007, I was lying in hospital feeling pretty sorry for myself, when I saw a photo of George Tomlins standing in the Wollemi pines forest surrounded by weeds.

"I was pretty cranky because I had been involved in planting the Wollemi forest and now it was covered with weeds and I was lying in hospital unable to do anything about it. A short time after that, my oncologist called to say that I had beaten the lymphoma and that I could return to work.

"Out of the blue, I got a call from Alan Franklin, the manager of the Arboretum project, asking if would be interested in working there full time.

"Not only had I beaten cancer but now I was also being offered the opportunity of a lifetime to help fulfil the Griffin legacy by being in on the ground floor of the development of the National Arboretum.

"In early 2010, I was joined by horticulturalist Emma Halloway, who shares my passion and together we are responsible for getting the new trees into the ground."

Recently, Adam discovered that 12 of his "babies" - Dragon trees - were missing and another four had been badly damaged. Fortunately, the Australian Federal Police recovered five and a member of the public found another.

Strategic Indicator 3 - Improving Housing Affordability

The Department is continuing to work with other agencies to implement the Government's affordable housing policies.

Phase I of the Action Plan focuses on home ownership, private rental, community and not-for-profit housing, public housing and supported accommodation (including emergency housing).

Phase II of the Affordable Housing Action Plan was launched in August 2009 and includes a further 21 objectives specific to the aged and homeless.

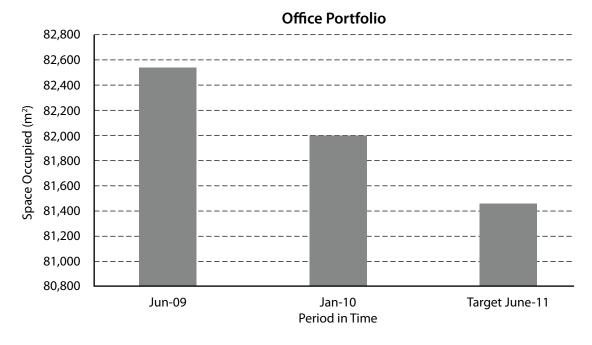
Considerable progress has been made against the objectives of the Action Plan including accelerated land supply, increased supply of community housing, the OwnPlace initiative and the Land Rent Scheme.

The Government has increased the supply of affordable housing as well as providing concessions to first home buyers and those on moderate incomes.

During the year, the Government increased the mandated level of affordable housing in new estates from 15 per cent to 20 per cent.

Strategic Indicator 4 - Optimising Use of Government Owned and Leased Property

The Government's objective is to optimise the use of Government owned and leased property. This includes delivering improved environmental, social and economic outcomes. The Department seeks to optimise the use of Government owned and leased property through the provision of policy advice and implementation of measures to improve property utilisation. The total reduction of office space across the public sector (see graph) is one indicator of improved efficiency in its use.



A.9 Analysis of Agency Performance

The primary objectives of the Department are to address land demand for the affordable and sustainable development of the ACT, to facilitate strategic projects and to improve the use and sustainable management of government owned and leased properties.

Achievements

Throughout 2009-10 the staff now comprising the Department of Land and Property Services were responsible for the following achievements:

- 25 forests were planted at the National Arboretum Canberra in 2009-10.
- Construction of a viewing platform, seating and paths at Dairy Farmers Hill, picnic facilities and entrance landscape at National Arboretum Canberra.
- Commenced the implementation of the Supermarket Competition Policy released on 22 January 2010.
- Completion of financial and economic analysis for a purpose built government office building proposed for a site in Civic.
- Commencement of Phase II of Affordable Housing Action Plan focusing on increasing affordable housing options for older Canberrans, and addressing the issue of homelessness.
- The City Area (Haig Park to Lake Burley Griffin) Action Plan 2010 2016 released for public consultation on 12 February 2010.
- Major refurbishment of Albert Hall.
- Developed in-house and launched a new website: www.laps.act.gov.au
- Established a Community Engagement Unit and consulted on a range of projects.
- Managed approximately 85,000sqm of owned and leased office accommodation (ACT Property Group) with revenue of \$61.8m (\$101.8m for full year) from rent and the delivery of property projects and services.
- Paid a dividend of \$1.8m (\$3.6m for the full year) through the ACT Property Group to the ACT Government.
- The Department undertook a planned maintenance program on owned properties and for ACT Health, DET, DHCS and TAMS.
- A \$22 million works program was undertaken on owned properties and for ACT Health, DET and TAMS.
- Civic Square Fountain was upgraded at a cost of \$185,974 which is part of an important activity for the ACT Property Group in making substantial contribution to the look and feel of Canberra.
- 445 playgrounds across Canberra were inspected regularly and maintained to ensure the safety of our children.
- Flags and Banners were flown to add colour and vibrancy to the city, to inform the community about significant events and to reflect the role of Canberra as the nation's capital. Flags and/or banners were flown for Anzac Day, Canberra Day, Christmas in the City and Winter in the City and to celebrate international events and visits from Heads of State.
- Providing facilities maintenance services through the ACT Property Group to all ACT Government agencies. These included repairs and maintenance works as well as flood, fire and vandal damage,

mandatory inspection services including fire systems, lifts and cooling towers. A Response Centre operated 24 hours/7 days a week to complete urgent repairs at sites that needed to be made safe following an incident.



The refurbished Albert Hall

Revitalisation of Grand Old Dame

Recently refurbished Albert Hall is an important example of the 'Federal Capital' period of architecture associated with the establishment of the National Capital.

The elegant proportions of the exterior and the fine detail of the external and internal surfaces are highly valued by the community and it is a much loved landmark adjacent to the Parliamentary Triangle and the thoroughfare from City Hill to Parliament House.

From 1928, until the opening of the Canberra Theatre Centre in 1965, Albert Hall served as Canberra's main theatre and assembly hall and has been a focal point of history. Preliminary hearings for the historic Petrov Royal Commission took place there in 1954.

In 1949, Albert Hall also witnessed the first ever Citizenship Ceremony. New Australians were welcomed to their adopted country by Prime Minister Ben Chifley, Australia's first Minister for Immigration Arthur Calwell and the Opposition Immigration spokesperson, later to become Prime Minister, Harold Holt.

Many great performers have appeared at Albert Hall however the most notable was undoubtedly a very young Dame Joan Sutherland who, in 1950, was a grand finalist in the Mobil guest.

For many years, Albert Hall was also home to the Canberra Repertory Society and the Canberra Philharmonic. It hosted countless concerts, eisteddfods, plays, musicals, balls and the late Queen Mother attended a reception

Until the opening of the National Gallery of Australia in 1982, Albert Hall also served as the city's art gallery and exhibited works including those of John Perceval, Charles Blackman, John Hopkins and David Boyd.

Refurbishment has been a major project and the Friends of Albert Hall have played a significant role in working with the ACT Government and the Department of Land and Property Services to restore Albert Hall to its original glory.

The ACT Government allocated \$2.723 million for the renovation works in 2008-09 with the Commonwealth Government contributing a further \$500.000 in 2009-10.

The Albert Hall Capital Works Reference Group, comprising representatives of the Friends of Albert Hall and ACT Government agencies, was established to be consulted on the nature and scheduling of the renovations with the Reference Group working closely with heritage architects Peter Freeman and Philip Leeson.

To ensure best practice, the work was carried out in accordance with the Burra Charter and the Conservation Management and Landscape Plan.

The restoration work has included the retiling of the roof, repainting the interior and exterior, upgrading of the heating ventilation, air conditioning, toilets and kitchen, facade and external lighting, repolishing the floor, one of Canberra's finest dancing surfaces, and an upgrade of the North Terrace outdoor entertaining area.

Visitors will notice the unique porous concrete finish on the building's exterior which is regarded as best practice heritage management and provides an excellent example of the finishes that were used at the time Albert Hall was built.

Key Achievements against Performance Measures

Output 1.1

Implementing the ACT Government's Affordable Housing Action Plan

The ACT Government released its Affordable Housing Action Plan in April 2007, including 62 initiatives to provide more affordable housing and rental accommodation for Canberrans. Phase I of the Action Plan focuses on home ownership, private rental, community and not-for-profit housing, public housing and supported accommodation (including emergency housing). Phase II of the Action Plan was launched in August 2009 and contains a further 21 objectives specific to aged care and homelessness.

Nearly two thirds of the initiatives within the Action Plan have been fully implemented across a range of fronts which include legislative, planning, and tax changes, as well as nation leading initiatives targeting first home buyers and low income earners.

These include:

<u>Accelerated land supply:</u> A total 4279 dwelling sites were released in 2009-10. This compares to the 4339 new sites that were released in 2008-09 and 3470 dwelling sites that were released in 2007-08.

Increased supply of community housing: The ACT Government's \$50 million revolving finance facility with CHC Affordable Housing has enabled the completion of more than 200 affordable rental homes with a further 365 under construction. CHC Affordable Housing remains well on track to meet their target under the Action Plan of 1000 new affordable dwellings by 2018.

<u>Affordable Housing requirement:</u> This initiative which initially delivered 15 per cent affordable housing in new estates was increased over the year to 20 per cent. Within the Land Development Agency's OwnPlace branded initiative, 248 blocks have been taken up by an OwnPlace builders' panel. More than 100 of these homes have been built, and 147 are currently under construction. Outside of LDA estates, the Village Building Company has delivered in excess of 700 affordable properties across the territory over the period since 2007.

<u>Land Rent Scheme:</u> Implemented on 1 July 2008, the scheme grew over the year as land in Molonglo, Bonner and Harrison was released to the public. By the end of the 2009-10 financial year, 103 blocks were settled with Crown Leases registered and a further 421 blocks exchanged.

<u>Legislative changes:</u> In order to lower the upfront costs of home ownership, a number of legislative changes were introduced including an increase to the Home Buyer Concession Scheme property valuation criteria to include median priced properties, the deferral of conveyance duty for first home buyers for up to five years, and a deferral of land payment on affordable government house and land packages until a certificate of occupancy is issued.

<u>Homelessness and Aged Care:</u> Under Phase II of the Action Plan, work is well underway on a number of projects that will provide accommodation for Canberra's at risk groups of low income aged and those who are homeless. These include the introduction of Youth Foyer style accommodation options, as well as expanding the program for redevelopment of Housing ACT properties to provide more appropriate housing for older tenants.



Mary Porter MLA, right, with Ineke Kenedy the proud owner of 100th OwnPlace home

Progress (in partnership with the Australian National University) the development of key sites in the City West Precinct

A development proposal for student accommodation was agreed by the ANU/ACT Government Precinct Committee. This enabled the ANU to successfully seek funding under the National Rental Affordability Scheme. The student accommodation will house over 500 students and is planned to be developed on Block 6 Section 21 City.

Implement Building Our Ageing Community Strategy

Blocks of land have been identified for competitive release. During 2009-10, land for 254 aged care units was released. Direct sales for planned residential care and retirement complex facilities are being progressed. Other models for aged persons' accommodation are being investigated to enable further land releases in 2010-11.

Continuing to investigate a proposed Government Office Building

The Department continues to provide central coordination for the ACT Government Office Project. A wide range of design, planning, financial, environmental sustainability and change management studies have been progressed over the reporting period to examine the proposal to construct a single, ACT Government office building on Section 19 in Civic. These include:

- financial and economic analysis;
- functional performance and preliminary design;
- environmental sustainability development options;
- change management requirements;

- ongoing consultations with executives and staff across all departments and agencies; and
- discussions with the National Capital Authority in their role as the planning approval authority.

These studies continue to support the strong value proposition associated with the construction of a single ACT Government Office Building in Civic to accommodate more than 3500 personnel. These studies have also highlighted a range of significant intangible benefits likely to result from collocation into a single new office building, including:

- improved workforce productivity;
- a reduction in the car fleet;
- more efficient provision of IT and shopfront services; and
- improved capacity to facilitate future organisational change.

From an environmental sustainability perspective, the Department has worked closely with the Department of Environment Climate Change Energy and Water to ensure that the ACT Government Office Building directly supports the ACT Climate Change Strategy – *Weathering the Change*. Key Strategy targets include a 40 per cent reduction in 1990 levels of greenhouse gas emissions by 2020, and carbon neutrality in Government buildings.

Develop and implement a land supply strategy

Each year the ACT Government prepares Indicative Land Release Programs setting out the Government's intended program of residential, commercial, industrial, community and non-urban land releases. The programs are indicative and are subject to change as market conditions alter or as Government priorities are adjusted. The Department is responsible for preparing the programs in conjunction with key Territory agencies.

The Australian Capital Territory Indicative Land Release Programs 2010-11 to 2013-14 are available on the web at www.laps.act.gov.au/land_release.

Progressing the development of the National Arboretum Canberra

The Department continues to develop the master plan for the National Arboretum Canberra (NAC), which was based upon the 100 forests/100 gardens concept submitted by Taylor Cullity Lethlean (Landscape Architects) and Tonkin Zulaikha Greer (Architects) in their winning submission to the international competition for the NAC.

Forests

- Approximately 24,000 trees have now been planted at the Arboretum.
- Following a competitive tender process, Urban Contractors Pty Ltd was awarded a contract to plant 22 forests in the autumn, winter and spring of 2010. Four of the 2010 forest lots were fully planted and another three partially completed, bringing the total completed forest plantings to 45 forests as at 30 June 2010.
- There will be 70 forests by the end of 2010 (including the established forests of Cork Oaks, Radiata Pines and Himalayan Cedars).



The artwork, Nest III, on Dairy Farmers
Hill at the National Arboretum Canberra



The Property Group maintain children's playgrounds.

Civil Works - Design and Construction

- The civil works for the central valley and visitors centre facility were completed by Guideline ACT Pty Ltd.
- Construction is nearing completion for the viewing platform, seating and paths at Dairy Farmers Hill and the BBQ area at the Himalayan Cedars.
- The first stage of the integrated irrigation system was completed with the activation of the bore, the construction of 3 x 120,000 litre water storage tanks and commencement of a connecting bore line system.

International, local and business support

- Over the last year, six international tree planting ceremonies have been held at the Arboretum, with trees planted by the Prime Minister of New Zealand and the Presidents of Hungary, Botswana, Bulgaria, the Maldives and Timor-Leste.
- Contribution by the Village Building Company of \$1m towards the construction of the Visitor's Centre.

Nation Building and Job Plan Taskforce

The successful implementation of the Nation Building Economic Stimulus Plan has provided an opportunity to demonstrate and showcase whole of government collaboration with the Nation Building Taskforce working closely both ACT and Federal Government agencies, industry peak bodies, suppliers and contractors to deliver projects both on time and on budget.

This was achieved by measures including:

- implementing changes to planning regulations to streamline the approvals process;
- maximising the opportunity to employ apprentices and trainees in the building industry by working collaboratively with peak industry bodies and the ACT Department of Education and Training; and
- developing and implementing improved monitoring and reporting systems.

To facilitate delivery of the economic stimulus package the Taskforce undertook an assessment of Government processes and procedures to identify opportunities for improvement to ensure that the Commonwealth's tight timeframes were achieved. These improvements will also provide lasting benefits for the delivery of capital works and infrastructure in the Territory.

Output 1.2

Accommodation Utilisation Rate (sqm per employee)

The accommodation utilisation rate is the average area of office space measured in square metres per employee as measured across all owned and leased government office accommodation that is being occupied by ACT Government agencies. The lower the rate the more efficient and cost effective it is for government.

The target rate set by Government for 2009-10 was 17.2sqm per employee with a future target to be achieved across government being 15sqm. All new and substantially refurbished accommodation is required to meet the 15sqm target.

The result for 2009-10 was 17sqm. This is marginally better than the target and a significant improvement from 2005-06 (20.6sqm). Future opportunities for improvement will be pursued either through a proposed new government office building or through an alternate strategy. The new government office building would achieve significant savings through a greater sharing of common facilities such as meeting rooms together with a more flexible design that a new building allows. The alternate strategy, in the event that a new government building is not realised, would involve either the refurbishment of some existing leased accommodation or relocation to newly leased accommodation incorporating new fit outs in line with current policies and guidelines.

Occupancy rate of ACT Government office buildings

The occupancy rate of ACT Government office buildings is the percentage of all office space (both owned and leased) that is being utilised by ACT Government Agencies. The higher the rate the more efficient and cost effective it is for government.

The target rate set by Government for 2009-10 was 98 per cent. The result achieved was 98.33 per cent. A small amount of vacant space is required to provide a level of flexibility in managing changes to Agencies requirements and to provide for business continuity in an emergency.

Use of Greenpower

The ACT Government during 2009-10 was able to procure 32 per cent of its total electricity supply in Greenpower¹. This equates to a carbon reduction of 2895² cars being removed from ACT roads over the year. The target for the year was 30 per cent.

Accommodation cost per employee

Accommodation costs per employee includes costs such as rent, outgoings and administrative costs associated with the management of the office portfolio. The lower the cost per employee the more efficient and cost effective it is for government.

The target accommodation cost for 2009-10 was \$7000. The result achieved was \$6792.

Occupancy rate for properties designated for use by non-government tenants

ACT Government owned buildings which are surplus to agency requirements are made available for use by community groups, small businesses and some commercial organisations.

The occupancy rate of these buildings is the percentage of all available space that is being utilised by non-government tenants. The higher the rate the more efficient and cost effective it is for government. The target rate set by Government for 2009-10 was 95 per cent. The result achieved was 96.51 per cent.

Demand for leasing these facilities is currently high and the numbers of facilities are limited. ACT Property Group maintains an application register for organisations and groups interested in occupying these facilities.

[&]quot;Greenpower" is composed of two components: accredited "GreenPower" and methane gas derived energy from landfills (EDL). The addition of new sites produced a higher overall level of energy consumption, which was offset by higher percentage of energy generated from methane gas.

² Figure based on 2.76 tonnes of CO2 produced per vehicle.

Other Projects and Initiatives

Development of a co-ordinated action plan to revitalise Civic

A draft action plan to increase development in the Civic area and to revitalise ageing public infrastructure was released for public comment in February 2010.

In agreeing to the final Action Plan, the Government also decided that responsibility for delivering the capital works program in Civic would transfer from the Department of Territory and Municipal Services to the Department of Land and Property Services.

City Area Action Plan

The City Area Action Plan proposes a range of projects to enhance the appearance of Civic.

These projects, combined with investment by the private sector, will achieve substantial improvements to footpaths, parklands, public lighting and pedestrian malls and contribute to a vibrant and robust centre.

The Department of Land and Property Services will work with other Government agencies and private sector partners, including Canberra CBD Limited, to ensure a coordinated approach to development.



The upgrade of City Walk will improve the safety, maintenance and ambience of this major pedestrian connection. This project is expected to commence in the 2010-11 year.



Upgrading the internal courtyard of the heritage-listed Melbourne Building will create new business opportunities in this previously neglected area. Work is expected to start in 2010-11.

Supermarket Competition Policy

In financial year 2009-10 the Department:

- developed the Implementation Plan for the ACT Supermarket Competition Policy which was announced by Government on 22 January 2010;
- provided advice to Government on the release of supermarkets sites in the Casey, Amaroo, Dickson and Kingston Group Centres which was announced by the Government on 6 May 2010;
- undertook consultation with supermarket industry stakeholders on matters relating to the Government's Supermarket Competition Policy; and
- chaired, and provided secretarial support to, the inter-agency Supermarket Competition Coordination Committee.

Future Directions

In 2010-11 the Department will:

- reduce unmet demand for residential land by increasing residential land releases for the affordable and sustainable development of the ACT;
- optimise the Territory's social, environmental and economic return from land releases through engagement with commercial, industrial, community and residential entities;
- build an inventory of urban renewal opportunities;
- determine a best practice procurement model for a Government Office Building;
- commence construction of a visitors centre and continue the development of the National Arboretum Canberra;
- streamline the direct grant of land process;
- oversee implementation of Nation Building projects in the ACT; and
- improve the use and returns from the Property Group's property portfolio.

Further Information may be obtained from:

George Tomlins	Deputy Chief Executive, Strategy and Facilitation Division	(02) 620 78944	George.tomlins@act.gov.au
Hamish McNulty	Executive Director, Property and Capital Works	(02) 620 59674	Hamish.mcnulty@act.gov.au
Ross McKay	Director, Project Facilitation	(02) 620 50675	Ross.mckay@act.gov.au
Stephen Ryan	Director, ACT Property Group	(02) 620 52250	Stephen.ryan@act.gov.au

A.10 Triple Bottom Line Report

	INDICATOR	2009-10 Result
	Employee Expenses	
	Number of staff employed (head count, not FTE)	Section C7
	Total employee expenditure (dollars)	Section A
	Operating Statement	
ECONOMIC	Total expenditure (dollars)	Section A
ECON	Total own source revenue (dollars)	Section A
	Total net cost of services (dollars)	Section A
	Economic Viability	
	Total assets (dollars)	Section A and C12
	Total liabilities (dollars)	Section A and C12
	Transport	
	Total number of fleet vehicles	Section C 21
	Total transport fuel used (kilolitres)	Section C 21
	Total direct greenhouse emissions) of the fleet (tonnes of CO2e)	Section C 21
	Energy Use	
	Total office energy use (megajoules)	Section C 21
	Office energy use per person (megajoules)	Section C 21
	Office energy use per m2 (megajoules)	Section C 21
	Greenhouse Emissions	
ENTAL	Total office greenhouse emissions – direct and indirect (tonnes of CO2e)	Section C 21
ONME	Total office greenhouse emissions per person (tonnes of CO2e)	Section C 21
ENVIRONMENTAL	Total office greenhouse emissions per m2 (tonnes of CO2e)	Section C 21
	Water Consumption	
	Total water use (kilolitres)	Section C 21
	Office water use per person (kilolitres)	Section C 21
	Office water use per m2 (kilolitres)	Section C 21
	Resource Efficiency and Waste	
	Total co-mingled office waste per FTE (litres)	Section C 21
	Total paper recycled (litres)	Section C 21
	Total paper used (by reams) per FTE (litres)	Section C 21
	Percentage of paper recycled (%)	Section C 21

	INDICATOR	2009-10 Result
	The Diversity of Our Workforce	
	Women (Female FTEs as a percentage of the total workforce)	Section C 7
	People with a disability (as a percentage of the total workforce)	Section C 7
	Aboriginal and Torres Strait Islander people (as a percentage of the total workforce)	Section C 7
SOCIAL	Staff with English as a second language (as a percentage of the total workforce)	Section C 7 (provided by Shared Services)
200	Staff Health and Wellbeing	
	OH&S Incident Reports	CMD, Workplace Injury Performance Unit
	Accepted claims for compensation (as at 31 August 2010)	CMD, Workplace Injury Performance Unit
	Staff receiving influenza vaccinations	Departmental records
	Workstation assessments requested	Departmental records/Shared Services

Note: The Department of Land and Property Services was established on 1 December 2009. No comparative information is available.

SECTION B

B.1 Community Engagement

The Department of Land and Property Services' ethos of being 'committed to Canberra' is reflected in its Community Engagement at all levels, whether in providing feedback quickly to inquiries via the Department's website or engaging directly with Community Councils, residents and business people.

The Department has developed a Community Engagement policy based on the CMD's Citizen Centred Government model.

Community engagement by the Department happens at four levels identified as 'informing', 'seeking information', 'involving' and 'partnerships'. The levels of engagement vary depending on the project.

The Department works in partnership with the Land Development Agency and other agencies to coordinate and manage ACT Government land release and the release of surplus Government properties.

We recognise consultation is necessary in managing the four-year residential, commercial, industrial and community and non-urban land release programs as well as the sale of sites through the community/commercial direct sale process or by auction.



As part of the Community Engagement Program Chief Executive David Dawes, left, meets with Bruce Smith from the Northside Community Council.

Community Engagement

Project	Consultation Process (tools used)	Groups/Individuals consulted	Approx. No consulted	Outcome
Islamic School of Canberra at Weston Creek	Information session, working groups, Community Noticeboard, Chronicle and radio media and web site	Commtunity, Arboretum interest group	Not available	Direct sale to Islamic school of Canberra
Canberra City Coordinated Action Plan	Information sessions, Community Noticeboard, Chronicle, CT, TV and radio and web site.	General public, community groups and industry groups.	Wide coverage through multi media. 28 written submissions received.	Agreed strategy for public investment in Civic
Customer Satisfaction survey	Personal emails to community tenants — email addresses provided by tenancy managers	Community groups renting properties from ACT Property Group	Approx. 80 emails sent. Approx. 35 responses.	TBA. It is expected that a number of recommendations will be produced to improve ACT Property Group services.
Community Land Release in Wanniassa	Initial information flyer — Community Noticeboard, web site information	Meeting with Wanniassa Hills Primary School and P&C Liaison with adjoining lessees	Approx 15 written submissions received	Site is currently being investigated by DET for acquisition into school site for car parking facilities.
Commercial Land Release in Calwell	Initial flyer and posters in Group Centre , Community Noticeboard and website	Meeting with Calwell Neighbourhood watch, including residents, local traders & adjoining lessees	Attendance of approximately 15 people	Site ready for release pending age care bed funding
Mixed Use Land Release Franklin Stage 2A	Invitation to residents for Harrison and Franklin Community Noticeboard, website and signage	Residents of Franklin and Harrison	Attendance of approx 120 people, receipt of approx 27 written submissions	Final Estate Development Plan to be completed
Albert Hall Refurbishment	Reference Group including community representation, web site and attendance at community meeting	The Friends of Albert Hall	Not available	Positive media reflecting ACT Government and community coordination in heritage and project outcomes

Project	Consultation Process (tools used)	Groups/Individuals consulted	Approx. No consulted	Outcome
Canberra Muslim Community (CMC) Nicholls	Drop — in information session, letters to adjacent lessees notice in Canberra Times and flyers put up at local shops. Another presentation held, letters dropped to whole of Nicholls, notices in Canberra Times and Chronicle.	Nicholls and Gungahlin Community.	Approximately 53 people attended the drop - in session, with roughly the same amount of people attending the presentation.	Another site is to be identified for the CMC
Hu Guo Bao En Temple of Australia Nicholls	Letter box drop to whole of Nicholls, notice in Canberra Times and Chronicle, Information drop-in session.	Nicholls and Gungahlin Community.	Approximately 13 people attended the drop in session.	Positive response from residents, direct sale proceeding.
Hockey ACT Greenway	A letterbox drop to surrounding businesses/ residents and a notice to appear in the Chronicle and Canberra Times.	Surrounding Businesses/ residents directly.	50	In progress
Capital Business Park- Mitchell	Letter	Letter to adjoining lessees	One	Direct sale proceeding
FAW Industries - Mitchell	Letter	Letter to adjoining lessees	Three	Direct sale proceeding
National Arboretum Canberra	3 x talks provided to groups (external to Arboretum site)	Community Groups	120 (over the 3 talks)	Promotion / community engagement with the Arboretum project
National Arboretum Canberra	24 x site tours (the groups contacted us)	Community Groups	1000 (over the 24 tours)	Promotion / community engagement with the Arboretum project
National Arboretum Canberra	13 x site tours (public tours advertised in Community Billboard — Canberra Times. Some run during Floriade)	General public and Community Groups (tour guides from Friends of Arboretum group)	600 (over the 13 tours)	Promotion / community engagement with the Arboretum project and the Friends group
National Arboretum Canberra	5 x tree planting events (Invitation only events; HoS / HoG visits initiated by PM&C Embassy events through CM or Board Chair)	Diplomatic and business community	110 (over the 5 events)	Promotion of Arboretum project and relationship with diplomatic community

Project	Consultation Process (tools used)	Groups/Individuals consulted	Approx. No consulted	Outcome
National Arboretum Canberra	1 x public open day event (advertised in community billboard, Arboretum website, Friends website, roadside signage, targeted media launches, Friends networks.	General public	Approx. 7,000 — 10,000	Promotion of Arboretum project
Lyons Shopping Centre	Letterbox drop and media information in Community Noticeboard	Surrounding residents and existing traders	Approx. 100	In progress
Holt Shopping Centre	Letterbox drop and media information in Community Noticeboard	Surrounding residents and existing traders	Approx. 100	In progress
Communities@ work	Letters	Surrounding Lessees	Six	In progress
Albert Hall Plan of Management	Reference Group including Government agencies, community, industry and private sector representation	Friends of Albert Hall, Government agencies, community, industry and private sector representation	Not available	Initial stage of future use study undertaken. To be followed up with wider community consultation prior to Legislative Assembly review

B.2 Internal and External Scrutiny

The Department has been in operation as a separate entity since 1 December 2009. In the period from that date, there has not been any scrutiny report developed or tabled by the ACT Ombudsman or the ACT Auditor-General.

The Department has an Audit Committee. Further information about the actions of the Audit Committee can be found in section C.1 of this report.

Further information may be obtained from:

B.3 Legislative Assembly Committee Inquiries and Reports

Standing Committee on Public Accounts, Report on Annual and Financial Reports 2008-2009

The Report was tabled in the Legislative Assembly on 23 March 2010. The Government response was tabled on 17 August 2010.

Recommendation	Government Reponse	Departmental Implementation
Recommendation 26. The Committee recommends that the ACT Government reduce the requirements for an operator to be considered a full line supermarket to ensure maximum competition and opportunity in the market.	Agreed. The Government did not proceed with Mr Martin's recommendation that, to be recognised as a full line supermarket, an operator needed to have been trading as a full line supermarket for a minimum of ten years.	LAPS continues to implement.
Recommendation 34. The Committee recommends that upon settlement of Block 751 that the ACT Government report to the ACT Legislative Assembly on the terms and conditions of the settlement, including the price of the block.	Agreed. There is a statutory obligation under section 242 of the <i>Planning and Development Act 2007</i> to provide a copy to the Legislative Assembly of direct sale leases granted each quarter, including the amount if any that was paid for the grant of the lease.	LAPS will advise ACTPLA on the terms of the direct sale to allow ACTPLA to continue to meet its statutory obligations and provide quarterly statements regarding direct sales to the Legislative Assembly.

Select Committee on Estimates 2009-2010 Appropriation Bill Report

The Report was tabled in the Legislative Assembly on 16 June 2009. The Government response was tabled on 23 June 2009.

Recommendation	Government Reponse	Departmental Implementation
Recommendation 26. The Committee recommends that the Coordinator General provides a quarterly report to the Assembly on progress of the Federal Nation Building Stimulus package projects.	Agreed. The Government will provide quarterly reporting to the Assembly until the Taskforce is disbanded and has already started this process with the Chief Minister's Ministerial Statemeent to the Assembly on 16 June 2009.	LAPS continues to implement this recommendation.
Recommendation 73. The Committee recommends that that ACT Property Group prioritise energy and water savings as a contribution to achieving the efficiency divident across ACT Government.	ACT Property Group will prioritise the delivery of energy and water saving measures in buildings which it manages for the ACT Government. These measures will provide agencies with the opportunity to realise cost savings that can contribute to achieving efficiency dividends.	In progress. LAPS has also received funding of \$270,000 in the 2010-11 Budget to implement measures to increase the Government's renewable energy uptake.

B.4 Legislation Report

The Department is responsible for the following legislation:

• Planning and Development Act 2007, Chapter 4.

SECTION C

C.1 Risk Management and Internal Audit

The Audit Committee was formed at the end of the financial year and meetings will commence in 2010-11.

Name of Member	Position
John Thwaite	Independent Chair
Hamish McNulty	Deputy Chair
Anita Hargreaves	Member
Stephen Ryan	Observer

In the reporting period, the Department developed a Risk Management Plan in accordance with the Australian New Zealand Risk Management Standard (AS/NZS 4360:2004).

Further information may be obtained from:

C.2 Fraud Prevention

As required under the *ACT Integrity Policy*, the Department has developed a *Fraud and Corruption Prevention Plan*. The draft *Fraud and Corruption Prevention Plan* 2009-10 was updated and endorsed by the Executive in February 2010 and it is anticipated will be endorsed by the Audit Committee in 2010.

The updated plan will fully reflect the business processes and procedures implemented since the created of the Department on 1 December 2009. It focuses specifically on minimising the potential for instances of fraud or corruption relating to departmental programs and/or activities by employees or people outside the Department.

Risks identified in the *Fraud and Corruption Prevention Plan* will be addressed through the annual *Risk Management and Audit Plan*. Risks identified through the development of business plans will be incorporated into the *Risk Management and Audit Plan*.

There have been no identified or reported cases of potential fraud in the reporting period.

Further information may be obtained from:

C.3 Public Interest Disclosure

The Public Interest Disclosure Act 1994 provides a vehicle for any member of the public, including ACT public servants, to report wrongdoing in the ACT public sector, and provides rights and protection to persons who report wrongdoing.

The Department did not receive any Public Interest Disclosures during 2009-10.

A CMD information leaflet is available on the CMD website which provides information on making a public interest disclosure.

Further information may be obtained from:

C.4 Freedom of Information

The Freedom of Information Act 1989:

- provides for general access to documents of agencies and official documents of Ministers, subject to certain exemptions;
- provides for the amendment of records about personal affairs of an applicant that the applicant believes to be incorrect, incomplete, out of date or misleading;
- establishes a system to review certain decisions at various levels; and
- requires the publication of information on the functions and official documents of an agency, and that particular documents be available for inspection and sale.

Section 7 Statement

Section 7 of the *Freedom of Information Act 1989* requires the Department to prepare and publish a statement outlining the organisation's functions and powers, the categories of documents available and facilities provided for access to documents.

Organisation Function and Powers

The Department's primary objectives are to address the demand for land for the affordable and sustainable development of the ACT, to facilitate strategic projects and to improve the use and management of government owned and leased properties.

Legislation administered by the Department is listed in Section B.4 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, comments on Bills before the Assembly and contact with the relevant Minister.

Categories of documents

The Department holds the following categories of documents:

- those that are freely available on request and without charge;
- those that are exempt under the FOI Act; 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 by the Department on various aspects of its activities. These documents are usually distributed at events, from the offices of the Department, and are generally available on the Department's website. Other documents include discussion papers, information pamphlets and annual reports. Documents of other kinds that may be available under the FOI Act include:

- general records, including internal, interdepartmental and public documents such as minutes of meetings, agendas and background papers, policy statements, correspondence and administrative records;
- personnel records;
- records held on microfilm, computer or paper in connection with departmental functions;
- photographs, videos and film;
- · maps, plans and brochures;
- technical and scientific reports and discussion papers;
- financial records;
- details of contracts and tenders:
- files on applicants and clients; and
- leases and deeds of agreement.

Facilities for access

People seeking information are encouraged to first contact the Department before using the more formal FOI process.

The Department's contact for FOI is:

The FOI Coordinator
Department of Land and Property Services
GPO Box 158
Canberra ACT 2601

The physical location of the FOI Coordinator is:

Level 2, Telstra House 490 Northbourne Avenue Dickson ACT 2602 Telephone: (02) 6207 6369

Section 8 Statement

A copy of the Section 8 statement is not published in this report but is available on request from the Department's Freedom of Information (FOI) contact officer.

Section 79 Statement

Section 79 of the *Freedom of Information (FOI) Act 1989* requires the Department to include in the Annual Report details of applications made to the Department during the year. Access decisions in relation to FOI requests are categorised in terms of full release; partial release; entirely exempt; technical refusal (no documents located); still be processed; transferred; and withdrawn.

Since December 2009 the Department has received four applications under the (FOI) Act for access to documents including one transfer and one partial transfer from other agencies.

Of the four applications:

- Three had decisions on partial release completed during the year.
- One request was outstanding as at 30 June 2010 with discussions with the applicant continuing to narrow the terms of the request.
- The Department makes every effort to respond within the required 30 days, however in this period, application response times were 31-45 days.

Request for Internal Review

There were no requests for internal review or to the Administrative Appeals Tribunal during the reporting period.

Fees and Charges

The Department did not impose fees or charges during the reporting period.

Further information can be obtained from:

C.5 Internal Accountability

The Department of Land and Property Services was created by changes to the Administrative Arrangements Orders on 1 December 2009.

Chief Executive- David Dawes

David Dawes is responsible for implementing various major government initiatives such as the ACT Government's four-year Land Release Programs and Affordable Housing Action Plan. The Department also includes the Stimulus Package Taskforce, ACT Property Group and Strategic Project Facilitation Group, which supports major Government and private projects. He is responsible for the efficient administration of the Department and its corporate and strategic directions.

Deputy Chief Executive - George Tomlins

George Tomlins works in partnership with Mr Dawes to achieve the strategic outcomes of the Department.

He leads the implementation of Affordable Housing Action Plan and Indicative Land Release Programs. He also manages sensitive and complex matters on land development with Commonwealth and ACT governments and major developers.

Acting Chief Finance Officer – Ian Thomson

lan Thomson leads the Corporate Division of the newly established Department.

The Corporate Division has responsibility for Governance, Financial Management, Human Resources, Ministerial Liaison, Economic Analysis for Land Release and oversight of the Department's portfolio agency, the LDA.

Executive Director - Property and Capital Works - Hamish McNulty

Hamish McNulty is Executive Director, Property and Capital Works. He is responsible for the management of the Government's owned and leased property portfolio, the delivery of capital works associated with the land release program and the coordination of the nation building program implementation in the ACT. Before joining the Department, Hamish was a member of the ACT Stimulus Taskforce which oversaw the delivery of the ACT components of the Commonwealth's Nation Building Economic Stimulus Plan. The Taskforce was integrated into the Department.

Director - Communications - John Arthur

John Arthur heads the Communications Unit, which includes responsibility for internal and external communications, media relations, publications, community engagement, advertising and marketing.

The Department's website went live on 1 July 2010, with the Intranet under development and due to go live later this year.

Acting Director - Land & Property Policy (LPP) - Greg Ellis

Greg Ellis heads the Department's Land and Property Policy Unit, which is responsible for developing strategic policy in relation to the release of land, including the Government's Supermarket Competition Policy. LPP develops and monitors policies for government office accommodation and asset and tenancy management. It evaluates uses for potentially surplus Government property, manages the ACT Property Register, conducts customer satisfaction surveys, manages Government land transfers, and coordinates the *Canberra Construction Snapshot*. LPP is engaged in the development of a National Framework for Sustainable Government Office Buildings and a National Green Leasing Policy.

Director - Project Facilitation - Ross McKay

The Strategic Project Facilitation Unit provides across-government coordination and facilitation of major private and community sector development projects, all direct sales and key private and public sector initiatives in the ACT. He also leads the Building for Our Ageing Community strategy and represents the Territory in the ANU City West Precinct development.

Director - ACT Property Group - Stephen Ryan

Stephen Ryan leads the ACT Property Group. The Group is responsible for a range of property services including providing accommodation for the ACT Public Service; managing properties declared surplus by ACT agencies to accommodate a wide range of non-government tenants; maintaining a portfolio of more than 150 properties; and providing project management, trades and general facility management services.

Senior Management Committees

The Chief Executive created a governance structure consisting of one decision making body (the 'Executive') and three advisory bodies.

Current committee arrangements

The Executive team has reviewed the interim governance arrangements and has established an ongoing governance structure for the Department which comprises four bodies.

- the Executive Management team meets weekly
- Strategy Committee meets monthly
- Program Committee meets monthly
- Finance Committee meets monthly

Executive Management team

The Executive Management team is the peak decision-making body of the Department and is responsible for significant operational, policy and resourcing decisions and approvals. The membership includes the Chief Executive, Deputy Chief Executive, Executive Director, Property and Strategic Projects, Chief Financial Officer and the Director Communications. The Executive sets and reviews the strategic direction of the Department and monitors performance in key areas, including financial performance. It is also responsible for ensuring compliance with laws, regulations, accounting standards and departmental policies.

Strategy Committee

The Strategy Committee advises the Chief Executive on strategic major policy issues facing the Department. The Committee monitors external developments and develops strategies for responding to external opportunities and challenges, determines priorities and assesses Departmental coordination and resourcing options, identifies issues of potential importance and develops strategies to address emerging challenges, scrutinises departmental process and procedures as these relate to the land release program, property management and major projects and formulates, as necessary, proposals for improvement and streamlining.

Program Committee

The purpose of the Program Committee is to provide leadership and oversight of the delivery of the Department's major projects and programs. These projects include capital works, strategic projects like the National Arboretum Canberra, Government Office Building, Albert Hall and Fitters' Workshop. The committee reviews delivery of land releases and monitoring the effectiveness of interactions with other agencies.

Finance Committee

The Finance Committee provides leadership and direction in financial strategy and financial management of the Department. Its roles include identifying financial opportunities that support improved service delivery, determining effective use of financial resources by the Department, ensuring the Department's various fiduciary responsibilities are met including the development of a financial plan, the annual budget, the mid-year review, rolling forecasts and the annual report.

C.6 Human Resource Performance

Delivering for the Future

As a small Department the importance of attracting and retaining high performing and high-potential employees is particularly important. The Department is developing a range of attraction, retention and capability modelling approaches within its workforce planning strategies. New employees are supported by the provision of access to the whole-of-government e-induction as well as a tailored Departmental induction package.

Learning and development opportunities have been arranged for employees and are detailed in section C.8 of this report. The Department has also promoted professional networking and course opportunities for future leaders, such as the Young Professionals Network and the ACTPS Leadership Development program.

HR21 Implementation

The ACTPS electronic leave application system HR21 was introduced across the Department and by June 2010 had been extended to all staff.

Strengthening Organisational Resilience

The Department is committed to creating and maintaining a working environment free from all forms of discrimination, harassment and bullying. Workplace diversity officers have been appointed and assisted with specialised training to assist staff in matters relating to workplace discrimination, bullying and harassment. It is recognised and promoted that every individual has the right to bring complaints to their Manager, Supervisor, Diversity Officer or Human Resources and that all matters are dealt with seriously, promptly and fairly with no victimisation of complainants and witnesses.

The Department has engaged the services of IPS Worldwide (IPS) to provide an Employee Assistance Program. The Employee Assistance Program provides counselling and support for all employees and immediate family members. IPS provides professionally qualified psychologists with industry accreditation and substantial experience. IPS has also conducted health and wellbeing lunchtime seminars for staff

Sustaining Community Confidence

The Department has engaged with the community through community consultation activities as outlined in section B.1 of this report. It has continued to build strong relationships with peak industry organisations and community councils.

Working Collaboratively

The Department has established mechanisms for internal and external collaboration including implementation of the Agency Consultative Committee, Workplace Consultative Committees and Workplace Health and Safety Committees.

The Department actively participates in interagency forums such as Governance networks, Records Management, Human Resources Council, Shared Services Human Resources Executive Group, Shared Services Functional Reference Groups and the Occupational Health, Safety and Rehabilitation Advisory Committee (OHSRAC).

Enhancing Skills and Capabilities

Personal development is critical in assisting with achievement of Departmental strategic and business goals and the measurement of individual performance, including improvement where necessary. The Department's Performance Management Program, incorporating a skills audit to capture current skills and identify future learning and development needs, will be implemented across the Department. This Program requires employees and managers to periodically review development and performance and includes the provision of supportive feedback. It will also assist in formulation of the Department's training strategies.

The Department also supported employees undertaking external study through the Studybank Policy.

C.7 Staffing Profile

The Department of Land and Property Services has a workforce of 142 employees of whom 112 are permanent and 30 are temporary.

The following tables outline the breakdown of staff by classification, employment category, average length of service and age profile as at 30 June 2010.

FTE & Headcount

	Female	Male
FTE by Gender	45.0	93.9
Headcount by Gender	47	95
% of Workforce	33%	67%

Employment Type

Permanent	Temporary	Casual
112	30	

Classifications

Classification Group	Female	Male	Total
Administrative Officers	30	14	44
Executive Officers		6	6
General Service Officers & Equivalent		35	35
Senior Officers	17	30	47
Technical Officers		4	4
Trainees and Apprentices		6	6
TOTAL	47	95	142

Employment Category by Gender

Employment Category	Female	Male	Total
Casual			
Permanent Full-time	34	74	108
Permanent Part-time	4		4
TOTAL	47	95	142

Employment Category	Female	Male	Total
Temporary Full-time	6	21	27
Temporary Part-time	3		3
TOTAL	47	95	142

Average Length of Service by Gender

Average Length of Service	Female	Male	Total
0-2	17	26	43
2-4	10	14	24
4-6	7	24	31
6-8	4	13	17
8-10	2	3	5
10-12		1	1
12-14	1	1	2
14+ years	6	13	19

Total Average Length of Service by Gender

Gender	Average length of service		
Female	5.8		
Male	6.8		
Total	6.5		

Age Profile

Age Group	Female	Male	Total
<20	1	3	4
20-24	6	6	12
25-29	6	9	15
30-34	6	5	11
35-39	4	8	12
40-44	11	10	21

Age Group	Female	Male	Total
45-49	5	9	14
50-54	5	16	21
55-59	1	15	16
60-64	2	12	14
65-69		2	2
70+			

Agency Profile

Branch/Division	FTE	Headcount
ACT PROPERTY GROUP	92.3	95
EXECUTIVE	6.0	6
PROJECT FACILITATION	8.0	8
STRATEGIC PRIORITIES	32.6	33
Total	138.9	142

Agency Profile by Employment Type

Branch/Division	Permanent	Temporary	Casual
ACT PROPERTY GROUP	76	19	
EXECUTIVE	3	3	
PROJECT FACILITATION	7	1	
STRATEGIC PRIORITIES	26	7	
Total	112	30	0

Equity and Workplace Diversity

	A	В	C		
	Aboriginal and/or Torres Strait Islander Employment	Culturally & Linguistically Diverse (CALD) Employment	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	8	20	47
% of Total Staff	0.7%	9.2%	5.6%	14.1%	33.1%

The statistics exclude staff not paid by the ACT Public Service and people on leave without pay. Staff members who had separated from the ACT Public Service, but received a payment have been included.

Further information may be obtained from:

Joanne Rosewarne Senior Manager Strategic HR Department of Land and Property Services Ph (02) 6205 4057

C.8 Learning and Development

Learning and development, with a focus on "in-house" training is a high priority for the Department.

Staff accessed a range of in-house programs, Shared Services Centre (SSC) Training Calendar Programs, and various external specialist programs to build, retain and enhance the skills and knowledge of staff. It is difficult, however, to quantify this training because of the incremental transfer of staff into the Department.

As part of the new Performance Management Program, a skills audit will be conducted to identify the current skills of staff and also identify future opportunities for training and development.

Whole-of-Government Training Programs

Initiative	Number of Participants
ACTPS Graduate Program	1
Young Professionals Network	3
Future Leaders Program	1
Executive Development Program	0
PSM Program	2
Sponsored Training for First Time & Frontline Managers	0

In-House Training Programs

Initiative	Number of Participants
Management responsibilities under the Workplace Health & Safety Act	26
Code of Ethics Awareness Training for Senior Managers and Executives	11

Studies Assistance

Two employees participated in the Studies Assistance Program.

ACTPS Training calendar

During the period 1 February 2010 to 30 June 2010 staff participated in a total of eight ACTPS Training Calendar Courses at a cost of \$1840.

Future Priorities

Whilst one officer participated in the 2009/2010 Future leaders program, another two staff will commence the program in September 2010. The Department has also committed to employ a number of intellectually disabled employees during the next twelve months.

Further information may be obtained from:

Joanne Rosewarne Senior Manager Strategic HR Department of Land and Property Services Ph (02) 6205 4057

C.9 Workplace Health and Safety

The health and safety of all of employees is a high priority for the Department as is the right to work safely in a healthy environment. Workplace Health and Safety (WHS) initiatives are focussed on the delivery of a healthy workplace meeting Government's legislative and policy requirements.

The Department has developed a draft Workplace Health and Safety policy statement, and a Workplace Discrimination, Harassment and Bullying Prevention Policy, which aim to empower all staff to deal effectively with and treat seriously claims of discrimination, harassment and bullying.

The Department also holds membership on the HR Council and HR Executive Group, and Departmental representatives take part in the Workplace Health and Safety Functional Reference Group (OSHRAC) chaired by Shared Services.

Health Safety and Wellbeing of Staff

The Department has appointed a number of health and safety representatives including Work Safety Representatives (WSRs), anti-discrimination officers, fire wardens and first aid officers. Staff members are provided with specialist training for these roles. WSRs perform their duties in accordance with the *Work Safety Act 2008*. These officers conduct regular inspections of workplaces, including viewing staff members' immediate workspaces, desk and chair heights, as well as corridors and other work spaces.

A number of preventive and restorative initiatives have also been made available to staff including access to physiotherapy services provided through the Canberra Hospital, "in-house" immunisation against the influenza virus, lunchtime 'healthy life' information sessions and strategically placed monthly work-life balance posters.

Workplace Health Strategic Plan 2008-2012

The ACT Public Sector Workplace Health Strategic Plan for 2008-2012 has been developed to improve workplace health, safety and injury management outcomes for ACT Government employees. The plan sets out performance targets in the three key results areas of leadership, injury prevention and injury management. The Department has met its targets for 2009-2010.

The Workplace Safety Act 2008 (the Act) came into effect in October 2009 and LAPS staff attended a compulsory one-hour introductory information session (level 1 training). Senior Executives and Senior Officers also attended level 2 training sessions on providing leadership for a safe workplace. These sessions outlined organisational and managerial responsibilities under the Act and also alerted Senior Executives and Senior Officers of the workplace impact and penalties for non compliance.

Employee Assistance Program

In May 2010, the Department engaged IPS Worldwide for its Employee Assistance Program (EAP). Information on EAP and services available have been widely promoted across the Department and the provider has been involved in presenting lunchtime 'healthy life sessions'.

Injury Management

There were no incidents in the reporting year which have required notification under s204 of the OH&S Act

Further information may be obtained from:

Joanne Rosewarne Senior Manager Strategic HR Department of Land and Property Services Ph (02) 6205 4057

C.10 Workplace Relations

With the nominal expiry of the two current agreements being the *Chief Minister's Department Union Collective Agreement 2007-2010* and the *Territory and Municipal Services Union Collective Agreement 2007-2010*, on 31 March 2010, work has commenced on the development of a new Enterprise Agreement. It is expected that this agreement will be implemented early in the 2010/11 financial reporting year.

There are no Australian Workplace Agreements (AWAs) in place within the Department and no staff have transferred from AWAs to Special Employment Arrangements (SEAs). Consistent with Government policy, no new AWAs have been offered or approved in 2009-2010.

DESCRIPTION	No. of Individual SEAs	No. of Group SEAs*	Total employees covered by Group SEAs**	TOTAL
	А	В	С	(A+C)
	SEAs			
Number of SEAs as at 30 June 2010	5	0	0	5
Number of SEAs entered into during period	2	0	0	2
Number of SEAs terminated during period	0	0	0	0
Number of SEAs providing for privately plated vehicles as at 30 June 2010	0	0	0	0
Number of SEAs for employees who transferred from AWAs period	0	0	0	0
	AWAs			
Number of AWAs as at 30 June 2010	0	0	0	0
Number of AWAs terminated/lapsed (including formal termination and those that have lapsed due to staff departures)	0	0	0	0

	Classification Range	Remuneration as at 30 June 2010
Individual and Group SEAs	SOGA	\$122,611 - \$147,211
AWAs (includes AWAs ceased during period)	0	0

Further information may be obtained from:

Joanne Rosewarne Senior Manager Strategic HR Department of Land and Property Services Ph (02) 6205 4057

C.11 Strategic Bushfire Management Plan (SBMP)

The Department complies with the requirements of the Government's Strategic Bushfire Management Plan for the ACT.

The *Emergencies Act 2004* requires the Emergency Services Authority (ESA) to develop a Strategic Bushfire Management Plan (SBMP). The SBMP establishes the basis and framework for efficient, effective and comprehensive management of fire and fire related activities to protect human life, property, assets and the environment. One of the requirements of the plan is that land managers inside the Bushfire Abatement Zone (BAZ) produce a Bushfire Operational Plan (BOP).

A BOP that includes the National Arboretum Canberra has been prepared by the Department of Territory and Municipal Services (TAMS). The Department of Land and Property Services (LAPS) liaises with TAMS about maintenance requirements for the National Arboretum Canberra, and the master plan design includes provision for inner asset protection zones and allowance for fire breaks between the forest plantings to meet the requirements of the SBMP.

All areas in which these methods are applied are monitored for regrowth.

LAPS provides a list of its owned and managed properties to the ESA to assist the ESA in the planning and management of fire and fire related activities.

Further information may be obtained from:

David Dawes Chief Executive Ph (02) 6207 3331

C.12 Strategic Asset Management

The Department at 30 June 2010 managed 157 Government owned properties.

These properties include

Investment Properties \$125 million
 Land \$97 million
 Buildings \$189 million
 Plant and Equipment \$1 million
 Infrastructure \$0.4 million
 Heritage & Community Assets \$1 million
 Works in Progress \$25 million

Total \$438.4 million

The major assets upgrade and maintenance activities undertaken since the Department was created are:

- Albert Hall continued the restoration of Albert Hall;
- Woden Gymnastics Club design and commencement of the extension of the facilities for the Woden Gymnastics Club;
- Blaxland Centre completed the work required at the Blaxland Centre for the M16 Artspace;
- Various properties -commenced work on sustainability initiatives at a number of properties including
 plant and equipment upgrades, energy monitoring and audits, water saving upgrades and landscape
 works; and
- Heritage Upgrades completed Commonwealth funded heritage works at Tuggeranong Schoolhouse, Tuggeranong Homestead and de Salis cemetery.

In addition major work continues at National Arboretum Canberra including the following activities:

- preliminary civil works is now underway for Stage 2 works (visitors centre and bonsai pavilion) a variation has been agreed to Guideline Pty Ltd's contract for an amount of \$0.9m;
- a contract was signed in January 2010 for the planting of 22 forests, establishment of picnic and BBQ facilities at the Himalayan Cedar Forest and parking and viewing platform at Dairy Farmers Hill, at a tender price of \$4.1m;
- services planning work has been undertaken and ActewAGL has been contracted to provide electricity
 and telecommunications connections to the site (payment of \$0.254m). This work is now substantially
 completed;
- three 120,000 litre underground water tanks for irrigation purposes have now been constructed and were connected to the bore in May 2010; and
- detailed design and master planning work has commenced on the next stage works including the visitors centre, cafe, children's playground, bonsai pavilion, central valley gardens, entrance and events terrace.

Summary of Asset Movements during the period 1 December 2009 and 30 June 2010

Transferred in

- Higgins Pre-school at \$0.192 million
- Solar Panels at \$0.270 million
- Land National Arboretum Canberra at \$0.6235 million

Transferred out

• Part 141 Canberra Avenue at \$2.740 million

C.13 Capital Works

Capital Works Program 2009-10

New Works

Project	Revised Completion Date	Original Value (\$'000)	Revised Value (\$'000)	Prior Year Expenditure (\$'000)	2009-10 Expenditure (\$'000)	Total Expenditure 30 June 2010 (\$'000)
Civic Revitalisation — Development of Civic Masterplan (Feasibility)	June 2010	200	200	0	22	22
Fitters Workshop Re-use — Design and Documentation	June 2011	200	200	0	106	106
Upgrade and Expand the Woden Gymnastics Club	September 2010	550	550	0	162	162

Capital Upgrades

Project	Revised Completion Date	Original Value (\$'000)	Revised Value (\$'000)	Prior Year Expenditure (\$'000)	2009-10 Expenditure (\$'000)	Total Expenditure 30 June 2010 (\$'000)
Civic Health Centre, Moore St - Carpet Replacement and Toilet Upgrades	December 2009	285	285	0	103	103
North Building - Toilet Upgrades	May 2010	100	100	0	100	100
Climate Change Strategies – Installation of Solar Hot Water System (Dickson Motor Vehicle Registry), Water Collection and Reuse Systems (Fyshwick Depot) and Waterless Urinals at Government Owned Offices	May 2010	600	600	0	134	134
Macarthur House – Painting and Condition Audit Works	February 2010	90	90	0	76	76
Mitchell Depot - Improved Disability Access - Installation of Lift in Building 3	May 2010	215	215	0	24	24
Public Libraries (Tuggeranong, Erindale, Woden, Dickson, Belconnen) - Condition Audit Works	May 2010	320	320	0	315	315
PCL Depots – Various Upgrade Works	May 2010	250	250	0	250	250
Rangers Cottages – Various Upgrade Works	May 2010	250	250	0	250	250

Project	Revised Completion Date	Original Value (\$'000)	Revised Value (\$'000)	Prior Year Expenditure (\$'000)	2009-10 Expenditure (\$'000)	Total Expenditure 30 June 2010 (\$'000)
Hotel Kurrajong and Old Tuggeranong Schoolhouse - Various Upgrade Works	June 2010	210	236	0	236	236

Works in Progress

Project	Revised Completion Date	Original Value (\$'000)	Revised Value (\$'000)	Prior Year Expenditure (\$'000)	2009-10 Expenditure (\$'000)	Total Expenditure 30 June 2010 (\$'000)
Canberra International Arboretum and Gardens	June 2012	18,150	18,150	2,504	9,477	11,981
Government Office Accommodation Building Project	June 2010	2,020	2,620	918	1,318	2,236
Convention Centre Trust Fund	June 2010	250	250	0	250	250
Arts Organisation Relocation	June 2010	600	600	1	570	571
Government Office Accommodation and Relocation Fitout	June 2011	5,270	7,170	12	14	26
Government Offices Air-Conditioning Upgrade	December 2009	1,410	1,410	240	1,170	1,410
Refurbishment of Albert Hall	June 2011	2,723	3,223	211	1,422	1,633
Upgrade of Callam Offices	June 2011	811	811	2	0	2
Property Capital Upgrades	June 2010	2,056	2,056	1,971	84	2,055
Demolition of 141 Canberra Avenue, Fyshwick	June 2010	0	250	50	141	191

C.14 Government Contracting

Procurement Principles and Processes

The Department engages a range of consultants and contractors to provide specialist services. The following tables list the contract entities used to provide specialist services where the total amount expended equalled or exceeded \$20,000 or where smaller contracts awarded to the same contractor exceeded \$20,000 in total in 2009-10.

The Department's procurement selection and management processes for all contractors including consultants complied with the *Government Procurement Act 2001* and *Government Procurement Regulation 2007*, and subordinate Guidelines and Circulars.

Procurement processes valued at \$20,000 or more have been undertaken by ACT Procurement Solutions and, if applicable, endorsed by the Government Procurement Board consistent with the provisions of the *Government Procurement Regulation 2007*.

External Sources of Labour and Services (total financial year cost greater than \$20,000 GST inclusive)

Business Unit: Strategy and Facilitation Division

Output No: 1.1

Table A

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
ACT Concrete Water Tanks	Supply and installation of 3 water tanks	57,681	Select tender	Procurement Solutions	28/01/10	Specialist knowledge	n/a
Aecom Australia Pty Ltd	Canberra Central Co-ordinated Action Plan	22,500	Single select	Procurement Solutions	03/09/09	n/a	n/a
Alan Timmiss	Provision of contract management/ technical planning management	68,476	Three quotes sought	Strategy & Facilitation Division	18/08/09	n/a	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Booth Potholing Services P/L	National Arboretum Canberra — tree pulling, site preparation, roads and tank preparation	284,667	Public tender	Procurement Solutions	04/08/09	n/a	n/a
Bowie Bonsai	Provision of advice for the establishment development and management of the National Bonsai Collection of Australia	91,736	Single select	Strategy & Facilitation Division	14/08/09	Specialist knowledge	n/a
Bungendore Rural Services	National Arboretum Canberra – Supply and fit bore	34,682		Procurement Solutions			n/a
Canberra Sand & Gravel P/L	National Arboretum Canberra Mulching	288,347		Procurement Solutions	16/07/09	n/a	n/a
Cardno Young	National Arboretum Canberra – Superintendence	583,853	Single select	Procurement Solutions	February 2008	Timing to coordinate with planning and design contracts	n/a
EarthTEC Geotechnical Constructions P/L	National Arboretum Canberra — Gabion wall no. 4	59,084	Select	Procurement Solutions	14/10/09	Specialist knowledge	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Cox Group Pty Ltd	ACT Government Office Startup Phase 2	462,206	Open tender	Procurement Solutions	19/04/10	n/a	n/a
David Wright	Project management/ strategic policy analysis	66,120	Three quotes sought	Strategy & Facilitation Division	14/05/09	n/a	n/a
Goodfellow and Associates	National Arboretum Canberra — irrigation consultancy	113,073	Single select	Procurement Solutions	25/08/09	Specialist knowledge	n/a
Guideline ACT	National Arboretum Canberra — 1C	1,711,756	Open Tender	Procurement Solutions	June 2008	n/a	n/a
Maginness Consulting	Project management services — ACT Government Office — Stage 2	83,000	Three quotes sought	Strategy & Facilitation Division	06/12/08	n/a	n/a
Maginness Consulting	Project management services — ACT Government Office	98,000	Single select	Strategy & Facilitation Division	16/04/10	Specialist knowledge	n/a
Mark Richardson	National Arboretum Canberra — Consultant botanist	71,915	Single select	Strategy & Facilitation Division	26/06/09	Specialist knowledge	n/a
Marsupial Landscape Management	National Arboretum Canberra — Stage 2 tree planting	2,048,093	Open Tender	Procurement Solutions	29/05/09	n/a	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Martin Stone Pty Ltd	Consultancy services for competition issues in supermarket and petrol retailing and wholesaling	57,000	Single select	Strategy & Facilitation Division	01/01/10	Specialist knowledge	n/a
P&J Nott Horticultural Maintenance	National Arboretum Canberra – maintenance	23,498	TAMS Panel Contract	Strategy & Facilitation Division	February 2008	n/a	n/a
SGS Economics & Planning	Management options Narrabundah Long Stay Caravan Park	35,435	Open Tender	Procurement Solutions	24/10/08	n/a	n/a
SMEC Australia Pty Ltd	Canberra Central Co-ordinated Action Plan - Cost benefit analysis	22,673	Single select	Procurement Solutions	23/10/09	n/a	n/a
SMEC Australia Pty Ltd	Canberra Central Co-ordinated Action Plan — London cct Traffic Mgt study	22,722	Single select	Procurement Solutions	23/10/09	n/a	n/a
Taylor Cullity Lethlean	National Arboretum Canberra – Design services	477,923	Open tender	Procurement Solutions	June 2007	n/a	This was the result of a 2 stage national design competition

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
TRACT Consultants	Canberra Central Co-ordinated Action Plan — Urban design review and compilation of a coordinated project list	22,727	Single select	Procurement Solutions	07/08/09	n/a	n/a
Urban Contractors	National Arboretum Canberra — 1D tree planting	825,688	Single select	Procurement Solutions	August 2008	Procurement Board endorsed a variation to Tree planting stage 1B	n/a
Urban Contractors	National Arboretum Canberra — tree planting stage 3, Dairy Hill and Cedar Forests landscape works	1,983,385	Open tender	Procurement Solutions	12/01/10	n/a	n/a

Includes all contracts including those transferred with Strategic Project Facilitation to new department.

Contracts awarded to the same contractor which, in total, exceed \$20,000 (GST inclusive) for this Business Unit and Output No:

Table B

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)
David Lancashire Design	National Arboretum Canberra — tree booklet design	4,520	Single select	Major Projects	11/03/2010	n/a
David Lancashire Design	National Arboretum Canberra — temp. signage design	12,445	Single select	Major Projects	11/03/2010	n/a
David Lancashire Design	National Arboretum Canberra — Corp. Style guide	7,575	Single select	Major Projects	06/04/2010	n/a
David Lancashire Design	National Arboretum Canberra — Prototype glass sign	9,128	Single select	Major Projects	10/05/2010	n/a
David Lancashire Design	National Arboretum Canberra — entry signage	7,000	Single select	Major Projects	20/05/2010	n/a
CBRE	Government Office — Block 4 Section 19 City	5,568	Single Select	Major Projects	02/11/09	n/a
CBRE	Government Office — update valuation advisory fee	12,250	Single Select	Major Projects	24/03/10	n/a
CBRE	Government Office — consultancy services	6,932	Single select	Major Projects	09/04/10	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)
CBRE	Government Office — consultancy services	4,750	Single select	Major Projects	14/04/10	n/a
Tonkin Zulaikha Greer	National Arboretum Canberra — Biosphere	13,194	Open tender	Major Projects	30/04/10	This was the result of a 2 stage national design competition
Tonkin Zulaikha Greer	National Arboretum Canberra — Reflective Pavilion	10,700	Open tender	Major Projects	30/04/10	This was the result of a 2 stage national design competition
Tonkin Zulaikha Greer	National Arboretum Canberra — Master planning	3,375	Open tender	Major Projects	30/05/10	This was the result of a 2 stage national design competition

External Sources of Labour and Services (total financial year cost greater than \$20,000 GST inclusive)

Business Unit: Property Group

Output No: 1.2

Table A

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Hirotec Maintenance Pty Ltd	Heating ventilation and cooling	18,350	Select tender	Property Group	01/12/09	Quotation	n/a
Access Lock and Key	Locksmiths	19,086	Select tender	Property Group	01/12/09	Quotation	n/a
Certified Building Solutions Pty Ltd	Building repairs and maintenance	19,379	Select tender	Property Group	01/12/09	Quotation	n/a
Canberra Commercial Waste	Waste removal	19,543	Select tender	Property Group	01/12/09	Quotation	n/a
Condor Cleaning Pty Ltd	Cleaning services	21,209	open tender	Property Group	01/12/09	n/a	n/a
SNP Security	Security services	21,296	Select tender	Property Group	01/12/09	Quotation	n/a
Mount Vital Pty Ltd	Water coolers and Chilly Billies	22,154	Select tender	Property Group	01/12/09	Quotation	n/a
King Air Pty Ltd	Heating ventilation and cooling	23,567	Select tender	Property Group	01/12/09	Quotation	n/a
Morgans Group Pty Ltd	Cleaning services	23,728	Select tender	Property Group	01/12/09	Quotation	n/a
Cleanaway	Waste removal	23,742	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Haden Engineering Pty Ltd	Heating ventilation and cooling	24,912	Select tender	Property Group	01/12/09	Quotation	n/a
Peter Freeman Pty Ltd	Architectural Services	25,714	Select tender	Property Group	01/12/09	Quotation	n/a
Brad Adams	landscaping	26,000	Select tender	Property Group	01/12/09	Quotation	n/a
The Blind Man Co.	Blinds and window treatment	27,227	Select tender	Property Group	01/12/09	Quotation	n/a
The Playground People	Playground maintenance	27,932	Select tender	Property Group	01/12/09	Quotation	n/a
Canopy Tree Experts	Horticultural Services	27,950	Select tender	Property Group	01/12/09	Quotation	n/a
PCA People Pty Ltd	Contract labour hire	28,443	Select tender	Property Group	01/12/09	Quotation	n/a
ISS Washroom Services	Cleaning services	28,848	open tender	Property Group	01/12/09	n/a	n/a
Mastro 5 Design Pty Ltd	Building repairs and maintenance	29,095	Select tender	Property Group	01/12/09	Quotation	n/a
Pro-Tech Services Pty Ltd	Electric/data cabling works	29,110	Select tender	Property Group	01/12/09	Quotation	n/a
Northrop Consulting Engineers	Engineering services	30,210	Select tender	Property Group	01/12/09	Quotation	n/a
Sedcom Communications Pty Ltd	Communications	31,116	Select tender	Property Group	01/12/09	Quotation	n/a
MSS Security Pty Ltd	Security services	34,023	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Co-ordinated Construction	Building repairs and maintenance	34,839	Select tender	Property Group	01/12/09	Quotation	n/a
Pace-BS Pty Ltd	Mechanical Consultants	35,160	Select tender	Property Group	01/12/09	Quotation	n/a
Southern Cross Protection Pty Ltd	Security services	35,180	Select tender	Property Group	01/12/09	Quotation	n/a
Lines Signs and Pavements Pty Ltd	Carpark and line marking	35,359	Select tender	Property Group	01/12/09	Quotation	n/a
Delta Diesel Services	Automatic building controls	35,879	Select tender	Property Group	01/12/09	Quotation	n/a
Pink Hygiene Solutions	Cleaning services	36,733	Open tender	Property Group	01/12/09	n/a	n/a
Territory Turf and Horticulture	Landscaping	37,218	Select tender	Property Group	01/12/09	Quotation	n/a
City Reflection Property Management	Cleaning services	37,807	Open tender	Property Group	01/12/09	n/a	n/a
Stephen Y Sih	Electrical consultancy services	38,300	Select tender	Property Group	01/12/09	Quotation	n/a
PM and AL Crowe	Water usage	38,770	Select tender	Property Group	01/12/09	Quotation	n/a
Fibre Tech Surface Care	Cleaning services	42,241	Select tender	Property Group	01/12/09	Quotation	n/a
Faraj Cleaning Services	Cleaning services	42,463	Open tender	Property Group	01/12/09	n/a	n/a
Australian Pest Control Pty Ltd	Pest control services	45,474	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Affinity Electrical Technologies	Electrical repairs and maintenance	49,906	Select tender	Property Group	01/12/09	Quotation	n/a
Steve Coombe	Fire protection services consultant	52,170	Select tender	Property Group	01/12/09	Quotation	n/a
Moonery Joinery	Joiners	52,377	Select tender	Property Group	01/12/09	Quotation	n/a
Services ACT Pty Ltd	Building repairs and maintenance	52,828	Select tender	Property Group	01/12/09	Quotation	n/a
Ecowise	Electrical services	54,013	Select tender	Property Group	01/12/09	Quotation	n/a
SITA Environmental Solutions	Waste removal	54,802	Select tender	Property Group	01/12/09	Quotation	n/a
Prestige Paving and Landscaping	Landscaping	55,847	Select tender	Property Group	01/12/09	Quotation	n/a
Allcorp Property Services	Cleaning services	58,796	Open tender	Property Group	01/12/09	n/a	n/a
Larkin Industries	Mechanical consultants	59,301	Select tender	Property Group	01/12/09	Quotation	n/a
Corianton Management Services Pty Ltd	Contract labour hire	60,691	Single tender	Property Group	01/12/09	Quotation	n/a
Peter Allan Smith	Consultancy services	61,208	Select tender	Property Group	01/12/09	Quotation	n/a
Chubb Fire & Security Pty Ltd	Fire protection services	62,375	Select tender	Property Group	01/12/09	Quotation	n/a
City Group Pty Ltd	Cleaning services	64,029	Open tender	Property Group	01/12/09	n/a	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Existing Buildings Group Pty Ltd	Refrigeration and air conditioning	64,748	Select tender	Property Group	01/12/09	Quotation	n/a
RB & R Daintree Pty Ltd	Security services	66,375	Select tender	Property Group	01/12/09	Quotation	n/a
Nautilus Refrigeration and Air Conditioning	Refrigeration and air conditioning	69,589	Select tender	Property Group	01/12/09	Quotation	n/a
Complete Cleaning Service	Cleaning services	70,332	Open tender	Property Group	01/12/09	n/a	n/a
Discount Tree Services ACT Pty Ltd	Horticultural services	71,640	Select tender	Property Group	01/12/09	Quotation	n/a
Ambride	Refrigeration and air conditioning	73,465	Select tender	Property Group	01/12/09	Quotation	n/a
Sellick Consultants Pty Ltd	Engineering services	77,114	Select tender	Property Group	01/12/09	Quotation	n/a
Landmark Products Ltd	Building repairs and maintenance	80,208	Select tender	Property Group	01/12/09	Quotation	n/a
Alpine Airconditioning and Electrical Contractors Pty Ltd	Heating ventilation and cooling	80,608	Select tender	Property Group	01/12/09	Quotation	n/a
Roofsafe Systems Pty Ltd	Roof safety installers	82,582	Select tender	Property Group	01/12/09	Quotation	n/a
Philip Leeson Architects Pty Ltd	Architectural services	87,464	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Paes Group Pty Ltd	Electrical repairs and maintenance	89,068	Select tender	Property Group	01/12/09	Quotation	n/a
Magro Constructions Pty Ltd	Building repairs and maintenance	89,175	Select tender	Property Group	01/12/09	Quotation	n/a
LC Hughes and Co Pty Ltd	Heating ventilation and cooling	89,240	Select tender	Property Group	01/12/09	Quotation	n/a
Ozbestos Pty Ltd	Asbestos removalists	90,570	Select tender	Property Group	01/12/09	Quotation	n/a
Berkeley Challenge Pty Ltd	Cleaning services	91,143	Open tender	Property Group	01/12/09	n/a	n/a
Rovera Scaffolding	Scaffolding erectors and certifiers	97,431	Select tender	Property Group	01/12/09	Quotation	n/a
Height Safety Protection Systems Pty Ltd	Roof safety installers	97,480	Select tender	Property Group	01/12/09	Quotation	n/a
Budget Carpet Care	Cleaning services	98,380	Select tender	Property Group	01/12/09	Quotation	n/a
Schindler Lifts Australia Pty Ltd	Lift repairs and maintenance	100,676	Select tender	Property Group	01/12/09	Quotation	n/a
Canberra Consulting Resources Pty	Contract Labour Hire	104,084	Single tender	Property Group	01/12/09	Quotation	n/a
Don't Panic Plumbing	Plumbing	104,517	Select tender	Property Group	01/12/09	Quotation	n/a
ACT Electrics Pty Ltd	Electrical Repairs and Maintenance	108,756	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Quality A Must	Plumbing	109,514	Select tender	Property Group	01/12/09	Quotation	n/a
Freds Express Cleaning Service	Cleaning Services	114,123	Open tender	Property Group	01/12/09	n/a	n/a
Thyssenkrupp Elevator	Lift repairs and maintenance	117,626	Open tender	Property Group	01/12/09	n/a	n/a
J & W Electrical Pty Ltd	Electrical Repairs and Maintenance	120,617	Select tender	Property Group	01/12/09	Quotation	n/a
Canscape Landscaping	Horticultural Services	123,138	Select tender	Property Group	01/12/09	Quotation	n/a
GK Ellery and Associates Pty Ltd	Engineering Services	130,938	Select tender	Property Group	01/12/09	Quotation	n/a
Bright Lights Electrical	Electrical Repairs and Maintenance	132,785	Open tender	Property Group	01/12/09	n/a	n/a
FMS ACT Pty Ltd	Building Repairs and Maintenance	135,305	Select tender	Property Group	01/12/09	Quotation	n/a
Beaver Industries Pty Ltd	Building repairs and maintenance	136,837	Select tender	Property Group	01/12/09	Quotation	n/a
Automated Logic ACT	Mechanical Consultants	144,300	Select tender	Property Group	01/12/09	Quotation	n/a
Canberra Consulting	Contract Labour Hire	151,187	Single tender	Property Group	01/12/09	Quotation	n/a
Universal Office Cleaners ACT Pty Ltd	Cleaning Services	152,008	Open tender	Property Group	01/12/09	n/a	n/a
Irwin and Hartshorn Pty Ltd	Building Repairs and Maintenance	156,140	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
J & E Carpentry Pty Ltd	Building Repairs and Maintenance	167,059	Select tender	Property Group	01/12/09	Quotation	n/a
Wilson Parking Pty Ltd	Security services	172,019	Select tender	Property Group	01/12/09	Quotation	n/a
Shane's Glass	Glaziers	173,453	Select tender	Property Group	01/12/09	Quotation	n/a
SPS Strategic Property Services ACT Pty Ltd	Building Repairs and Maintenance	178,508	Select tender	Property Group	01/12/09	Quotation	n/a
Programmed Maintenance Services Pty Ltd	Building Repairs and Maintenance	191,204	Select tender	Property Group	01/12/09	Quotation	n/a
Nausiti Pty Ltd	Building Repairs and Maintenance	196,698	Select tender	Property Group	01/12/09	Quotation	n/a
ADT Security Pty Ltd	Security Services	221,691	Open tender	Property Group	01/12/09	n/a	n/a
Dan and Dan Landscaping Pty Ltd	Landscaping	237,229	Select tender	Property Group	01/12/09	Quotation	n/a
Control and Electric Pty Ltd	Automatic Building Controls	248,617	Select tender	Property Group	01/12/09	Quotation	n/a
SG Fleet Australia Pty Ltd	ACT Govt car hire & provider	249,962	Single tender	Property Group	01/12/09	Quotation	n/a
Dalkia Technical Services Pty Ltd	Heating Ventilation and Cooling	275,186	Select tender	Property Group	01/12/09	Quotation	n/a
Sure Safe	Roof Safety Installers	278,460	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Perimitech PtyLtd	Fencing Contractors	291,160	Select tender	Property Group	01/12/09	Quotation	n/a
Lido's Fencing	Fencing Contractors	293,265	Select tender	Property Group	01/12/09	Quotation	n/a
Classic Solutions	Asbestos Removal & Building Repairs and Maintenance	318,357	Select tender	Property Group	01/12/09	Quotation	n/a
National Cleaning Services Aust Pty Ltd	Cleaning Services	370,600	Open tender	Property Group	01/12/09	n/a	n/a
Q Commercial Carpets Pty Ltd	Carpet Installers	377,005	Select tender	Property Group	01/12/09	Quotation	n/a
Radmo Constructions Pty Ltd	Building Repairs and Maintenance	423,234	Select tender	Property Group	01/12/09	Quotation	n/a
Hastie Services Pty Ltd	Heating Ventilation and Cooling	423,699	Select tender	Property Group	01/12/09	Quotation	n/a
General Lighting Services Monaro	Lighting & Electrical Repairs and Maintenance	433,449	Open tender	Property Group	01/12/09	Quotation	n/a
Paul Abbey Constructions Pty Ltd	Building Repairs and Maintenance	453,454	Select tender	Property Group	01/12/09	Quotation	n/a
Environmental Plumbing Solutions Aust Pty Ltd	Plumbing	472,032	Select tender	Property Group	01/12/09	Quotation	n/a
Wire Wizard Electrical Pty Ltd	Electrical Repairs and Maintenance	513,273	Select tender	Property Group	01/12/09	Quotation	n/a

Name	Description and Reason for Contract	Financial year expenditure \$ (GST excl)	Procurement Type (open tender, select tender, single select, standing offer)	Area managing contract	Date contract let	Reason for use of Select Tender (where applicable)	Reason for use of non-prequalified construction suppliers (where applicable)
Leaves Away Pty Ltd	Landscaping	522,390	Select tender	Property Group	01/12/09	Quotation	n/a
Drain King ACT Pty Ltd	Plumbing	530,480	Select tender	Property Group	01/12/09	Quotation	n/a
Monarch Building Solutions Pty Ltd	Building Repairs and Maintenance	641,953	Select tender	Property Group	01/12/09	Quotation	n/a
Capital Boiler and Burner Services Pty Ltd	Heating Ventilation and Cooling	651,057	Select tender	Property Group	01/12/09	Quotation	n/a
Robson Environmental	Hazmat Services	666,922	Select tender	Property Group	01/12/09	Quotation	n/a
SMI Fire Services	Fire Services	1,244,600	Open tender	Property Group	01/12/09	n/a	n/a
Aris Building Services Pty Ltd	Building Repairs and Maintenance	1,473,258	Select tender	Property Group	01/12/09	Quotation	n/a

Used 1st December for all contracts which were transferred from TAMS.

C.15 Community Grants/Assistance/Sponsorship

No.	Organisation/Recipient	Project Description/Process/Period of time engaged	Outcomes	Amount \$ (GST excl)
1	Canberra Business Council	Delivery of a Scoping Study for the Australian Forum on "New Convention Centre"	Final report to be provided	250,000

Strategy and Facilitation Division Sponsorship

No	Organisation/Recipient	Project Description/Process/ Period of time engaged	Outcomes	Amount \$ (GST excl)
1	Housing Industry Association Ltd	Sponsor housing awards 2009	Encouragement of excellence in design and construction of affordable housing	\$6,000
2	Housing Industry Association Ltd	Sponsor housing awards 2010	Encouragement of excellence in design and construction of affordable housing	6,000
3	Master Builders Assoc.	Bronze Sponsorship of Boral Awards 2010	Encouragement of excellence in design and construction of affordable housing	4,545
4	Construction Industry Training Council	Silver sponsorship of 2010 Construction Industry Training (CITC) Excellence Awards	Recognising excellence in apprentices and supporting local industry.	2,500

C.16 Territory Records Act 2002

As a first step in implementing the requirements of the *Territory Records Act 2002* the Department adopted the Records Management Program (RMP) of the Land Development Agency (LDA) at the creation of the new Department in December 2009.

The LDA RMP includes Records Management Policies and Procedures approved by the CEO. The Departmental Thesaurus and agency specific Records Disposal Schedule have been approved by the Director of Territory Records and disseminated to all staff.

In the coming year the agency plans to review the RMP to ensure development and implementation of compliant policies and procedures encompassing the business of the whole agency.

Records management training is ongoing and forms part of the agency's induction package.

The Department's Thesaurus uses Keyword AAA (TVKAAA) terms to title records.

The Territory Administrative Records Disposal Schedule is used to manage disposal of administrative records and agency specific records are managed in accordance with the following instrument:

Records Disposal Schedule Name	Effective	Year and No.
Land Development Records	21 April 2006	NI2006—136

The Department has in place arrangements for preserving records containing information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage.

If any such record is created, received or discovered, the Department endorses the relevant file with the notation 'File contains records with Aboriginal or Torres Strait Islander heritage information—do not destroy'. Records so annotated have their disposal status amended accordingly by the Records Manager.

Public Access provisions of the *Territory Records Act 2002* (TRA) allow access to records more than 20 years old.

The Department received two (2) access requests in the reporting period for documents relating to older Canberra buildings.

Members of the public can seek access to the Department's records by contacting:

Archives ACT

GPO Box 158 CANBERRA ACT 2601

Tel: (02) 6207 5726 (Reference Archivist)

Tel: (02) 6205 3510 (Public Access Support Officer)

Fax: (02) 6207 5835

Website: http://www.archives.act.gov.au/

Email: archives@act gov.au

By maintaining an approved register of section 28 declarations the Department complies with the TRA which allows a declaration to be made in relation to a document classed as an exempt document under prescribed provisions of the *Freedom of Information Act 1989*.

Access to a record to which a declaration applies is prohibited under the TRA.

Further information may be obtained from:

Judy Strickland Records Manager Phone (02) 6207 4295

C.17 – Human Rights Act 2004

The *Human Rights Act 2004* commenced on 1 July 2004. Under this Act all public officials are required to interpret legislation under which they operate consistently with human rights, unless the Territory law clearly authorises otherwise. Section 40B, which creates a duty on public authorities to act consistently with human rights, commenced on 1 January 2009.

The Department is committed to ensuring its staff comply with the *Human Rights Act 2004*.

C.18 Commissioner for the Environment

The Department has been in operation as a separate entity since 1 December 2009. Since this time there were no other requests or recommendations affecting the Department under section 23 of the Commissioner for the Environment Act 1993.

Further information may be obtained from:

lan Thomson Acting Chief Financial Officer Phone: (02) 6205 3997

C.19 ACT Multicultural Strategy

The ACT Multicultural Strategy 2010-2013 provides a shared framework for ACT Government agencies to work towards a common goal and an integrated Government response to multicultural issues in the community. The Department of Land and Property Services contributes to the outcomes of the strategy through implementing activities, indicated under the relevant themes below, and is committed to the ongoing process of furthering work in these areas.

Human rights

The Department is fully supportive of the Human Rights of all staff. The Department's *Workplace Discrimination, Harassment and Bullying Prevention Policy* will seek to create and maintain a working environment free from all forms of discrimination, harassment and bullying.

Access and equity

The Department is also committed to promoting part-time work opportunities and helping all staff achieve a work life balance. Applicants for positions within the Department are able to inquire about part time roles, while existing staff who are interested in pursuing part-time employment or other flexible work opportunities are encouraged to discuss the matter with their supervisor and Human Resources.

C.20 Aboriginal and Torres Strait Islander Reporting

The Department supports the WhoG approach to indigenous policy.

The Department, through the Nation Building Economic Stimulus Plan (NBESP) initiatives, has worked with the Training and Tertiary Education Directorate (TTED) in the ACT Department of Education and Training (DET) to maximise the opportunities for the employment of indigenous apprentices and workers. The Commonwealth requires information on total jobs supported and a breakdown on the numbers of indigenous apprentices and workers on the NBESP. This information is required at commencement and completion for Building the Education Revolution projects and at the completion of the Social Housing Initiative projects.

The Department facilitated meetings between the Construction Industry Training Council (CITC), Indigenous Success Australia (ISA) and the potential employers of indigenous workers and apprentices including the Group Training Organisations to assist industry achieve indigenous employment.

CITC and ISA are providing support for the project managers and builders delivering the NBESP works by identifying potential candidates and providing the candidates with the necessary pre-employment training to make them "site ready". By working with Group Training providers, ISA is seeking to provide sustainable employment beyond the current NBESP capital works programs. ISA is a locally based service provider and its process for identifying, training and mentoring is expected to provide long term benefits for the local indigenous community.

The Coordinator-General wrote to the Business Development Manager – Indigenous Employment ACT in the Department of Education, Employment and Workplace Relations to expedite ISA access to funding under the Indigenous Employment Program.

The number of indigenous workers has exceeded initial expectations and it is expected that these numbers will be maintained for the duration of this work. Eight Indigenous apprentices continue to be engaged on the various sites and it is recognised that a number of others have not formally identified as indigenous at this stage. A number of construction workers have formally been identified and Cobul Constructions is encouraging more indigenous workers to enter a trade.

C.21 Ecologically Sustainable Development – LAPS occupied

255 Canberra Avenue, Fyshwick and 490 Northbourne Avenue, Dickson for the period of 1 December 2009 – 30 June 2010

	Indicator as at 30 June 2010	Unit	2009-2010
	General		
А	Occupancy – Office staff full-time equivalent *1	Numeric	115.00
	Occupancy – total staff full–time equivalent (including non–office)	Numeric	31.00
В	Area office space – net lettable area	Square metres (m2)	1,870.00
	Area non-office space - net lettable office area	Square metres (m2)	1,586.80
	Stationary Energy Use		
Χ	Electricity use (total) *2	Kilowatt hours	277,366.88
	Electricity use (office) *3	Kilowatt hours	38,985.00
Υ	Renewable energy use (Green Power)	Kilowatt hours	73,670.58
	Percentage of renewable energy used (Y/Xx100)	Percentage	26.56
	Gas use (total) *4	Megajoules	136,798.52
	Gas use (office) *5	Megajoules	Not available
C	Total office energy use (Xx3.6+Y)	Megajoules	1,135,319.29
	Intensities (office)		
	Energy intensity per office FTE (C/A)	Megajoules / FTE	23,745.61
	Energy intensity per square metre (C/B)	Megajoules / m2	1,369.19
	Transport Energy		
D	Total number of vehicles	Numeric	47.00
	Transport fuel (Petrol)	Kilolitres	23.70
	Transport fuel (Diesel)	Kilolitres	25.00
	Transport fuel (LPG)	Kilolitres	Not available
	Transport fuel (CNG)	Kilolitres	Not available
	Transport fuel (Aviation)	Kilolitres	Not available
E*	Total transport energy use	Gigaloules	1,775.54
	Water Consumption		
	Water use (total) *6	Kilolitres	382.11
F	Water use (office) *7	Kilolitres	Not available

	Indicator as at 30 June 2010	Unit	2009-2010
	Intensities (office)		
	Water use per office FTS (F/A) *8	Kilolitres / FTE	9.55
	Water use per square metre floor area (F/B) *9	Kilolitres / m2	0.48
	Waste		
	Reams of paper purchased	Reams	1,388.00
	Recycled content of paper purchased	Percentage	40.00
**	Estimate of general waste	Litres	24,000.00
**	Estimate of corringled material recycled	Litres	14,784.00
**	Estimate of waste paper recycled	Litres	11,078.00
**	Estimate of secure paper recycled	Litres	6,778.00
	Office Greenhouse Gas Emissions		
*	Direct Greenhouse gas emissions (Scope 1)	Tonnes CO ² -e	7.02
*	Indirect greenhouse gas emissions (Scope 2)	Tonnes CO ² -e	187.60
*	Other indirect greenhouse gas emissions (Scope 3)	Tonnes CO ² -e	25.19
G*	Total office greenhouse gas emissions (Allscopes)	Tonnes CO ² -e	219.81
	Transport Greenhouse Gas Emissions		
*	Direct Greenhouse gas emissions (Scope 1)	Tonnes CO ² -e	123.86
*	Indirect greenhouse gas emissions (Scope 2)	Tonnes CO ² -e	Not available
*	Other indirect greenhouse gas emissions (Scope 3)	Tonnes CO ² -e	9.41
H*	Total transport greenhouse gas emissions (Allscopes)	Tonnes CO ² -e	133.27
	Greenhouse Gas Intensities		
	Office greenhouse gas emissions per person (G/A)	Tonnes CO ² -e / FTE	1.91
	Office emissions per square metre (G/B)	Tonnes CO ² -e / m ²	0.12
	Transport greenhouse emissions per person (H/A)	Tonnes CO ² -e / FTE	1.16

^{** =} waste figures are based on number of bins collected

Notes

The Department occupies two sites – 255 Canberra Ave, Fyshwick and 490 Northbourne Ave, Dickson.

- *1 Includes contractors.
- *2 Consumption at Fyshwick and Northbourne Ave
- *3 Office Consumption at Northbourne Ave only
- *4 Represents Gas use at Fyshwick
- *5 Unable to calculate the gas component for Northbourne Avenue due to the site being a leased building (data was not available at 30 June)
- *6 Unable to recognise the water component for Northbourne Avenue due to the site being a leased building (data was not available at 30 June)
- *7 Unable to calculate the office water component at Fyshwick as it is not separately metered
- *8 Unable to calculate the water component for Northbourne Avenue due to the site being a leased building (data was not available at 30 June)
- *9 Unable to calculate the water component for Northbourne Avenue due to the site being a leased building (data was not available at 30 June)

C.22 ACT Women's Plan 2010-2015

The Department has no current programs directly attributable to the ACT Women's Plan 2010-2015, however, the plan's objectives are considerations in the Department's own formulation of objectives and strategies, including: recognition of opportunities, wellbeing and work-life strategies, training opportunities and pathways, as well as, housing plans and community minded developments.

Further information may be obtained from:

Joanne Rosewarne Strategic HR Department of Land and Property Services Phone (02) 6205 4057

C.23 Model Litigant Guidelines

Law Officer (Model Litigant) Guidelines 2010

(No.1)

The Law Officer Act 1992, section 5AA, requires all agencies to comply with the Law Officer (Model Litigant) Guidelines 2010 (No 1). The model litigant guidelines apply to all Territory legal work, including conduct that may lead to litigation in the future, even if advice has not been sought from the ACT Government Solicitor's office.

The Department will be developing a policy and publishing links to the model litigant guidelines on its Intranet during 2010-11. This will include internal procedures for dealing with disputes or complaints and seeking legal advice, and ensuring all instructions in relation to disputes are passed through a central point with the Executive and that a report is available to the CEO LDA and LAPS.

No breaches of the model litigant guidelines by the Department occurred for the financial year 2009-10.

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