



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

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

FOI Reference: CMTEDDFOI 2022-082

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	17
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

**From:** [REDACTED]  
**To:** [CMTEDD FOI](#)  
**Cc:** [REDACTED]  
**Subject:** FOI Request | Annual Reports Briefs  
**Date:** Thursday, 10 March 2022 12:49:35 PM

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Good afternoon,

**RE: FOI REQUEST – ANNUAL REPORTS BRIEFS**

I write to request under the *Freedom of Information Act 2016* any final briefs prepared for any ACT Minister(s) or ACT Government witnesses during the 2020–2021 Annual Reports Hearings.

I ask that my request be transferred to other entities that may hold relevant documents. Duplicate documents may be excluded.

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

Kind regards,






**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2022-082



via email: 

Dear 

### **FREEDOM OF INFORMATION REQUEST**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 10 March 2022, in which you sought access to:

- Final briefs prepared for any ACT Minister(s) or ACT Government witnesses during the 2020–2021 Annual Reports Hearings.

### **Authority**

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

### **Timeframes**

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 8 April 2022.

### **Decision on access**

Searches were completed for relevant information and nine documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant access in full to seven documents and partial access to two document relevant to your request as it contains information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

## Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act,
- the content of the documents that fall within the scope of your request.

## Exemption claimed

My reasons for deciding not to grant full access to the identified documents and components of these documents are as follows:

Information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act

### What is the 'Public Interest'?

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

### Factors favouring disclosure in the public interest under Schedule 2, 2.1:

*(a) disclosure of the information could reasonably be expected to do any of the following:*

- (i) promote open discussion of public affairs and enhance the government's accountability*
- (ii) contribute to positive and informed debate on important issues or matters of public interest*

Disclosure of briefs taken into Annual Report hearings help to promote discussion of government business and enhance the government's accountability and continued commitment to open and transparent government.

The FOI Act has an express pro-disclosure bias which reflects the importance of public access to government information for the proper working of a representative democracy. This concept is promoted through the objects of the FOI Act, and I consider that giving access to the information sought would support this intention of the FOI Act.



Factors favouring nondisclosure in the public interest under Schedule 2, 2.2:

(a) *disclosure of the information could reasonably be expected to do any of the following:*

*(viii) prejudice the economy of the Territory*

*(xi) prejudice trade secrets, business affairs or research of an agency or person*

Information found in the documents identified includes reference to specific unsolicited proposals. Unsolicited proposals allow bidders to submit innovative and unique proposals that do not readily fit into the Government's normal procurement processes but may provide value for money and align with the Government's strategic objectives. The ACT Government has publicly stated in [Guidelines for Unsolicited Proposals](#) that "*The Government will not publish details of Proposals that do not proceed to a Phase 1 presentation.*"

To publish the details of unsolicited proposals that do not proceed to Phase 1 could reasonably be expected to decrease the number of future unsolicited proposals received, as future bidders do not wish their unsuccessful proposals to be published, leaving the Territory without a valuable source of unique and innovative ideas. This, in turn, could be expected to prejudice the economy of the Territory. Publishing information that does not proceed to Phase 1 could significantly undermine the accountability of the Government while exposing information that unsolicited bidders may consider a trade secret.

I have also considered the impact of disclosing information which relates to business affairs. In the case of *Re Mangan and The Treasury* [2005] AATA 898 the term 'business affairs' was interpreted as meaning 'the totality of the money-making affairs of an organisation or undertaking as distinct from its private or internal affairs'. Schedule 2 section 2.2(a)(xi) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the trade secrets, business affairs or research of an agency or person. To release the financial dealings of a business entity in the course of them providing a service to the ACT Government could reasonably prejudice their business affairs and give a competitor an unfair advantage in future negotiations.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information and information on unsolicited proposals is not in the public interest to release, I have chosen to redact from the documents this specific information in accordance with section 50(2).

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

## **Charges**

Processing charges are applicable to this request as the number of pages being released to you greatly exceeds the charging threshold of 50 pages, however, I have waived fees associated with your access application under section 107(2)(e) of the Act.

## **Online publishing– Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log 3-10 days after the date of this decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi>.

## **Ombudsman Review**

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

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

## **ACT Civil and Administrative Tribunal (ACAT) Review**

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

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

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'K Stuart', written in a cursive style.

Katharine Stuart  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate  
05 April 2022



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
Final briefs prepared for any ACT Minister(s) or ACT Government witnesses during the 2020–2021 Annual Reports Hearings.	CMTEDDFOI 2022-082

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-51	CIT briefing pack		Full release	N/A	Yes
2	52-81	Corporate briefing pack		Full release	N/A	Yes
3	82-106	Economic Development briefing pack		Full release	N/A	Yes
4	107-347	Head of Service briefing pack		Full release	N/A	Yes
5	348-451	International Engagement briefing pack		Full release	N/A	Yes
6	452-574	Policy and Cabinet briefing pack		Full release	N/A	Yes
7	575-591	Treasury briefing pack		Partial release	Schedule 2 s2.2(a)(viii)	Yes
8	592-699	Workforce Capability and Governance briefing pack		Partial release	Schedule 2 s2.2(a)(xi)	Yes
9	700-749	WorkSafe ACT briefing pack		Full release	N/A	Yes
<b>Total No of Docs</b>						
9						

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# 1. STRATEGIC COMPASS 2025

## Talking points:

- CIT's [\*Strategic Compass 2025 – CIT Futures\*](#) outlines CIT's vision for embracing a future rich with possibilities and sets out the strategic directions for the organisation for the next five years.
- CIT sees a future where we are at the centre of a vibrant, constantly adapting ecosystem of students, business, and the community.
- CIT is an integral part of the ACT community, and as the public provider of VET, we are uniquely placed to contribute to the prosperity and sustainability of Canberra's future.
- The world of work and the skills required are constantly changing and CIT must adapt and evolve together with students and industry.
- The opportunity presented by the government's ambitions for VET, in conjunction with the construction of the new Woden CIT campus, is unprecedented and provides CIT the possibility of achieving major transformation to enable it to adapt and evolve with the needs of the ACT community. There are four focus areas of reform including courses, workforce, performance measures and relationship with government.
- Our strategic pillars will guide CIT in all that we do:
  - **Leading change** – raising our ambitions to meet new expectations
  - **Advancing Canberra's workforce** – adapting our courses and means of delivery to provide skills for the future
  - **Growing our region's economy** – supporting jobs, economic resilience, and future prosperity
  - **Transforming our business** – investing in our business for viability and value.

## Key Information

- CIT is considering its course offerings so that it can be more flexible, accessible and relevant to students, industry and the community.
- CIT must consolidate its course offerings and focus on areas in which it can deliver a well balanced and sustainable selection of courses which meet the needs of industry and provide employment outcomes for students.
- To meet the changing world of work and emerging skills required for the jobs of the future CIT's courses require a degree of reconfiguration and we want to work together, in partnership with industry, students and the community in understanding the options for reconfiguring courses.

- CIT has a number of courses with low student numbers which are not meeting the needs of industry or the community. We plan to free up those resources so we can focus on areas of skills need.
- All of CIT's course offerings need to meet the following overarching principles that promote and/or deliver:
  - An employment outcome: courses in the first instance should only be developed and reconfigured if they have a job outcome;
  - Contemporary learning practices: development of learning practices which are adaptable to accommodate the diverse learning needs and preferences of students and industry and respond to social changes and norms;
  - Increased flexibility: a universal shift to a student-centred model, including bite-sized learning and mobile learning;
  - Embedded work-integrated learning: work placements and fully on-the-job learning and assessment;
  - Digital approach and online resources: accessible and engaging learning material that is available to support a range of delivery modes;
  - Optimised pathways and connections: co-design model with industry focusing on global trends of design and innovation;
  - Skills recognition: A seamless and coherent approach to providing recognised prior learning that will support upskilling and/or reskilling of existing workers; and
  - Reasonably priced fees: In course areas where there are low to no job outcomes but there is strong student and community 'demand', a consideration of user pays to be explored and considered.

### Background Information

- To progressively transform our business and meet our aspiration and intent, CIT will consistently focus on ***enhancing our industry and community engagement, our digital capacity, our adaptive capability, and our collaborative culture***. Through this approach we expect to ***increase our agency*** within the ecosystems in which we operate and further leverage our unique position as the public provider to assist the ACT Government meet its priorities.

## 2. 2021-22 BUDGET – STATEMENT OF INTENT AND 2022-23 BUDGET STATEMENT OF INTENT

### Talking points:

- At the time of the Annual Report Hearings, CIT is currently in the second half of the 2021-22 Statement of Intent (Sol) cycle noting that:
  - CIT operates and reports on a January to December calendar year basis (as audited annually by the ACT Audit Office), inclusive of reporting on this basis in Annual Reports also.
  - The Sol is required to align with the ACT Government’s July to June financial year and the financial reports provided within, are required to be disclosed on the same basis to enable consolidation with the whole of ACT Government Budget. Accordingly, both financial and calendar year based financial reports are provided in the Sol.
  - CIT’s Accountability Indicators are also reported in the Sol on both a financial and calendar year basis.
- CIT’s 2021 Financial Performance is detailed in the *CIT Financial Performance* section of the Annual Report.
- As mentioned within the Sol, the *Strategic Compass 2025 – CIT Futures* strategy (Strategic Compass) underpins a major long term reform agenda as approved by the ACT Government, in accordance with the strategic priorities set by the CIT Board. CIT is working with stakeholders to progress the implementation of the Strategic Compass and the reform agenda which includes a review of our performance measures, the costs and benefit to the ACT community associated with our role as the public provider and CIT’s relationship to government.
- CIT is commencing work on the 2022-23 Sol in preparation for the 2022-23 ACT Budget. The release date of the 2022-23 ACT Budget is 2 August 2022.

### Key Information

- CIT will continue to collaborate with all relevant stakeholders, including industry and unions, to inform our analysis and response to the transformational work required under the Strategic Compass strategy.
- In relation to the challenges within the multi-contextual layers of VET, CIT has been subject to the influence of an increasingly competitive market since the commencement of the Australian Government’s National Reform Agreement through the *National Agreement for Skills and Workforce Development*, (NASWD) program.



- Since the NASWD commenced and alongside normal market forces and arguably with the ongoing socio-economic effects of the COVID-19 pandemic, and in consideration of the various temporal and spatial scales, the environment continues to change at varying paces resulting in shifting trends in both the demand for, and the types of courses being sought by students.
- These factors have resulted in the need to examine future course offerings and to consider future financial sustainability. These and other factors will be considered in developing a range of proposed reform strategies to be considered in progressing the Strategic Compass strategy.
- Accountability Indicators which better align with reporting against the way students choose to study at CIT were previously introduced in the 2020-21 ACT Budget Statements and continue in the 2021-22 Sol. The new indicators include Subject Enrolments and Subject Pass Rates. Whilst not yet determined, further revisions will be considered in the development of the 2022-23 Sol.
- From the 2022-23 Sol onwards, the following Accountability Indicators will be removed, these changes were endorsed by the Minister during the 2020-21 Budget process. See Table 1 and notes in the section below.
  - Nominal Hours
  - Program Enrolments
  - Modules Pass Rates
  - Program Completions

**Table 1: Accountability Indicators January to December Calendar Year**

	2020 Targets	2020 Audited Outcome <sup>3</sup>	2021 Targets	2021 Interim Outcome
– Subject Enrolments	N/A	96,634	108,000	111,464
– Subject Pass Rates	N/A	86%	85%	86%
– Nominal Hours <sup>1,2</sup>	3,226,000	2,456,123	2,600,000	2,682,167
– Achieve key output targets:				
– Program Enrolments <sup>1,2</sup>	11,700	9,558	11,700	9,822
– Module Pass Rates <sup>1,2</sup>	75%	80%	75%	81%
– Program Completions <sup>1,2</sup>	4,500	3,102	4,500	3,382
– Learner Satisfaction Rate	85%	88%	85%	88%
– Employer Satisfaction Rate	80%	90%	80%	90%
– Average Controlled Recurrent Payment per Nominal Hour <sup>1,2</sup>	\$23.96	\$31.48	\$30.14	\$32.69

**Note(s):**

1. Nominal Hours, Program Enrolments, Module Pass Rates, Program Completions and Average Controlled Recurrent Payment per Nominal Hour will be discontinued as Accountability Indicators from 1 July 2022.

2. These measures only relate to training delivered under CIT's 'Profile' funding scheme and do not include students enrolled under other schemes.
3. Notes on variances are provided under the Explanation of Material Variances section below.

### Performance Measure Definitions

- The Accountability Indicators measure aspects of CIT's delivery of training according to national AVETMISS standards. Students who withdraw without attendance (Withdrawal – Without Attendance) (WW) grade are not included.
- The older measures included here and marked as "Profile Only" relate only to accredited training delivered under CIT's 'Profile' scheme. All other training is not included. In particular, the following training activity is excluded from these measures.
  - Students studying under other fee-subsidy schemes, including User Choice (apprentices and trainees), Skilled Capital and JobTrainer.
  - Full fee-paying students such as commercial and international students.
  - Non-accredited training such as Adult Community Education (ACE) programs.
- Measures not marked as "Profile Only" include all Government subsidised and full fee accredited training.
- **Subject Enrolments** is the sum of the total student enrolments in each individual Unit of Competency for the reporting period, excluding any enrolments relating to students who withdrew without attendance (i.e. where a Withdrawal - Without Attendance/WW grade has been recorded). This measure includes all students enrolled at CIT during the reporting period.
- **Subject Pass Rates** reflect the proportion of subject enrolments issued with a grade indicating successful completion of the Unit of Competency during the reporting period, expressed as a percentage of total subject enrolments during the same period. This measure includes all students enrolled at CIT during the reporting period.
- **Nominal Hours** (Profile only) measures the anticipated hours of supervised learning or training provided by CIT to eligible students as a notional representation of the educational effort associated with the delivery and assessment of a given endeavour of study. It also includes student contact hours delivered through a recognition of prior learning process.
- Key output targets include the following qualitative measures of CIT's performance.
  - **Program Enrolments** (Profile only) represents the number of records of completing program enrolment requirements in accordance with AVETMISS by eligible students.

- **Module Pass Rates** (Profile only) represents the proportion of successful eligible module (subject) outcomes compared to module enrolments weighted by Nominal Hours in accordance with the national AVETMISS requirements.
- **Program Completions** (Profile only) represents the number of student records where program completion requirements have been met in accordance with the AVETMISS requirements for eligible students completing study in the previous academic year(s).
- **Learner Satisfaction Rate** measures the proportion of current students who indicated that they were satisfied with the training they received at CIT. The learner survey has been designed by the Australian Council for Educational Research (ACER) to collect data relating to the Australian Quality Training Framework (AQTF) quality indicator (QI) 'Learner Satisfaction'.
- **Employer Satisfaction Rate** measure the proportion of employers indicating that they were satisfied with the training provided by CIT. The Employer Survey has been designed by ACER to collect data relating to the AQTF QI's and Employer Satisfaction metrics.

### 3. CIT FINANCIAL PERFORMANCE – 2021 OPERATING RESULT

#### Talking points:

- CIT operates and reports its financial results (as published in the Annual Report) on a 1 January to 31 December calendar year basis whereas the ACT Government reports on a 1 July to 30 June financial year basis.
- Subject to change, the 2021 (Calendar Year) Financial Statements are currently being audited by the ACT Audit Office therefore the final *audited* Financial Statements are not yet available. Adjustments will occur in the main around revenue (e.g JobTrainer and User Choice).
- It is important to note that the internal CIT budget varies from the externally published budget (i.e., as per the Sol) due to incorporating further information that was available in August 2021 at the time of developing the *external* budget (which was later than when the *internal* 2021 budget was developed in December 2020). Expenses were adjusted downwards by \$2.8 million in the external budget across several categories of which the major ones were IT expenses (\$1.0m), utilities, other occupancy, staff travel and professional development expenses (\$1.4m).

#### 2021 Operating Result:

- \*The operating result for the 1 January to 31 December 2021 year was a deficit of \$1.6 million *exclusive* of depreciation and asset transactions against a budgeted surplus of \$2.0 million (see Table 1 below).
- The operating result *inclusive* of depreciation and asset transactions for the 2021 year was a deficit of \$11.1 million against a budgeted deficit of \$7.4 million.
- The COVID-19 pandemic continued to affect the operating result in 2021 with reduced revenue from general and commercial students. Also affecting the result was the recognition of \$5.1 million less JobTrainer funding revenue than expected although the full funding of \$9.2 million was received. \$4.0 million of this funding has been held as revenue in advance on the Balance Sheet and will be recognised as students enrol and complete qualifications in accordance with the terms of the MoU. Expenses were below budget by \$4.3 million, partially offsetting the reduced revenue.
- Although initially programmed to conclude by 31 September 2021, enrolments under the JobTrainer initiative have been extended until 31 December 2022. Further opportunities are expected following the Commonwealth Governments announcement of the JobTrainer2 initiative in the Federal Budget.

#### Key Information

- The operating deficit of \$1.6 million, *exclusive* of depreciation and asset transactions, was made up of revenue of \$111.5 million and expenses of \$113.1 million as follows:

\*Note: Cheryl - Is this 2021 or 2020? Noting that the 2021 budgeted deficit was \$0.7m not \$2m

Stephanie - This is 2021 data. This 2.0 is explained in the paragraph directly above. This report needs to match the published budget.

**Table 1**

<b>2021 Operating Result ( January-December 2021)</b>			
<b>Revenue</b>	<b>Budget \$m</b>	<b>Actual \$m</b>	<b>Variance \$m</b>
Controlled Recurrent Revenue - Government Appropriation	78.4	75.4	-3.0
External Revenue	27.6	32.5	4.9
Other Revenue Sources	13.4	3.6	-9.8
<b>Total Revenue</b>	<b>119.4</b>	<b>111.5</b>	<b>-7.9</b>
<b>Expenses</b>	<b>Budget \$m</b>	<b>Actual \$m</b>	<b>Variance \$m</b>
Salary	81.5	79.9	1.6
Non Salary	35.9	33.2	2.7
<b>Total Expenses</b>	<b>117.4</b>	<b>113.1</b>	<b>4.3</b>
<b>Operating Result</b>	<b>2.0</b>	<b>-1.6</b>	<b>3.6</b>

**Revenue:**

- Revenue was \$7.9 million lower than budgeted.
- Controlled Recurrent Payments were \$75.4 million against a budget of \$78.4 million. The variance to budget was due to CIT drawing down in advance in December 2020, a 2021 fortnightly payment of \$3.0 million to cover possible cash requirements over the end of year shutdown period.
- External revenue was \$32.5 million against a budget of \$27.6 million being \$4.9 million above budget. This variance is predominately due to the recognition of JobTrainer revenue in 2021. This funding was categorised as Other Revenue Sources in the Budget and was budgeted to be \$10.2 million.

**Expenses:**

- **Salary:** Salary expenses were \$79.9 million against a budget of \$81.5 million being \$1.6 million better than budget. Salary expenses were lower than budget due predominately to reduced delivery associated with the JobTrainer initiative as all students have not yet enrolled and completed and in many cases, students were able to be included in existing classes, reducing the need for additional teaching staff.
- **Non-Salary:** Associated with the commitment to contain non-salary expenses and with some reductions being attributable to reduced activity associated with the COVID-19 pandemic (e.g., costs of utilities), expenses

were \$33.2 million against a budget of \$35.9 million, being \$2.7 million better than budget.

### Capital Works

- Funding for the acquisition, upgrade and/or replacement of assets and infrastructure is provided to CIT from the ACT and Commonwealth Governments. A total of **\$5.5 million** was provided in capital funding to CIT on a 1 July 2021 to 30 June 2022 financial year basis. All funding has been expended or is committed for expenditure. The sources of funding and the amounts provided for 2021-22 are as follows:

Capital Initiatives	2021-22 Budget (\$m)	Commentary
Better Infrastructure Fund (BIF)	2.9	Annual ACT Government funded and a part of CIT's annual program for building and infrastructure improvements to provide a better learning environment for students and an appropriate work environment for staff. The majority of the work focused on buildings and infrastructure projects at the Bruce and Fyshwick campuses.  Work on the various projects has commenced although there are some delays due in the main to COVID-19 disruptions. The expected completion date is unchanged and is still June 2022.
CIT Baseline Property, Plant & Equipment and Infrastructure	1.3	Annual ACT Government funded and a part of CIT's annual program for equipment, infrastructure and systems upgrade to provide a better learning experience for students.  Due to COVID-19 disruptions at the end of 2021, delays in commencing procurement processes for some approved initiatives have been experienced.
Expansion of Fyshwick Campus Project	1.3	A specific ACT Government Budget funded initiative for building new simulated work environments that can deliver better hands-on training for Canberra's future tradespeople and support CIT in providing more contemporary models of teaching and learning. This project is complete.

### Background Information

2021 information:

1. The financial performance at 31 December is a preliminary result and is subject to change pending any adjustments required from the Financial Statement audit that is currently in progress. Also, additional revenue and expenses may need to be recognised as and when any further information related to 2021 emerges, including for User Choice and JobTrainer revenue.
2. Revenue has improved from 2020 results mainly due to the JobTrainer funding as well as through revenue from increased completions for User Choice – Apprenticeships. The increased revenue is partially offset by the reduction in Controlled Recurrent Payments where the 2021 advance drawdown of \$3.0 million was included in 2020 revenue and not in 2021.
3. Non-Salary Expenditure was \$2.6 million lower than 2020 due mainly to 2020 including a \$1.0 million non-cash loss on the transfer of the Woden Childcare site and COVID-19 related rental waivers of \$0.8 million provided to tenants of CIT properties in 2020.
4. Although salary expenses were \$1.6 million under the 2021 budget, they were \$2.5 million higher than 2020 and the increase is attributable mainly to the JobTrainer staffing requirements as well as staffing to update the training packages, noting the number of updates required was unusually high in 2021.

## 4. CIT RESPONSE TO COVID-19

### Talking points:

#### 2020

- Business Continuity Plan (BCP) enacted 17 March – September 2020.
- Staff moved from working on campus to working from home adapting to the physical, technical and digital changes this created.
- Teachers across CIT moved their classroom training to online training. However, in many areas the practical nature of vocational education courses made some of these changes uniquely challenging, creating a backlog of practical training, assessments and course completions.
- Staff and students were provided with a range of support in working and studying from home, as well as managing their mental health and physical wellbeing.
- From the start of Term 3 (July 2020) all classes, where access to CIT campus resources and equipment was required, commenced on campus. This was combined with ongoing digital training.
- Restricted access to campus-based tools and resources in 2020, impacted the timeline for completion of some courses, which were delayed into Semester 1, 2021.
- With the de-activation of the BCP in September 2020, CIT's response to COVID-19 in 2020 transitioned to a more business as usual approach, coupled with regular online meeting which were open to all CIT staff, student representatives and unions.

#### 2021

- BCP enacted on 12 August 2021 – December 2021.
- CIT Reid and Bruce campuses were listed as COVID exposure sites in August 2021. Information was provided to all staff and students, and they were supported in complying with their obligations under the ACT Health orders at the time (i.e., testing and quarantining).
- CIT's practices were compliant with the ACT Public Health Directions at the time. CIT continued to deliver remote teaching and learning to students, with the introduction of 'essential' learning activities conducted face-to-face, where required, in priority areas, such as trades and health sectors.
- Prior to face-to-face activities occurring, area specific COVID Safe plans were developed, in accordance with an overarching CIT COVID Plan. These include student and staff induction prior to attending campus.
- CIT held regular 'all staff' online forums to maintain effective communication with staff.



- CIT's on-going planning was focused on student access to practical teaching and learning activities, the continuation of remote learning where appropriate and the capacity to be adaptable if exposure to the COVID virus required learning activities to change.
- The 2021 ACT lockdown has had a similar delay on timelines for completion of courses compared with 2020. Around 17% of Semester 2, 2021 enrolments (that were due to complete in 2021) were given an EG or AP grade which extended their end date into 2022, compared to around 9% of Semester 2, 2020 enrolments being given an EG or AP grade.

## 2022

- All CIT campuses are open for enrolment and learning in 2022 as the focus continues to be on supporting students to engage and complete their studies, while continuing to consider the health and wellbeing of students, staff and the wider ACT community.
- For the week commencing 14 February 2022, the daily scheduled classroom bookings, anticipated capacity of an average of 9,300 students across all CIT campuses, compared with an average of 14,300 students for the same period in 2019 (pre-COVID). Noting that some students may attend multiple classes each week. Additionally, in supporting increased student flexibility, there are instances in which students self-select virtual and/or on campus engagement, therefore on campus attendance may not necessarily be this high.
- CIT remains committed to delivering quality blended learning experiences to its students. Learning and assessment activities requiring access to equipment and facilities and/or face-to-face teaching, will continue to be undertaken on CIT campuses.
- In line with the ACT Health directions, CIT's COVID-19 planning, as well as local area COVID Safe plans, are being regularly reviewed and updated to ensure safe face-to-face learning environments for staff and students.
- Consistent with ACT Public Service advice, staff who were able to have been working from home. While staff providing 'front line' services through their engagement and support of students and in face-to-face teaching and learning have provided these services on campus when required. With the change in restrictions, all staff will now transition back to the workplace with consideration of individual flexible work arrangements as required and appropriate.
- The impact of COVID-19 over the past two years has created a delay to some student completions, noting that many industry placements and assessments were postponed. At end of year 2021 completions had increased by 9% on 2020.
- Post lockdown, CIT's face-to-face teaching and learning response mirrored the ACT's essential services. This has resulted in all nursing students due to complete in 2021 graduating on schedule, boosting the ACT's eligible health workforce supply in

supporting the pandemic response.

- CIT is an adult learning environment with staff and students eligible for and covered by high vaccination rates in the ACT. CIT encourages all staff and students to be vaccinated but does not have a policy to mandate vaccination for staff or students. Staff and students working or studying in industries covered by mandatory vaccinations are required to adhere to the requirements of their relevant industry.
- As a consequence of high adult vaccination rates in the ACT and priority areas for use of rapid antigen tests (RATs) within the community, CIT will not be providing RATs to staff and students on campus as a preventive approach. This will continue to be assessed as part of our pandemic management strategy.
- Some courses have been constrained by classroom density limits thereby reducing the number of possible enrolments in some CIT courses. Approximately 200 across 8 course areas are on a waiting list. The course area range Cyber Security, Science, Creative and Design Industries, Horticulture, Hair & Beauty, Graphic Design, Commercial Cookery and CIT Yurauna. The easing of density limit restrictions will change this.

## **Key Information**

### **2020**

- By Semester 1, 2021, CIT had transitioned most staff back onto campus to assist students to undertake and complete their studies. CIT has continued to offer a blended learning approach, where possible.
- The transition of face-to-face learning was managed by teams undertaking area specific risk assessments focusing on the individual spaces, student needs and underpinned by consultation and clear advice on the COVID-19 regulations and restrictions. The area specific risk assessments are now embedded into individual workplace health and safety risk registers shifting this hazard and known associated risks to be managed as part of day-to-day business.
- Flexible work arrangements allowed staff to work from home when operationally viable.
- CIT conducted ongoing promotion of being COVID safe to staff and students. This included a COVID-19 specific online induction, incorporating awareness on practising good hygiene, physical distancing and wearing facemasks, as part of our regular system of operation.
- CIT supported staff with their mental health and general wellbeing through on-going promotion via access to a range of resources including a newly developed CIT Wellness Hub, free Wellbeing Webinars and sessions, and Employee Assistance Programs.

- CIT embraced the use of the Check In CBR app to assist with contact tracing. When transitioning to campus based learning the capacity of classes were adjusted and additional classes run to accommodate the smaller classroom capacity compared to pre COVID.

## **2021**

- CIT arranged for our cleaning contractor to undertake additional infection control cleaning, such as high touch points and deep cleaning when active cases on campuses were identified.
- Regular cleaning, air quality monitoring and ventilation were key strategies to help minimise transmission.
- CIT provided ongoing and up-to-date advice and support for all students including international students, in the form of teaching and learning support, access to the Student Wellness Hub as well as access to mental wellbeing, counselling, disability, tutoring and migrant support. In addition, CIT, CIT Student Association (CITSA) and CIT Solutions offered opportunities for social interactions between students in support of their mental health and well-being. For example, International Pastoral care ran daily virtual student lounge for drop ins and CITSA's English Conversation sessions.
- CIT planned for on-going remote teaching and learning, where possible, for Term 4, 2021; to scale face-to-face learning activities up or down, as the circumstances evolved, and related ACT Government decisions were made and/or ad-hoc disruptions occurred due to individual exposures and the shift with Omicron variant in late 2021.

## **2022**

- CIT has conducted information sessions for over 200 courses being run in 2022. Some courses have already commenced, however the majority start over the first three weeks of February.
- Remote careers advice services have seen a big increase in appointment numbers for people contemplating coming to CIT in 2022, many are school leavers who completed Year 12 in 2021. These services also include: LLND requirements, entry requirements, Credit Transfer information and Skills Recognition (RPL) and other factors that may impact on successful completion of qualifications, exploring future employment opportunities through VET qualifications and training, pathway advice from CIT to university, along with advice in exploring an Australian Apprenticeship.
- CIT will continue to enhance digital learning capabilities to ensure dynamic and interactive remote learning experiences where appropriate.
- CIT continues to keep students informed of up-to-date advice. The Student Support team provide students with access to mental wellbeing, counselling, disability, tutoring and migrant support.

- Higher cases of vulnerable students are requiring further support due to the pandemic, a higher than usual request in the disability space has been serviced.
- Mentors have been highly efficient in assisting students complete their Australian Apprenticeship and into the workforce, CIT will continue to invest in apprentice mentors for 2022.
- CIT remains focused on the health and safety of their staff, providing online information and resources, as well as on-line forums for staff. CIT will consider individual adjustments for staff and provide staff members with flexibility in their work arrangements where appropriate.
- CIT is in regular contact with the AEU and the CPSU. CIT has met with the AEU and outlined CIT's training and assessment approaches in the current COVID situation. No issues have been raised by the AEU. CIT will continue to keep both unions updated with any COVID-related developments.

### **Background Information**

- CIT secured additional funding in April 2020, through the ACT Government's second economic stimulus package, to accelerate CIT's existing Study Work Anywhere Any Time (SWAAT) project, expediting delivery of the critical ICT capabilities required to allow CIT to adapt to the challenges of operating during the COVID-19 pandemic and beyond.
- Since the start of the pandemic last year, CITSA, in partnership with TechShed, has provided 118 refurbished computers to students at minimal cost to support their home learning. In 2021 CITSA worked with Worldview Technologies to source additional refurbished computers and were able to provide 34 devices to students. CIT have extended fee assistance to contribute towards the purchase of student computers through CITSA in 2022 and thus far have sold 16 devices.
- To help promote safety across the community CIT was quick to develop four new fee-free courses on infection control practices aimed at upskilling local retail, tourism, transport and logistics, hospitality and health care workers. To date, 378 students have completed this course.
- CIT continues to work with students and employers to implement measures to engage students as the COVID-19 pandemic evolves. This includes offering fee-free fully online JobTrainer and Skilled Capital courses.
- Throughout both lockdowns, CIT's focus has been to ensure the continuity of VET to our students; support staff and student health, safety and wellbeing; and to minimise the impacts of the pandemic on the ACT. CIT has proactively attempted to contact all students and staff, to keep them advised on aspects of work and study and generally check in on the health and well-being of our CIT community.
- The welfare of CIT's international students was also a priority. Student support and assistance was provided online, including counselling and responding to questions

around visa and financial concerns. Rent payments were also suspended for international students who were accessing CIT accommodation.

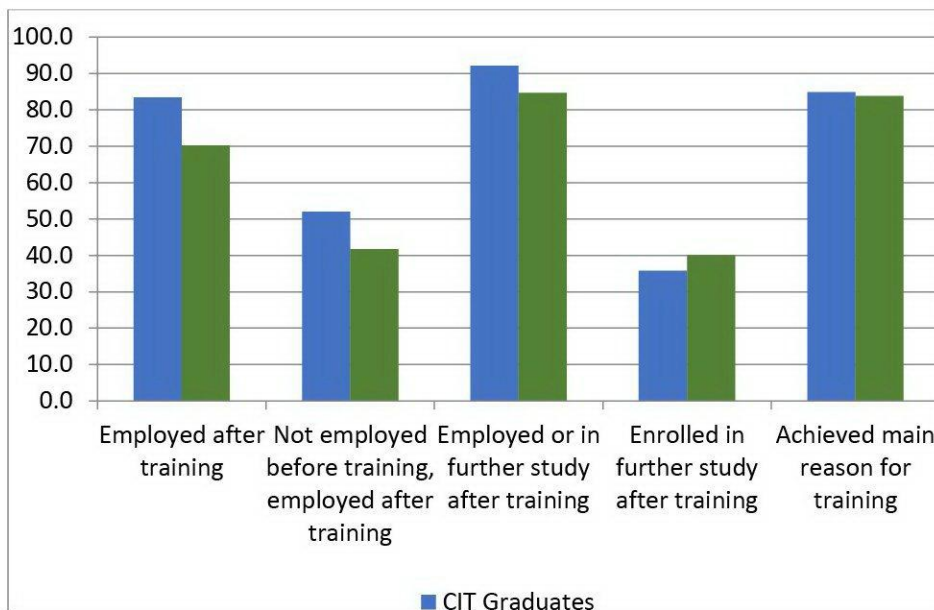
- As part of the 'Jobs for Canberrans' funding, CIT Student Support employed 10 international students, initially for 6 months, and then for a further 6 months. (Five of the students were extended for a further 3 months until the end of September 2021). In addition, since January 2021, the Records Management Unit has employed 9 full time Digitalisation Officers under the 'Jobs for Canberrans' funding initially for 6 months and then for a further 3 months.
- In 2021, as part of CIT's preparation for COVID-safe campus learning, CIT Facilities continue to undertake sample testing of CO2 levels in areas that staff have identified as a concern. Where levels are higher than expected, CIT Facilities are engaging professional contractors to identify preventative measures that will reduce the CO2 levels and reduce risk to staff and students.
- CIT has resourced a temporary position to provide advice and support to local areas in their COVID-safe planning. This position has visibility of our COVID response at a system level and ensures a cohesive but context appropriate response across CIT, in line with our principles of health and safety being paramount and continuing to deliver quality teaching and learning to students.

## 5. CIT AND CIT SOLUTIONS COURSE ENROLMENTS INCLUDING COMPLETIONS

### Talking points:

- In 2021, CIT and CIT Solutions combined provided training to over 24,000 students, with over 29,000 course enrolments (some students enrolled into more than one course). These enrolments included:
  - 14,244 students enrolled in subsidised vocational courses;
  - 9,923 students enrolled in accredited commercial vocational courses, including 581 international students; and
  - 5,078 students in adult and community education courses which are non-accredited commercial courses.
- In 2021, CIT outperformed the national average estimate for TAFE and other government providers across Australia in the following four areas:
  - 83.5% were employed after training compared with 70.3% nationally
  - 52.1% were not employed before training, employed after training compared with 41.8% nationally
  - 92.2% were employed or in further study compared with 84.7% nationally
  - 84.9% achieved the main reason for study compared with the national average of 83.8%.

Measure	CIT Graduates	TAFE and Other Government Providers Australia
Employed after training	83.5	70.3
Not employed before training, employed after training	52.1	41.8
Employed or in further study after training	92.2	84.7
Enrolled in further study after training	35.8	40.1
Achieved main reason for training	84.9	83.8



- CIT and CIT Solution’s combined student numbers increased in 2021 largely due to the lessening impact of COVID-19 by approximately 4.3%, or 1,000 students compared to 2020.
  - The 2021 combined student numbers were down by 7.7% (approximately 2,000 students) compared to 2019 student numbers (pre COVID-19).
- At 31 December 2021, 1,080 students at CIT identified as Aboriginal or Torres Strait Islander. 96 of these students were studying at CIT Yurauna while the remaining were enrolled in different areas across CIT.
  - CIT’s Aboriginal or Torres Strait Islander students are enrolled in different areas across CIT including the following industries: 11% in construction, 9% across other trade skill industries, 7% in building, engineering and spatial information and 10% across health community and science.
- International student enrolments continue to be impacted by the pandemic; enrolments fell from 982 in 2020 to 796 in 2021 (a reduction of 18.9%) and headcount fell from 682 in 2020 to 581 in 2021 (a reduction of 14.8%).
  - Total reductions from 2019 (pre-COVID) levels are 40.9% in enrolments and 30.8% reduction in headcount.
  - International students currently at CIT were mostly already in Australia prior to the introduction of significant international travel restrictions.
  - Current international student enrolments comprise those who had already started their study at CIT before border restrictions came into place and those who have since transferred from other institutions to CIT.

## Key Information

- The most popular accredited courses of 2021 included the Training in Construction Induction (“White Card”) and Asbestos Awareness short courses.

- The most popular full-qualification courses were the Certificate III in Electrotechnology Electrician (electrician apprenticeship), the Certificate III in Carpentry (carpentry apprenticeship), the Diploma of Government, and the Certificate III in Plumbing (plumbing apprenticeship).
- The course area with the most noticeable growth in 2021 were Certificate IV in Cyber Security and Certificate III in Fitness.
- There were 10,050 program completions in 2021 which included 3,382 qualifications and 6,668 short courses. The largest number of completions were in the Training in Construction Induction (“White Card”) and Asbestos Awareness short courses. For qualifications the largest number of completions were in Diploma of Nursing, Certificate IV in Training and Assessment and Certificate III in Community Services. The apprentice areas with highest completions were in the electrical and carpentry trades.
- In 2021, 72.1% of students were from the ACT, 18.3% from NSW, 6.4% came from other Australian states and territories, and 3.2% from overseas. These ratios are broadly comparable with prior years, although overseas student proportions are expected to continue to fall until international borders are reopened.

### **Background Information**

- Prior to the COVID-19 pandemic there had been a steady multi-year increase in CIT (excluding CIT Solutions) Student Activity as measured by the total nominal hours delivered with an increase again in 2021:
  - 2017 - 4,765,756 nominal hours
  - 2018 - 4,892,427 nominal hours
  - 2019 – 5,065,529 nominal hours
  - 2020 – 4,045,213 nominal hours
  - 2021 - 4,657,617 nominal hours



## 6. JOBTRAINER

### Talking points:

- CIT will be delivering up to 2500 free training places through the JobTrainer initiative, including full qualifications and pre-employment bootcamps, as well as online short courses for ACT residents and workers. CIT has filled 68% of the total places and is confident these JobTrainer courses will be filled by 31 Dec 22.
- As of 10 February 2022 CIT has filled 100% of the full qualifications, 63% of online courses and 28% of bootcamps places.
- CIT's most popular JobTrainer courses are in Digital Skills and Childhood Education and Care. Digital JobTrainer courses include Graphic Design (145 short course enrolments) and Cyber Security (65 Certificate IV Cyber Security and 199 short course enrolments.) The Certificate III in Children's Education and Care has 100 current enrolments with a further 27 in the Introduction to Early Childhood Education and Care Bootcamp. Upon completion, CIT JobTrainer graduates are transitioning to employment or further study.
- CIT has secured 115 JobTrainer 2.0 places across nine qualifications in the four priority areas (Aged Care, Disability, Children's Education & Care and Digital). CIT has filled 69% of these places and is confident these JobTrainer 2.0 places will be filled by 31 March 22.
- CIT is committed to support the ACT and Commonwealth Governments in the implementation of the JobTrainer initiative through the provision of supported and customised learning solutions that connect participants to local employment opportunities.
- The CIT JobTrainer courses are critical improving employment outcomes for participants and to support the ACT and regions recovery in response to the COVID-19 pandemic.

### Key Information

- CIT JobTrainer 2.0 differs considerably to JobTrainer 1.0. CIT JobTrainer 2.0 is a contestable funded model (Skilled Capital), that requires written industry support to identify employment positions and to endorse CIT as the nominated training provider through a formal Expression of Interest (EOI) process.
- CIT continues to focus on enrolling Canberrans into available fee free JobTrainer courses and linking students to employment across the ACT businesses. In 2021, CIT experienced a slower uptake of JobTrainer online short courses and bootcamps. As acknowledged during the Skills Canberra online JobTrainer information session for ACT RTOs (Registered Training Organisations) in 2021, other states and territories also shared a similar pattern of interest and enrolments.
- CIT continues to see a diverse range of students engaging with JobTrainer, 59% female, 59% jobseekers and 22% have declared a disability.

- CIT has activated a targeted JobTrainer advertising campaign in February 2022 that includes ACT light rail tram promotion, and more traditional TV, radio, and social media platforms to recruit young people and jobseekers to fill remaining JobTrainer places.
- As the majority of CIT's JobTrainer full qualifications are yearlong with students studying either in a full time or part time capacity CIT anticipates increases in course completions by July 2022. Student progression and completions are monitored and reported monthly.
- CIT records indicate that the primary reasons for students to withdraw from a JobTrainer course was due to COVID disruptions, changes in work commitments (gaining employment, going from casual to part time, part time to full time) or change of mind. Students that change their mind are offered a different JobTrainer course.

### **Partnership Examples**

- In collaboration with ClubsACT and Ginninderry/Spark, CIT will deliver an innovative accredited training program focusing on the development of specific entry level hospitality skill development, formal work experience and coordinated employment opportunities across the ACT Club sector for graduates.
- The CIT for Schools program is an initiative between the ACT Education Directorate (EDU) and CIT that commenced in 2020-21 to strengthen vocational education and training (VET) pathways for secondary school students in the ACT and to maximise employment outcomes. CIT has worked with the EDU and Skills Canberra to enable Year 12 school leavers of 2021 access to JobTrainer places from November 2021.
- CIT collaborated with the Clubs ACT to pilot the program that offered Year 12 graduates an opportunity to undertake short course training and then directly transition into employment or traineeships. The pilot project resulted in nine students gaining the skills and employment opportunities within a ClubsACT venue.

### **Background Information**

- The ACT and Commonwealth Governments have agreed to an extension and expansion of the JobTrainer Fund, providing an additional \$16.75 million to support critical skills training in 2021 and 2022. This means approximately 2,500 free training places will be available over two years across the ACT; the final number of places is contingent on the uptake of full qualifications and short courses.
- JobTrainer offers free vocational education and training in employment growth areas for job seekers and young people, aged 17-24 who have left school. JobTrainer 2.0 has also expanded eligibility in four focus areas, allowing all Canberrans over 17 years of age access to a training place regardless of employment status, in Aged Care, Early Childhood Education and Care, Disability Care and Digital Skills.
- CIT JobTrainer 2.0 differs considerably to JobTrainer 1.0. CIT JobTrainer 2.0 is a contestable funded model (Skilled Capital), that requires written industry support to identify employment positions and to endorse CIT as the nominated training provider through a formal Expression of Interest (EOI) process.

**Data** – as of 10 February 2022

*Please note, CIT is currently experiencing its peak enrolment period and is processing several JobTrainer applications that are not captured in the data below. CIT is confident it will meet its JobTrainer commitments in 2022*

**Full qualifications** - 100% of the 800 allocated places have been taken.

<b>Allocated places: 800</b>		<b>Places taken: 800</b>	<b>Places remaining: 0</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
601 (75%)	132 (17%)	67 (8%)	

**Online short courses** – 63% of the 1200 allocated places have been taken.

<b>Allocated places: 1200</b>		<b>Places taken: 762</b>	<b>Places remaining: 438</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
584 (77%)	143 (19%)	35 (4%)	

**Bootcamps** – 28% of the 500 allocated places have been taken.

<b>Allocated places: 500</b>		<b>Places taken: 141</b>	<b>Places remaining: 359</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
102 (72%)	35 (25%)	4 (3%)	

**Ginninderry/SPARK** – 83% of the 160 allocated places have been taken.

<b>Allocated places: 160</b>		<b>Places taken: 133</b>	<b>Places remaining: 27</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
113 (85%)	17 (13%)	3(2%)	

**Total** (excluding Ginninderry/SPARK) - 68% of the 2500 allocated places have been taken.

<b>Allocated places: 2500</b>		<b>Places taken: 1703</b>	<b>Places remaining: 797</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
1287 (76%)	310 (18%)	106 (6%)	

#### **JobTrainer 2.0**

**Total** – 69% of the 115 allocated places have been taken.

<b>Allocated places: 115</b>		<b>Places taken: 79</b>	<b>Places remaining: 36</b>
<b>Currently Enrolled</b>	<b>Completed</b>	<b>Withdrawn</b>	
79 (69%)	0 (0%)	0 (0%)	

#### **Funding**

Total amount of JobTrainer funding received by CIT from Skills Canberra to date –

<b>Description</b>	<b>Funding received – GST exclusive</b>
Ancillary – Marketing	\$72,727
Ancillary – Course development and project management	\$304,525
Approved Courses	\$8,845,806
<b>Total Funding</b>	<b>\$9,223,058</b>

## Applications and Allocated places

- CIT JobTrainer program interest remains strong in Semester 1 2022. This is evident by 130 active individual applications for JobTrainer courses and an additional 100 JobTrainer industry partnership enrolments across Hospitality, Business and Construction fields. These additional enrolments will be reflected against CIT JobTrainer targets when enrolments are finalised.

<b>JobTrainer Short Courses and Bootcamp Applications</b>	<b>#</b>
Cyber Security – Short course	15
Preparatory Skills for Graphic Design - Short course	15
Essential Work Skills – Short Course	15
Supporting Mental Health – Short Course	10
Accounting Fundamentals – Short Course	4
Assist with Medication Skillsset – Short Course	4
Education Support – Short Course	4
Health Starter – Short Course	7
Preparing to work in Government – Short Course	4
Introduction to Project Management Practice – Short Course	3
Customer Service – Short Course	2
Pet Care Skills – Short Course	3
Writing Content for Media – Short Course	2
Working Safely in Construction - Bootcamp	20
Introduction to Early Childhood Education - Bootcamp	3
Introduction to Hair & Beauty - Bootcamp	1
Introduction to Hospitality - Bootcamp	5
Skills for Dog Care - Bootcamp	7
Promote Aboriginal and/or Torres Strait Islander Cultural Safety Awareness- Bootcamp	6
<b>Total</b>	<b>130</b>

<b>Industry Partnerships – Allocated places</b>	
Hospitality	60
Essential Work Skills	20
Construction	20
<b>Total</b>	<b>100</b>

## 7. CONTESTABLE FUNDING SKILLED CAPITAL AND USER CHOICE

### Talking points:

#### Australian Apprenticeships (AA) – User choice

- As of 10 February 2022, Australian Apprenticeship (AA) enrolment numbers for semester 1, 2022 are similar to enrolments numbers at this time last year for semester 1, 2021. It is too early to predict final enrolment numbers as we continue our enrolments for semester 1 up until the end of February.
- Total AA enrolments at CIT (ACT and NSW) increased by 7.3% from 2020 to 2021 (3,456 to 3,709). This is after a 9.5% decrease in AA enrolments from 2019 to 2020. (3,820 to 3,456).
- Traineeships at CIT increased by 5.7% from 2020 to 2021 (617 to 652) but is still down 26.5% from 2019 numbers (887). The biggest dips in traineeships have been in qualifications in Government, Management and Business, Early Childhood Education and Care and Hospitality.
- **\*Policy change** noted under background- As of 10 February 2022, CIT has received seven Australian Apprentice Training Contracts that aren't eligible for subsidies from the ACT Government. All seven are employed by Transport Canberra and City Services, five in Horticulture and two heavy vehicle mechanics.

#### Skilled Capital (including infection control training)

- CIT had 528 students enrolled across 55 qualifications and skills sets in 2021 compared to 822 across 59 qualifications and skills sets in 2020 (enrolments down 35.8%).

### Key Information:

#### Australian Apprenticeships

- CIT AAs were enrolled across 84 qualifications in 2021 compared to 74 qualifications in 2020.
- The below AA table\* shows the top three qualifications with the largest increase and the largest decrease in enrolment numbers from 2020 to 2021.

Qualification	2020 UC Enrolments	2021 UC Enrolments	Difference	% Difference
Certificate III in Hairdressing	127	170	43	33.9%
Certificate IV in Plumbing	416	455	39	9.4%
Certificate III in Carpentry	443	480	37	8.4%
Diploma of Early Childhood Education and Care	53	18	-35	-66%
Certificate IV in Education Support	84	50	-34	-40.5%
Certificate III in Electrotechnology Electrician	640	624	-16	-2.5%



- The three qualifications with the largest number of AA enrolments in 2021 were Certificate III in Electrotechnology Electrician (624), Certificate III in Carpentry (480) and Certificate III in Plumbing (455).
- Support for AAs:
  - Additional support - student access to additional learning support and mentors to assist with their studies and personal issues. CIT's mentors are available to offer support to AAs face to face, online or via phone, depending on the students' needs and availability.
  - CIT Student Association (CITSA) provides links to community organisations that can provide support, including financial assistance, mental health support and employment opportunities. During the COVID lockdowns, CITSA supplies refurbished laptops and computers for sale to students at a heavily reduced cost to enable them to continue their studies from home.
  - CIT's Training Initiatives Unit contacts all new AAs and their employer at the commencement of their Australian Apprenticeship to support them with their induction at CIT. This induction process helps strengthen CIT's relationship with AA employers and provides AAs with another contact point for additional support at CIT.

### Skilled Capital

- The below table\* shows the top three qualifications with the largest increase and the top three qualifications with the largest decrease in enrolments. Those with a ^ are infection control training.

Qualification	2020 SC Enrolments	2021 SC Enrolments	Difference	% Difference
Cross-Sector Infection Control Skill Set^	12	86	74	616.7%
Certificate IV in Fitness	0	18	18	n/a
Certificate IV in Training and Assessment	0	11	11	n/a
Infection control Skill Set (Food Handling)^	45	10	-35	-78%
Infection Control Skill Set (Retail)^	34	8	-26	-76%
Diploma of Community Services	36	15	-21	-58%

- The three qualifications and skills sets with the largest number of Skilled Capital enrolments at CIT in 2021 were Cross-Sector Infection Control Skills Set (86), Certificate II in Skills for Work and Vocational Pathways (31) and Infection Control Skills Set (28).
- Enrolments across the six Skilled Capital Infection Control Training Skill Sets in 2021 was up 7% compared to 2020 (147 up to 158). Of the 158 enrolled in infection control training in 2021, 114 students completed (72%).

### Background Information

#### Australian Apprenticeships

- National Centre for Vocational Education Research (NCVER) data states that the number of AAs in training in the ACT as of 30 June 2021 increased 10.6% from 30 June 2020. Nationally this number has increased 27.5% over the same period.

- NCVER data also states that ACT AA commencements as at 30 June 2021 increased 67.8% from 30 June 2020. Nationally this number has increased 114% over the same period. These increases in AA in training and commencements can likely be attributed to the Commonwealth Governments Boosting Apprenticeship Commencements wage subsidy support.
- **\*Policy change note** - On 1 November 2021 Skills Canberra advised CIT that from 1 January 2022:
  - Government employees will not be eligible for User Choice subsidies; and
  - Existing workers will not be eligible for User Choice subsidies unless they are studying qualifications on the ACT Skills Needs List (SNL), or sectors sustained by low-cost funding models (such as community services).

### **Skilled Capital**

- In 2021 in response to COVID the focus of the Skilled Capital training initiative shifted to the Skilled Capital Infection Control Training Skill Sets and JobTrainer.

*\*The tables percentage difference is comparing enrolments at the end of 2020 data with end 2021 data and these percentage values may change due to different enrolment patterns between the years.*

## 8A. CIT ENGAGEMENT – INDUSTRY

### Talking points:

- CIT is leading projects that assist both the local community and industry to meet workforce requirements in areas of skills shortages such as aged care, ICT, and hospitality.
- CIT is building partnerships with small business, national and multinational organisations to ensure CIT can evolve its offerings and meet strategic and commercial outcomes in the long term.
- CIT in partnership with Neoen and Vestas won the Industry Collaboration Award at the 2021 ACT and Australian Training Awards. The Industry Collaboration category recognised an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training. CIT, Neoen and Vestas, both global leaders in this exciting and evolving industry sector, have formed a strong partnership through the establishment of the CIT Renewable Skills Centre of Excellence.
- Since 2015, the Renewable Skills Centre of Excellence has partnered with industry to deliver industry-relevant skills and training in the renewables sector including courses and programs in solar installation and maintenance, battery storage systems, Global Wind Organisation wind turbine technical and safety training, and more recently electric vehicles. CIT also delivers schools pathways programs and renewable career promotional activities. This collaboration with industry is achieving positive results in building Canberra's capacity as a national tertiary education and trade renewable skills hub.

### Key Information – Examples of partnerships

- CIT and Ginnenderry identified that due to COVID a hospitality skills shortage existed in Canberra and the graduation of year 12 students, Clubs ACT and CIT partnered to deliver the Clubs ACT Hospitality Program. The program has resulted in 20 jobseekers gaining the skills and being linked directly to opportunities to gain long term employment in the local region.
- In collaboration with Worldview, CIT developed a contextualised course that fills skills gaps at Worldview and delivers a range of skills to the participants. CIT will be delivering a training program in a flexible format located at the Worldview workplace. Worldview and CIT are linking the Aboriginal and Torres Strait Islander participants with industry for long term employment outcomes.
- CIT negotiated and secured Training Agreements with both NSW Police Force and NT Police, Fire and Emergency Services to be the preferred provider of Forensic Training. The Training Agreements include provision of four forensic qualifications in a blended delivery model which comprises of online learning and short residential programs to facilitate practical demonstration. These two new Training Agreements



expand CITs longstanding delivery of high-level, specialised forensic qualifications and is a demonstration of CITs ability to provide complex training programs to a range of participants.

- The Diploma of Community Services will be delivered over 2022 to 80 Farm Household Case Officers (FHCO) providing vital skills in case management and community welfare. This National program is 100% online with a mix of self-guided learning, virtual interactive workshops and online support tutorials that focuses on providing practical tools to strengthen the case management relationship with clients and their families. Development of the FHCO program enhanced CITs existing online offerings in the CHC training package and demonstrated CITs digital adaption and ability to be flexible to different learning requirements.
- During 2021 CIT delivered 18 Mental Health First Aid courses to 182 participants. Additionally, CIT developed a custom Mental Health Awareness program for the Environment, Planning and Sustainable Development Directorate (EPSDD) with two sessions delivered to 29 participants in 2021 and ongoing delivery planned in 2022 and 2023. Community Services – Mental Health: CIT has partnered with University of Canberra to provide an intensive delivery of Certificate IV in Mental Health to students studying Bachelor of Science in Psychology. The pilot cohort of 15 will commence in July 2022 and aims to provide graduates with practical job-ready skills.
- CIT is actively working with the local aged care industry to alleviate the additional pressure of recent COVID outbreaks and heightened restrictions CIT continues to partner with available facilities such as Goodwin, Warrigal and St Andrews to provide clinical placement opportunities for current students.
- CIT has partnered with Migrant and Refugee Settlement Service (MARSS) to deliver the Job Success Program. CIT facilitates the training to support participants from culturally and linguistically diverse (CALD) backgrounds to complete a vocational qualification and commence an apprenticeship, gain employment, or further work experience in their chosen field. The program is recruiting students with 12 already beginning studies in qualifications facing skills shortages this semester.
- Nexus ATC and CIT have collaborated to facilitate Certificate II training for a cohort of 19 secondary schools' students. The project highlights CIT's ability to collaborate successfully with stakeholders including the ACT Education Directorate, Skills Canberra, Canberra Innovation Network (CBRIN), the Australian Training Company and several private businesses. Despite the COVID disruptions the students are progressing into work placements in semester 1 of 2022.
- CIT is collaborating with innovative organisations in the ACT to ensure CIT can evolve and continue to meet their strategic targets. One example is the collaboration with DXC Technology on the Indigenous Digital Pathways program. CIT has held initial discussions with Enabler Interactive to explore opportunities for future collaboration.

- In 2022 CIT has begun delivering Project Management training to cohorts from Housing ACT and Services Australia. The training will upskill and allow the organisations to work efficiently to meet program targets.

**Background Information:**

- CIT has been working to build collaborative relationships with ACT small businesses, local not for profit organisations and multinational corporations. As examples, new partnerships have been formed with Clubs ACT, Multiplex, CEA Technologies, and the Regional Development Authority (RDA). Many tender arrangements require non-disclosure agreements, and these partnerships are pivotal to CIT meeting emerging industry training needs and current commercial and community focused outcomes. CIT is also working strategically with the ACT and Commonwealth Governments to identify new opportunities. This has resulted in stronger engagement with the school sector and training programs with Services Australia and Housing ACT.

## 8B. CIT ENGAGEMENT – SCHOOLS

### Talking points:

- CIT is developing innovative methods to engage school students in vocational training such as the Industry Pathways Course, TASTE, and the Careers Pathways Program.
- Australian School-based Apprenticeships (ASbA) enrolments at CIT increased 56.7% from 2020 (134) to 2021 (210).
- The Skills Booster Program led to 418 school students completing Asbestos Awareness and/or Construction Induction training.

### Key Information

- TASTE 2021 – approximately 300 secondary school students attended CIT Reid on 4 June 2021 to experience a TASTE of a career in bakery, patisserie, commercial cookery, events, hospitality, travel, and tourism.
- CIT collaborated with Clubs ACT and ACT Education Directorate to pilot the Careers Pathway Program that offered Year 12 graduates an opportunity to undertake. The pilot project resulted in nine students gaining the skills and opportunities for employment within an ACT Club venue. CIT will deliver the Careers Pathway Program again in 2022 with Clubs ACT and is also exploring programs that can be delivered with other industry partners experiencing skills shortages such as health, ICT, construction and automotive. This model allows CIT to partner with industry, delivering training to young people that supports local business workforce needs and increases workforce participation in the ACT.
- A range of students from across the ACT region competed in the CIT Bridge Challenge to design and construct the strongest bridge possible in time-trialled heats. The challenge was open to students enrolled in years 9 and 10 or enrolled in building and construction at school.
- The Skills Booster Program supports school students who want to participate in work experience or further training in the construction industry. The Skills Booster Program is building the construction workforce by delivering white card and asbestos awareness training which is mandatory training required for individuals before they are permitted on a construction site.
- The Industry Pathways Course will transition into the 'Work Ready Course' in 2022. The jointly delivered program by CIT and ACT Education Directorate, will enable students from Stromlo and Namadji Schools to gain knowledge about different learning styles, study techniques, how to be an independent learner and to develop job ready skills while working towards the Certificate II in Skills for Work and Vocational Pathways.
- CIT attended 58 school activities in 2021 which includes school careers expos, information sessions for students and parents and CIT campus tours.

- CIT Taster Program – Nine groups of students, which ranged from 16-25 students per group, visited a CIT campus for four hours to get hands on experience with non-accredited training in a program area of their choice.

**Background Information:**

- In 2021 CIT made a commitment through the ACT VET Public Network, which includes representatives from CIT, ACT Education and Training Directorate (ETD) and Skills Canberra, to develop a cohesive approach for supporting CIT school programs in the Canberra region. With a shared goal to help school students make informed decisions about their career, CIT collaborated with ETD to develop the CIT School Engagement Strategy. CIT's School Engagement Strategy aims to increase local school awareness of vocation education opportunities and link students to hands on industry skills experience.

## 9. CIT COURSE OFFERINGS

### Talking points:

- CIT delivers 29 national Training Packages across the Australian Qualification Framework (AQF), from Certificate I to Graduate Certificate levels and across all Fields of Education.
- As of February 2022, CIT's scope of registration included 183 current Training Package qualifications with 139 short courses (skill sets).
- CIT has Australian Skills Quality Authority (ASQA) RTO registration until 2024, including delegated authority to amend its scope of registration for vocational education and training (VET) training products.
- CIT also has registration with the Tertiary Education Quality and Standards Agency (TEQSA) as a Non-University Higher Education Provider (NUHEPS) until November 2023.
- CIT successfully passed the audit by the international Global Wind Organisation (GWO) as part of its GWO accreditation.
- Due to an unprecedented release of updated Training Package nationally, many courses were implemented in 2021 and this work continues into 2022.
- It is expected over 50 qualifications will need development or finalisation in semester 1 for delivery semester 2, 2022.
- This development work will be aligned to the review and reconfiguration of courses as CIT considers its offerings to meet future industry and community needs. CIT has commenced consultation on future course offerings with staff and is beginning consultation with students and industry.
- Flexible learning design is continuing with over 200 units of competency completed with new digital design.

### Key Information

- CIT is focusing on a critical analysis of its course offerings to ensure best alignment to the needs of the ACT industries, employers, community and Government.
- CIT's current scope of registration includes:
  - 183 current Training Package qualifications (with 70 superseded Training Package qualifications still on scope for completing students)
  - 16 VET-accredited courses
  - two Higher Education courses
  - 25 Training Package Skill Sets and 114 enterprise skill sets customised for the local industry.
- CIT delivers a range of customised non-accredited training to meet additional requirements for industry and the community.
- CIT continues to offer the Year 12 program for adult learners with registration through the ACT Board of Senior Secondary Studies.

- CIT is finalising its application to the Australian Nursing and Midwifery Accreditation Council (ANMAC) for the required additional accreditation of the replacement Diploma of Nursing (HLT54121). CIT's previous application to ANMAC gained the maximum accreditation of five years.
- CIT won two of Global Wind Organisation international awards:
  - Training team of the year - 0-500 WINDA uploads
  - Training team of the year - Asia/Pacific
- The high load of Training Package updates in 2022 include releases in Community Services, Financial Services, and Training and Assessment Training Packages.
- New qualifications are providing an ideal opportunity to introduce contemporary learning design and student focused models.

## 10. SURVEY RESULTS – LEARNER ENGAGEMENT, EMPLOYER SATISFACTION AND STUDENT OUTCOMES

### Talking points:

- As required of all registered training organisations (RTOs), CIT uses national survey tools to seek feedback from students and employers of apprentices and trainees.
- The Learner Engagement Survey (LES) seeks feedback on students' experiences about their training and assessment quality. The survey ran from 08 November to 22 November 2021.
  - Overall 87.7% of respondents were satisfied with the training at CIT in 2021 (compared to 87.5%) in 2020
  - 2,015 students responded out of 9,448 students providing 21.3% response rate compared to 2,193 students (24.8% response rate) in 2020.
- The Employer Satisfaction Survey (ESS) provides opportunity for feedback from employers of CIT apprentices and trainees on training and assessment quality. The survey ran from 08 November to 22 November 2021.
  - Overall 90.0% of respondents were satisfied with the training at CIT in 2021 (compared to 89.9% in 2020).
  - Approximately 348 employers responded out of 1,749 employers with the response rate of 19.8% compared to 232 employers(14.6% response rate) in 2020.
  - CIT uses the survey results as part of its continuous quality improvement strategies and innovative learning resources projects to help develop improvement actions for related issues.
- The National Student Outcomes Survey, conducted annually by the National Centre for Vocational Education Research (NCVER) provides one measure of success. By focusing on students' employment outcomes. The NCVER annual survey again shows CIT has outperformed the national average in all but one area.

### Key Information

*Learner Engagement Survey*

- The results of the LES key indicator question—*LQ9 Overall, I am satisfied with the training*—is used to provide the summary LES result.
- The 2021 result is above the ACT Government’s key performance indicator requirement of 85%.
- Ten year LES summary:

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>92.3%</b>	92.0%	92.3%	93.3%	93.1%	91.6%	91.4%	89.0%	90.3%	87.5%	<b>87.7%</b>

#### *Employer Satisfaction Survey*

- The results of the ESS key indicator question—*EQ4 Overall, we are satisfied with the training*—is used to provide the summary ESS result.
- The result of 90.0% is consistent with previous years and above the average (89.0%).
- Employer satisfaction rates have remained positive over 10 years as per the graph below.
- Ten year ESS summary:

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>91.8%</b>	90.3%	89.2%	85.0%	87.5%	85.1%	87.4%	94.1%	89.5%	89.9%	<b>90.0%</b>

#### *Student Outcomes*

CIT graduates consistently perform well against the key measures in the national Student Outcomes survey conducted by NCVET, in comparison to other TAFES/government providers:

Measure	CIT Graduates	TAFE and Other Government Providers Australia
Employed after training	83.5	70.3
Not employed before training, employed after training	52.1	41.8
Employed or in further study after training	92.2	84.7
Enrolled in further study after training	35.8	40.1
Achieved main reason for training	84.9	83.8

#### **Background Information**

- The Learner Engagement Survey (LES) and Employer Satisfaction Survey (ESS) tools were designed by the Australian Council for Educational Research (ACER) to collect feedback from students relating to learner engagement and employers relating to service satisfaction.
- While CIT expects to run the LES in 2022, there is an indication that LES may be absorbed into the VET student experience survey (VETSES). This new survey was developed in partnership with DESE and the National Centre for Vocational Education Research (NCVER):



*The VETSES is a short online survey to capture information from currently enrolled students about their training experiences so far including training intentions, satisfaction, pre-enrolment and enrolment processes, and motivation.*

[New approach to student surveys | Australian Skills Quality Authority \(ASQA\)](#)

- LES and ESS are part of the VET Quality Framework national data reporting requirements.
- Learner and Employer satisfaction rates have remained positive over 10 years.
- This is the third year using Survey Manager, the successful consortium in response to a survey tender: Gulanga (local indigenous ICT company) with Australian Survey Research.
- A few reminders were sent to elicit sufficient responses.
- The LES format included personalised email invitation through survey software with online completion by respondents.
- The ESS format was also online by personalised email invitation through survey software with CIT staff phoning employers who were did not respond.
- Results are available to CIT sharepoint via interactive web dashboards. The College specific open text report is sent to all College Directors and Head of Departments.
- The National Centre for Vocational Education and Research (NCVER) conducts an annual survey of VET students directly without contact with the RTO. This survey reviews the outcomes of vocational education and training in terms of employment and further education/training.

# 11A. CIT WODEN CAMPUS

## Talking points:

- The new Woden Campus is a significant generational change shaping the delivery of Vocational Education and Training (VET) and the delivery of future skills in Canberra. Significantly CIT has worked with stakeholders to understand and engage in the vision for the campus, expectations, and industry growth opportunities.

### CIT Campus – Woden (Package 3)

- CIT Woden Campus is progressing, and the project is on time and on budget for the campus to open to students in 2025.
- Consultation during the tender phase of the project has focused on the future digital requirements of teaching and learning, scheduling of facilities and design of prototypes within learning spaces, industry collaboration and workspaces and looking at the options for embedding training initiatives into the design and construction phases of the projects.
- CIT is continuing design development exploration for future ways to learn, teach and work in Vocational Education and Training (VET) for all campuses through progressively including CIT staff, students and industry in working groups from across all industry sectors.
- Prototyping for new ways of working and learning is being explored that will assist in transforming CIT. Initial prototyping activities include student learning spaces, makerspace facilities, staffing accommodation and digital teaching and learning approaches. The use of other campuses for prototyping will also be explored to ensure the shift in ways of working is applied more broadly than just the Woden campus.
- CIT has engaged with Ngunnawal stakeholders to ensure Ngunnawal Culture and Country in the design of the spaces and revive Ngunnawal Culture on Ngunnawal Country through campus renewal. Meaningful engagement with Aboriginal people and the placement of Aboriginal design within CIT Woden and the Yurauna Bruce, provides a great opportunity to tell the story of Aboriginal people through the sharing of culture and stories with commuters, students and visitors.

### CIT Cloud Campus

- In 2020 – 2021 CIT engaged with consultants to explore and deliver a potential blueprint for a CIT Cloud Campus. This is still at exploration and concept stage.
- The CIT Cloud Campus concept will enable a generational uplift in learning technologies providing students with a seamless online learning experience and allowing for a smooth hybrid delivery of learning from campus. A vendor hosted Cloud Campus would allow CIT to always have the latest software versions and a module approach will increase CIT's ability to add new software in line with industry allowing CIT to graduate job ready graduates.
- CIT has worked with consultants and stakeholders to deliver a draft current state assessment, Market Scan, Cost Framework, and a Digital Ambitions document. CIT staff and students have been engaged to challenge assumptions and validate the

information using a human centred design experience developed with Design Innovation Research Centre (DIRC).

#### **CIT Yurauna campus (Package 4), Bruce**

- CIT campus renewal Yurauna Bruce Campus (Package 4) is currently in the reference design stage.
- Engagement with Ngunnawal community will recommence in mid-2022 and further design work with stakeholders and the design team led by MPC will continue. This work is underpinned by the 2021 Ngunnawal consultation undertaken by MPC and Balarinji consultants.

#### **Key Information**

- Over twenty (20) Interactive Tender Workshops (ITWs) have been undertaken by the design team, MPC and CIT through the tender period (August – September 2021) for the CIT Campus – Woden Package 3.
- The Tender Evaluation Team led by MPC with CIT took place in October – November 2021.
- The RFT for the Design and Construction of CIT Campus – Woden Package 3 closed on 14 October 2021. This will be awarded in early 2022 (March – April).
- Engagement with CIT Staff, Students and Industry will commence for the detailed design of the Woden Campus in April 2022

#### **Consultation from October 2020 to December 2021 included;**

- Project control Group (PCG) Project wide meetings across all Woden CIT campus Packages held monthly to endorse and support key decisions before board level. Representatives from CIT include the CIT Woden Campus project director and a representative of the CIT Executive.
- CIT Woden Design Reference Group (DRG). Fortnightly meetings held to endorse stages of the project. Representatives include College and division directors, Yuruana College Director, Facilities manager, CIT Solutions General manager, CIT Student Association general manager and a representative of the CIT Executive.
- CIT Woden Technical Working Groups (TWGs). Established in October 2020 and meet as required depending on the design cycle. TWGs cover education fields, industry engagements, student engagement, public realm, smart campus, innovation and collaboration spaces, sustainability and 21st century learning.
- CIT Cultural Quality Exploration workshops. Since January 2021 CIT has undertaken to explore the cultural qualities that the campus may need to provide now and into the future. These workshops included workshops with staff, students and industry and made sense of the voice of stakeholders as well as developing personas and perspectives of stakeholder groups.
- The CIT Cloud Campus looks to integrate multiple IT systems which will define CIT's student IT environment and experience. Consultants have undertaken high-level strategic exploration of the learning and administration systems anticipated in the CIT Cloud Campus. Design of CIT Cloud Campus will increase student engagement

and be a one stop shop for all students' technology needs for learning and administration.

## **Background Information**

- On 24 August 2020, the Chief Minister announced that the ACT Government had formally approved the CIT Campus – Woden Business Case, which marks a significant milestone and major step-forward for the project. CIT is developing frameworks to develop prototypes for the future of work for all campuses using the Woden reference design and cultural transformation to underpin work.
- CIT Campus - Woden will be a VET technology and service skills learning precinct, delivering courses to prepare students for roles in industries such as business, cyber security, IT, creative industries, hospitality and tourism.
- The building is being designed to accommodate 1500 students per day.
- Students and staff attending the CIT Woden campus each year, will benefit local business and industry whilst providing students with a contemporary and dynamic educational environment.
- CIT Yurauna is CIT's specialist Aboriginal and Torres Strait Islander Centre which provides support and learning opportunities in a culturally safe environment which includes an adjacent specialist childcare centre.
- CIT Yurauna is being relocated to the CIT Bruce Campus in a culturally sensitive designed stand alone building which connects learning to the environment. This opportunity was not possible in the vertical campus design of Woden CIT Campus.
- CIT is developing frameworks to develop prototypes for the future of work and learning for all campuses using the Woden reference design and cultural transformation to underpin work.
- 520+ jobs are expected to be created during construction alone, in addition to the teaching and learning jobs that will be offered once the facility is operational.
- A CIT presence at the Woden Town Centre and an ongoing presence in the CBD will strengthen CIT's existing training network in Fyshwick, Bruce, Gungahlin and Tuggeranong.

# 11B. CIT CAMPUS RENEWAL (NOT WODEN CAMPUS)

## Talking points:

- To ensure the learning environment for all students is maintained at a high standard, CIT is undertaking phased building and infrastructure upgrades at Bruce and Fyshwick campuses to provide additional teaching and learning spaces and to repair and replace existing buildings and infrastructure. While there are no major works planned for the Reid Campus, CIT continue to maintain this site to ensure a positive experience for our students.
- CIT is actively engaged in implementing sustainable practices at CIT such as the installation of electrical charging stations on campuses in partnership with Environment, Planning and Sustainable Development Directorate (EPSDD) and Original Energy. CIT is also undertaking energy efficient infrastructure upgrades, including LED lighting upgrades and the installation of CO<sup>2</sup> sensors and people counters.

## Key Information

### Facilities Upgrades at Bruce and Fyshwick Campuses

#### 2021-22 CIT Building upgrades - new teaching and learning spaces

- Upgrades to CIT Fyshwick to provide additional teaching and learning spaces are being completed in 4 phases.
- The teaching and learning at Fyshwick are being increased by 8:
  - 4 have been completed (2 classrooms, 2 workshops as well as an enclosed large practical workshop) – Phase 1 & 2
  - 2 additional classrooms are expected to be completed in March (Phase 3)
  - 2 additional classrooms under review and for final decision (Phase 4).
- 2 general purpose classrooms are currently being converted to create a new nursing ward, simulation assessment rooms and treatment room at Bruce campus. It is expected to be completed by end of June 2022.
- Additionally, a number of classrooms are being renovated and include the removal of a number of asbestos benches, and development of a new forensic laboratory (D14) and a new large general purpose classroom (D26).

## Sustainable Solutions

- **Electric Vehicles (EVs):** CIT have partnered with the Environment, Planning and Sustainable Development Directorate (EPSDD) and Original Energy on the installation of electrical charging stations at Bruce, Reid and Fyshwick Campuses as part of an ACT Government initiative to investigate the use of electrical vehicles. This research program will form the bases of learning and discovery to better support electric car use for the future of Canberra. CIT has committed to exchanging three of its fleet vehicles during 2022 with electrical vehicles and will explore options to increase this number during 2023.

- **LED Lighting Upgrades:** CIT have commenced the upgrade of all lighting to an LED lighting solution in support of reducing the ACT Government's carbon emissions footprint across all CIT Campuses.
- **Infrastructure Upgrades:** Through the annual 2022-23 Better Infrastructure Funds scheme, CIT is upgrading three large cooling towers on the Bruce Campus. This upgrade is expected to achieve an annual reduction of roughly 11,842 kWh or an 11.8% savings compared to the current cooling towers that are deemed at end-of-life.
- **Installation of CO<sup>2</sup> Sensors and People Counters:** CIT have commenced works to install CO<sup>2</sup> Sensors and People Counters across teaching and learning spaces. This initiative aims to maximise the quality of air within CIT facilities, and as these are linked to the facilities Building Management System, they are designed to automatically increase fresh air into the facilities on an as needs basis. This automated solution offers greater efficiencies in electricity consumption as the mechanical system only ramps up as additional fresh air is required.

## **Background Information**

### **Facilities Upgrades at Bruce, Reid and Fyshwick Campuses**

#### **2021-22 CIT Infrastructure upgrades**

- A number of upgrades, all expected to be completed by June 2022, have been identified at Bruce campus, including roof replacement in D Block, new heat pump chiller to support cooling in K block and replacement of a greenhouse boiler.
- The mechanical ventilation system in Block L on Reid underwent a balance assessment, resulting in additional air pumps being installed to ensure air quality within several classrooms.
- Several air conditioning units were replaced in Block L Reid due to the current environmental control system being at end-of-life.
- As CIT are still occupying the Reid Campus to the end of 2025, all building maintenance and mechanical infrastructure will be maintained as needed. Where CIT deem expensive upgrades to the Reid Campus do not provide value for money, CIT are engaging UNSW to negotiate shared costs where possible.

#### **2022-23 Planned CIT Building and Infrastructure upgrades**

- A fully enclosed awning is to be built at Bruce campus to support material storage and machinery so as to free up teaching and learning space in the Barn, Block G. This is to support growth within the construction programs.
- An open awning is to be built at Bruce campus to support growth within the construction programs, which offers a large undercover area for outdoor teaching and learning activities.
- Cooling Tower Upgrades have been planned to replace existing cooling towers located at the top of Block A, Bruce campus.
- To support greater industry connectivity between CIT students and the Master Plumbers Association, CIT are renovating parts of Block C, Fyshwick Campus to

enable the Master Plumbers Association to be located within the CIT Plumbing space.

- A new passenger lift to Block A, Fyshwick campus is to be installed. This is 1 of 4 lifts needing to be upgraded at Fyshwick.

## 12. CIT DIGITALISATION

### Talking points:

- The new Microsoft environment (Win 10 and M365) for staff and students has been implemented. Current spend is \$4.467M, with the remaining \$1M allocated and drawn down.
- CIT Bruce campus physical ICT infrastructure upgrade was completed in April 2021. The WIFI coverage is greatly improved with the speed having increased over 400% which has enabled the improved use of online resources in classes on campus and hybrid teaching approaches.
- Through the Better ICT services project, CIT students were given access to Microsoft 365 environment in February 2021 resulting in an improved ICT experience for students. Enhancements include the provision of CIT email accounts, access to Microsoft 365 applications, and the increased security of students' accounts, not only for Microsoft but also for the Student Information Systems (Banner) and the Learning Management System (eLearn).
- The Better ICT services project has also enabled a streamlined online payment system. Pre-emptive address completion and validation of the mobile phone numbers and email addresses has improved the student experience, increased the accuracy of student information and reduced the number of non-payments.
- All Student Lab PCs are now on Windows 10. All existing and new students have Microsoft 365 accounts.
- CIT is now positioned to further expand and enhance its remote learning options to increase flexibility and optionality for students. This includes emphasis on course redesign along with an uplift in staff and student digital capability.
- CIT has dedicated resourcing, including the appointment of a senior executive position, to continue the development of the CIT digitisation strategy to support the move to the Woden campus in 2025. A key element of this is the CIT Cloud Campus that is being explored to enable a generational uplift to learning technologies providing students with a seamless online learning experience and allowing for a smooth hybrid delivery of learning from campus.

### Key Information

- A Microsoft 365 account gives CIT students far greater flexibility in learning, study and collaboration options, including OneDrive, which allows flexible, secure sharing of files among students and between students and teachers. Students are able to download the Microsoft suite of programs on up to 5 devices.
- Particular care has been taken to ensure system security, while facilitating collaboration between staff, students and industry. This includes a best practice configuration for staff and students to share the same digital environment, while ensuring CIT business information is protected from student access where appropriate.



- CIT Digitalisation project has been effective in enabling staff and students to work and study remotely during the COVID pandemic.

### **Background Information**

- For the last five years CIT has invested significantly in the upgrade of physical ICT infrastructure and in provisioning IT platforms and applications to enhance the online experience of staff and students.
- CIT was successful with a budget bid for \$5.49M over 2 years in the 2019 - 20 Budget cycle, titled Better ICT services for CIT student and staff, to deliver the CIT Digitisation program. This program was delivered through two key projects.
- **The Desktop Network Applications (DNA) project** enabled CIT to modernise the ICT systems that support CIT's students and staff. This project has two components:
  - Replacing physical ICT infrastructure at CIT Fyshwick and CIT Bruce which had reached end of life.
  - CIT's WIFI capabilities were not sufficient for students or staff connectivity and were impacting on training, which has been rectified with the new infrastructure.
  - Constructing a new ICT Microsoft environment to provide access to better digital working and learning applications.
- **The Study Work Anywhere AnyTime (SWAAT) project** and the underlying 78 work packages has been a successful multiyear program that has realised substantial improvements in the student and staff technology experience at CIT. Some of the main works include:
  - Building an identity and lifecycle management capability (MIM Solution) for Students
  - Building an identity and lifecycle management capability for Staff
  - Assessment of the CIT Systems Dependencies on Microfocus IdAM (the Novel Identity management system)
  - Enhanced Student M365 BYOD experience
  - Guest Access to M365 Tenancy
  - Design of a possible eLearn(Moodle) /Microsoft Teams Integration

## 13A. CIT STAFF – ENTERPRISE AGREEMENT

### Talking points:

- CIT Enterprise Agreements operated throughout 2020 without incident.
- A replacement for each Enterprise Agreements was negotiated with unions throughout 2021.
- Both new Enterprise Agreements became operational by mid-January 2022 and have a nominal expiry date of 31 October 2022.
- Negotiations for the next replacements is expected to commence in May 2022.

### Key Information

- The 2020 academic year was business-as-usual from an Enterprise Agreement perspective.

### Background Information

- Negotiations to replace the ACTPS Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2019-2021 and the ACTPS Canberra Institute of Technology Enterprise Agreement 2019-2021 commenced in April 2021.
- While a significant proportion of CIT's Enterprise Agreements are derived from the ACTPS Common Core, CIT undertakes negotiation with nominated Bargaining Representatives on CIT specific matters.
- CMTEDD made a Whole of Government decision in September 2021 to finalise and ballot all the agreements with minimal changes for a 12-month period due to the impact of Covid on the negotiations. CIT complied with this decision and place planned reforms on hold to achieve the appropriate outcome.
- CIT conducted ballot periods over 17 November 2021 to 1 December 2021, the results were:
  - General Staff – 115 yes, 2 no
  - Teaching Staff – 129 yes, 3 no
- The Teaching Staff Enterprise Agreement was approved to operate by Fair Work Australia from 18 January 2022.
- The General Staff Enterprise Agreement was approved to operate by Fair Work Australia from 29 December 2021.
- In accordance with a Whole of Government decision to increase salaries prior to Fair Work Australia approval, CIT staff received a 1.35% salary increase on pay day 23 December 2021. CIT Staff will receive a second salary increase of 1.35% in June 2022.
- Both CIT Enterprise Agreements have a nominal expiry date of 31 October 2022.

## 13B. CIT STAFF - WELLBEING

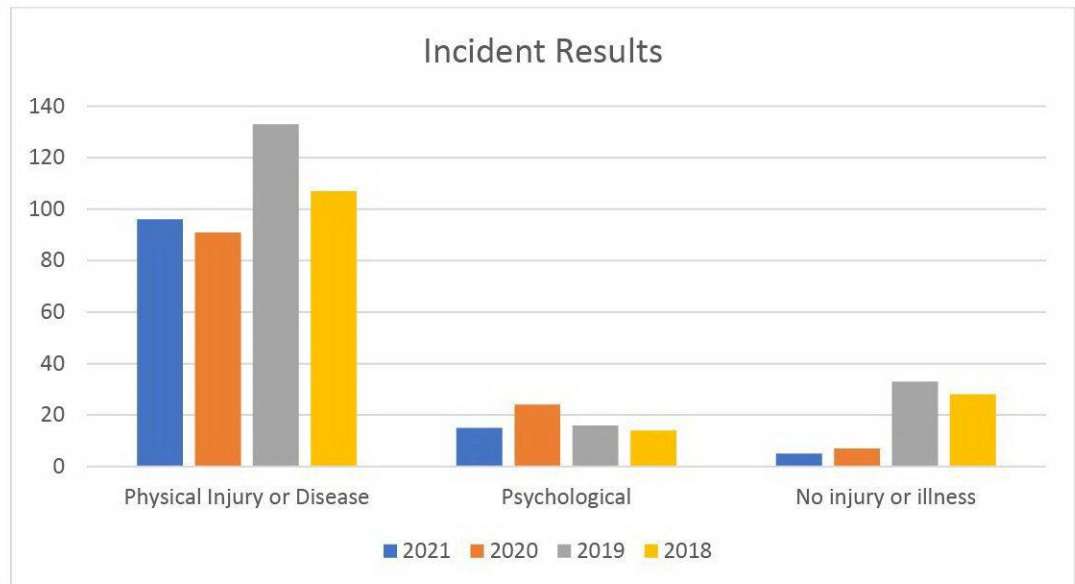
### Talking points:

- The Wellness Hub created in 2020 has been continually updated with new content, and a monthly Wellbeing focused Newsfeed has been delivered covering various topics.
- WorkSafe ACT conducted an audit at CIT on 8 June 2021 in relation to the systems and processes in place for managing psychological hazards. After interviews and site inspection WorkSafe ACT provided a report to CIT which outlined no improvement actions for managing psychological hazards (work related stress, fatigue, bullying occupational violence) were required.

### Key Information

- Based on a chemical management audit undertaken by an external company, a *CIT Chemical Management Action Plan* was developed and undertaken during 2020/2021. This focused on improvements of chemical registers, storage, disposal, labelling embedded by the safety team conducting online information sessions regarding chemical purchasing, use, storage and correct disposal requirements.
- Internal COVID-19 auditing was undertaken in 2021, including the use of the ACT Public Service COVID-19 Self-Assessment Tool and reporting template. Spot checks of college specific COVID-19 Plans were undertaken by the Workplace Safety team members, and Health and Safety Representative (HSR) Inspection's included an additional COVID-19 Inspection Checklist.
- A total of 53 HSR Inspections were conducted across CIT Campuses in 2021.
- Several health, safety and wellbeing initiatives occurred at CIT during 2021, including:
  - Implementation of rapid responses to the changing circumstances around COVID-19, including implementation of COVID-19 safe work practices, establishment of a COVID Safety Plan Framework and COVID safety plans for each local business area. COVID safety spot checks were conducted for all areas of CIT.
  - Conducting of a WHS spot check program for workplaces which have a high inherent risk, e.g. Construction.
  - Offer of free influenza vaccinations to all staff in which 420 participated.
  - Provision of online manual handling training in areas with high levels of manual handling activity, such as CIT Trade Skills, Electrical Trades and Renewable Energy & Sustainable Industries.
  - Implementation of improvements to chemical management practices and processes, including the re-development of Chemical Management Procedure, online training in the use of the Chemwatch chemical management system and additional labeling and disposal of old/unused chemicals in various business areas.

- Provision of early intervention support to staff, including welfare checks of all staff during lockdown and the implementation of individual workplace adjustments.
- Reviewing and updating of several important safety policies and procedures including Due Diligence Policy and Procedure, Hazardous Chemicals and Dangerous Goods Procedure, Smoke Free Policy, CIT WHS Procedure Manual and the CIT WHS Handbook.



- Physical injuries reported at CIT have slightly increased from 2020 but remain lower than previous years. Psychological injury incidents have decreased from 2020 to levels equivalent to 2019. There is a marked decrease in reporting of incidents where there is no injury or illness for 2020/2021, which is reflective of the reduction of students and staff in attendance due to COVID-19.
- Collaboration with Chief Minister, Treasury and Economic Development Directorate and Employers Mutual Limited (EML) to better support injured staff.

	2019	2020	2021
<b>Active Cases (as at 31 December 2021)</b>	25	25	20
<b>New Claims Submitted</b>	10	12	6
<b>Rejected Claims</b>	1	3	4

- Publishing of wellbeing focused staff Newsfeed articles two to three times a week over the ACT COVID lockdown period.

- Creation of a page on CIT's intranet containing a range of ACT lockdown specific information accessible to all staff.
- Staff access to wellbeing focused Webinars presented through our Employer Assistance Program provider.
- Provision of virtual in-house sessions run on 'Self Care: a practical guide to putting a plan in place'. This session was facilitated five times over the lockdown, reaching approximately 200 staff.

## 13C. CIT STAFF - STAFF NUMBERS

### Talking points:

- Movements in staffing numbers in CIT are in large part responsive to the changing demand for training in the ACT and region, with increases in headcount following increases in demand (e.g. JobTrainer). The employment framework under which CIT operates creates some rigidity in the system to cope with staffing numbers in areas that have a decrease in demand.
- To adapt our offerings to provide skills for the future and contribute to new economic growth, CIT's teaching workforce includes a relatively high number of casual and temporary staff to allow a degree of flexibility to meet these varying needs and the changing assessment requirements in the training packages. In certain areas of CIT, there were increases in staff to meet JobTrainer demand.
- Non-teaching positions fluctuate in response to CIT's requirements to meet new and changing expectations and ACT Government policy, funding, monitoring and compliance requirements.
- Given the structure of CIT's workforce with its large number of casuals, the use of data for one pay only for the Annual Report may lead to larger fluctuations between years than would be the case for most Directorates, simply due to unexpected class backfilling and timesheet processing times.
- Between the 2020 and 2021 Annual Reports, there was a small increase of 19.2 (2.9%) in paid FTE and an increase of 18 (2.2%) in paid headcount.
- The proportion of VET teachers in CIT's workforce has increased slightly from 55% to 57% of total paid headcount.
- Casual and temporary part time employment decreased from 29% to 27% of total paid headcount.

### Key Information

- The CIT 2021/22 Statement of Intent (SOI) is set out at Budget Statement B within the broader CMTEDD portfolio budget papers. It includes a projected increase of up to 7 FTE over the 2021/22 financial year. Noting this is a financial year comparison (July to June).

2019		2020		2021	
FTE	Headcount	FTE	Headcount	FTE	Headcount
659.4	831	666.5	835	685.7 (2.9% incr from 2020)	853 (2.2% incr from 2020)

- Note: Calculations of headcount and FTE quoted in the CIT Annual Report are based solely on data for the first pay of December each year. The data excludes CIT Board members, staff not paid by the ACT Public Service and staff on leave without pay.
- VET Teachers formed 55.4% of CIT's workforce by paid headcount in 2020 (463 of 835), and 57.6% in 2021 (491 of 853).

- There was a decrease of 18 headcount (-10%) in casual employment and a decrease of two (-3%) in temporary part time employment. These employment groups represent a total of 27% (based on headcount) of CIT's total workforce.
- The number of Executive positions remained at five (noting only four positions were filled in December 2020).

### Background Information

- If we look at the average FTE over the full year for the last three years and compare the last "normal" (i.e. pre-COVID) year of 2019 to the 2021 year, the movement in staffing numbers (an increase of 4.1 FTE) represents 0.6% of the total workforce. There was a drop in FTE from 2019 to 2020, then a matching rebound to 2021. This was due to a drop in student demand in 2020 due to the COVID pandemic, followed by more normal conditions in 2021, and in certain areas and in both later years, increases in staff to meet JobTrainer demand.

	2019		2020		2021	
	Average FTE	% of total FTE	Average FTE	% of total FTE	Average FTE	% of total FTE
Non-casual Teacher	323.5	49%	320.3	50%	340.5	51%
Casual Teacher	41.4	6%	32.7	5%	32.9	5%
General staff	299.7	45%	286.4	45%	295.3	44%
<b>CIT Total</b>	<b>664.6</b>	<b>100%</b>	<b>639.3</b>	<b>100%</b>	<b>668.7</b>	<b>100%</b>

Note: The data for the table above is based on the average of all 26 pays for the calendar year.

- Over the last couple of years, CIT has worked with the Chief Minister, Treasury Economic Development Directorate investigating the conversion of temporary contract staff and casuals with over three years' service to permanent status (18 in Phase 1 and 23 in Phase 2). Also in late 2021, CIT had a requirement to contact all casuals regarding their employment status to comply with the Commonwealth's Fair Work directions.

	2020		2021	
	Headcount	% of total HC	Headcount	% of total HC
Permanent full-time	396	47%	444	52%
Permanent part-time	64	8%	72	8%
Contract full-time	131	16%	109	13%
Contract part-time	66	8%	68	8%
Casual	178	21%	160	19%
<b>CIT Total</b>	<b>835</b>	<b>100%</b>	<b>853</b>	<b>100%</b>

Note: This data was not provided as part of 2020 Annual Report (calculations of headcount are based solely on data for the first pay of December each year).

# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

Portfolio: CMTEDD CORPORATE

## TOPIC: ACT EXECUTIVE STAFFING

### Key Message:

Staff are employed under the *Legislative Assembly (Members Staff) 1989 Act*.

### Key Information

Table 2: Staff employed at 30 June 2021

Classification	Staff FTE	Staff headcount	Female FTE	Male FTE	Female headcount	Male headcount
Executive Chief of Staff	0.9	1	-	0.9	-	1
Chief Adviser	3.0	3	1.0	2.0	1	2
Senior Adviser L2	10.0	10	5.0	5.0	5	5
Senior Adviser L1	13.0	14	9.0	4.0	10	4
Adviser L2	12.5	13	3.9	8.6	4	9
Adviser L1	21.6	24	17.0	4.6	19	5
<b>TOTAL</b>	<b>61.0</b>	<b>65</b>	<b>35.9</b>	<b>25.1</b>	<b>39</b>	<b>26</b>

Table 3: Gender breakdown at 30 June 2021

LAMS – ACT Executive	Female	Male
FTE by Gender	35.9	25.1
Percentage (%) of Workforce	58.9	41.1
Headcount by Gender	39	26
Percentage (%) of Workforce	60	40

### Background Information

- QTON 27 October in relation to TOIL - As of 27 October 2021, there were thirteen staff members that capped out their TOIL at 100 hours. No additional staff members have reached this limit to date.



# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## **TOPIC: ACT Executive Budget**

### **Key Message:**

In 2021-22 The ACT Executive will be leading the Government's agenda progressing implementation of the Parliamentary and Governing agreement for the 10<sup>th</sup> Legislative Assembly. The key focus for 2021-22 is protecting our community from the global pandemic and rebuilding our local economy.

### **Key Information**

- Additional funding was sought in the 2020-2021 budget to provide resourcing for the appointment of an additional ministerial position for the 10th Legislative Assembly, associated support staff and additional funding for the management of a more complex and larger coalition government.
- Employee expenses – the increase of \$0.909 million in the 2020-21 interim outcome from the original budget largely reflects termination payments following the 2020 election.
- Supplies and services – the decrease of \$0.833 million in the 2020-21 interim outcome from the original budget increase of \$1.092 million in the 2021-22 Budget from the 2020-21 interim outcome largely reflects general administrative and travel expenditure being reduced in 2020-21 due to COVID-19 restrictions.
- In November 2021 a Ministerial office reconfiguration was completed at a cost of \$166,209. The final invoice (which has been notified) was \$10,974 more than the agreed contract price of \$155,235. This was due to unforeseen changes required to the fire safety system and certification.
- In December 2021 a minor reconfiguration of the reception area in the Davidson office to align with other office fit outs was completed at a cost of \$24,621.
- The ACT Executive has spent \$204,519 on ministerial upgrades from 2018 -2022. This includes kitchen and bathroom renovations that were completed in 2018 at a cost of 13,689.

### **Background Information**

Nil.

# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## **TOPIC: ACT Executive Travel**

### **Key Message:**

Official travel to further the interests of the ACT is a component of ministerial duties. Ministerial travel has been significantly affected during the COVID-19 pandemic.

### **Key Information**

- Members are entitled to travel business class. The class of travel is not prescribed for members of staff. It is general practice that one staff member can travel on the same class as their Minister when travelling with the Minister. If not travelling with a Minister staff members fly domestic.
- Flights are booked by ACT Executive Support using the whole of government provider QBT. Accommodation is booked directly with hotels.
- The majority of official travel undertaken is domestic travel and predominantly relates to National Federation Reform Council meeting requirements.
- Overseas travel undertaken by Ministers is in accordance with the international engagement strategy.
- The ACT Executive reports quarterly on official travel undertaken by Ministers and staff.
- Reports are published for each quarter (two months behind), after final invoices/receipts are available and reconciled. Reports can be found on the ACT Government Open Access Website.
- Ministerial Statements providing advice around the details of international travel, including destinations, objectives and benefits for the Territory, are generally delivered by relevant Ministers within the first sitting period after the travel has been undertaken.

**Table 1: Collated information on International Travel**

	<b>International Trips</b>	<b>Cost</b>
<b>2020-21</b>		
Minister	1	\$5,337
Staff travelling with Ministers	1	\$9,962
<b>Total</b>		<b>\$15,299</b>
<b>2020-21</b>		
Minister	0	0
Staff travelling with Ministers	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

### Background

Table 2: 2020-21 International Travel

	Date of Travel	Destination	Reason for Travel	Cost Ministers & Staff	Cost Minister only
Chief Minister, 2 x Ministerial staff	26 May – 29 May 2021	New Zealand	Trade Mission	\$15,299	\$5,367
			<b>Total</b>	<b>\$15,299</b>	<b>\$5,367</b>

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**Portfolio: CMTEDD CORPORATE**
**TOPIC: CMTEDD STAFFING – FTE AND HEADCOUNT BY GROUP**
**Key Message:**

CMTEDD currently employs 2555.06 FTE (as of pay day 20 January 2022). *This figure excludes ACTIA, and aligns with how Budget Papers are presented.*

**Key Information**

GROUP	As at last pay (20/01/2022)		Budget 2021-22	Actual outcome 2020-21
	Headcount	FTE	FTE	FTE
ACCESS CANBERRA	738	705.82	678.8	705.70
ACT PROPERTY GROUP	110	108.51	104.2	105.68
BUSINESS ENABLEMENT SERVICES*	12	12	54	31.6
COMMS AND ENGAGEMENT	53	49.29	53.43	58.00
CORPORATE** <i>Graduates</i>	96	83.21	84.3	42.9 19
DDTS***	492	484.52	493.11	482.41
ECONOMIC AND FINANCIAL	45	43.5	45	41.6
ECONOMIC DEVELOPMENT	284	263	245.78	260.62
FINANCE AND BUDGET	52	51.14	63.1	55.8
GOVT OFFICE PROJECTS	5	4.36	14.75	7.8
INFRASTRUCTURE FINANCE AND REFORM	5	5	6	6
OFF DEP UNDER TREAS EBIR	2	2	2	2
OFFICE HEAD OF SERVICE	3	3	3	4
OFFICE INTERNATIONAL ENGAGEMENT	6	6	6.5	6
OFFICE UNDER TREASURER	11	10.5	10	11.6
POLICY AND CABINET	84	79.79	86.5	65.2
PROCUREMENT ACT	47	47	47.41	46.3
REVENUE MANAGEMENT	114	108.95	118	114.3
SHARED SERVICES	328	317.84	302.5	315.70
STRATEGIC FINANCE	24	22.74	25	22.6
WCAG inc WSIR	154	146.88	154.42	128.1
<b>CMTEDD Total (exc. ACTIA)</b>	<b>2665</b>	<b>2555.07</b>	<b>2597.80</b>	<b>2565.71</b>
<b>Budget Papers rounding</b>	<b>N/A</b>	<b>N/A</b>	<b>2598</b>	<b>2566</b>

\*Last pay figures for Business Enablement Services are Strategic Finance team only (Strategic HR and Corporate are included in Corporate results), but actual outcome and Budget 2021-22 include Strategic HR and Corporate.

\*\*Last pay figures for Corporate include Strategic HR and Corporate (formerly in Business Enablement Services), but actual outcome 2020-21 excludes Strategic HR and Corporate and graduates, and Budget 2020-21 excludes SHRC but includes graduates.

\*\*\*Figure is all of DDTS. For internal Budget, DDTS has two budget lines – OCDO in Chief Minister Stream, and ICT in Treasury Stream.

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### Background Information

- The FTE exclude labour hire.

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### Portfolio: CMTEDD CORPORATE

#### TOPIC: CMTEDD STAFFING – Workforce Profile

#### Key Message:

- CMTEDD currently employs 2555.07 FTE (as of pay day 20 January 2022).
- The snapshot and FTE do not include ACT Insurance Authority and labour hire.

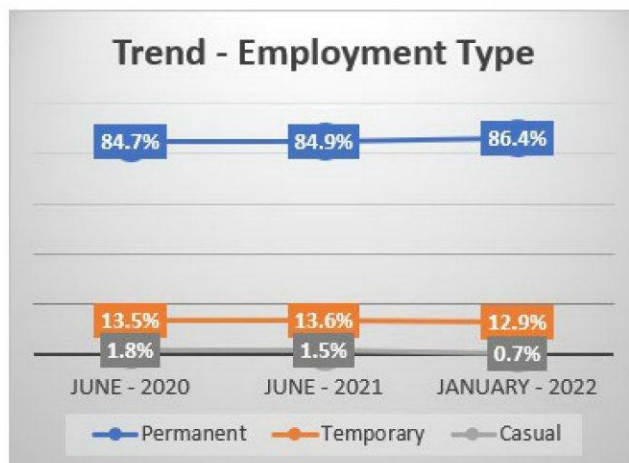
#### Key Information (as at pay day 20 January 2022)

*These figures are different from the figures in Diversity and Inclusion brief, which quotes Annual Report.*

#### Workforce

- A majority of CMTEDD’s workforce is permanent (2302 or 86.4%) and full time (2397 or 89.9%).
- A little bit over than 10% of the workforce is part-time (268 or 10.1%).
- There are 344 staff employed temporarily (12.9%) and 19 casually (0.7%).

Employment Type	June - 2020	June - 2021	January - 2022
Total Headcount	2513	2647	2665
Permanent	84.7%	84.9%	86.4%
Temporary	13.5%	13.6%	12.9%
Casual	1.8%	1.5%	0.7%
Full Time	89.2%	89.8%	89.9%
Part Time	10.8%	10.2%	10.1%

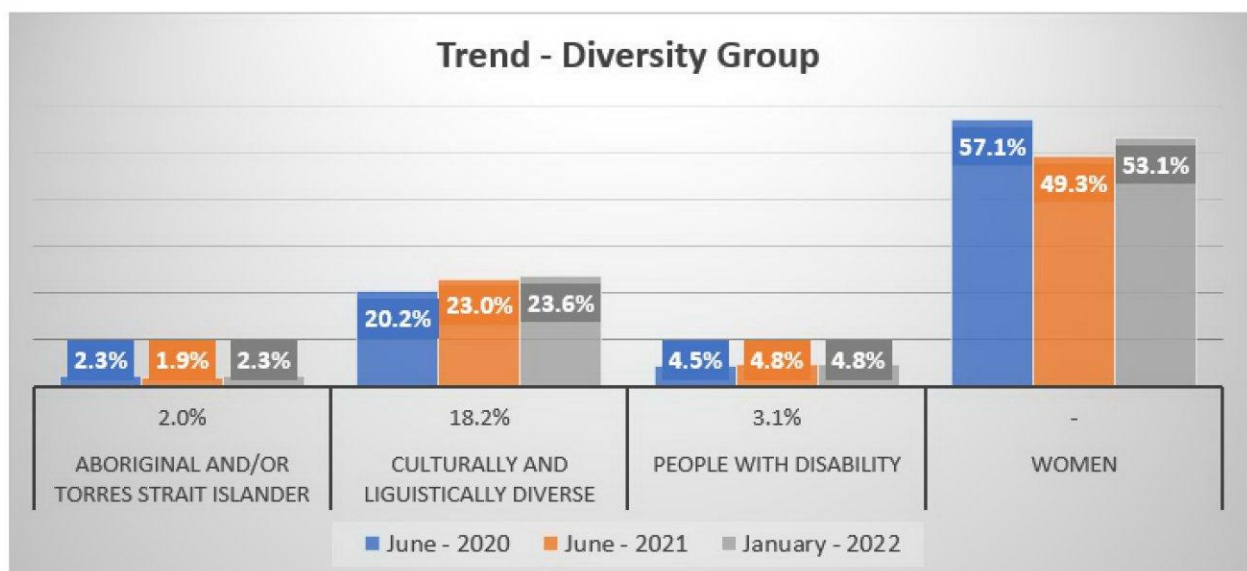




### Diversity

- Over half of the CMTEDD workforce identify as women (1414 or 53.1%).
- Nearly a quarter (628 or 23.6%) of CMTEDD staff identify as culturally or linguistically diverse.
- Almost 5% (127 or 4.8%) of CMTEDD staff identify as having a disability.
- A further 62 (or 2.3%) staff identify as Aboriginal or Torres Strait Islander, this has increased from 45(1.69%) in September 2021.
- All three diversity targets are being met at organisational level. NB: Strategic Board agreed to new diversity targets in December. These new targets are not reflected here as they were not in place during the reporting period.

Diversity Goup	Target	June - 2020	June - 2021	January - 2022
Aboriginal and/or Torres Strait Islander	2.0%	2.3% (57 headcount)	1.9% (49 headcount)	2.3% (62 headcount)
Culturally and Liguistically Diverse	18.2%	20.2% (508 headcount)	23.0% (609 headcount)	23.6% (628 headcount)
People with Disability	3.1%	4.5% (113 headcount)	4.8% (128 headcount)	4.8% (127 headcount)
Women	-	57.1% (1434 headcount)	49.3% (1304 headcount)	53.1% (1414 headcount)



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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC: HR GENERAL – including employment programs, executive employment and training**

## **Key Message:**

CMTEDD has several entry programs, a large Executive cohort and comprehensive training.

## **Key Information**

Employment programs

- ACTPS Graduate Program
  - CMTEDD recruited 24 graduates in 2020-21 excluding the whole of government graduate talent bank managed by WCAG. About half of our graduate intake included graduates who identify as having a disability, are culturally and/or linguistically diverse or Aboriginal and/or Torres Strait Islander.
  - There were a total of 33 graduates in CMTEDD who received a payment on the last payday of 2020-21, which includes the whole of government graduate talent bank.
  - CMTEDD traditionally employs the largest number of graduates of all Directorates from each annual program.
- CMTEDD Employment Pathway Program (EPP) for Aboriginal and Torres Strait Islander people (ASbA - Australian School based Apprenticeship)
  - 5 EPP apprentices completed the 2019-2020 program, all of whom accepted permanent employment with ACTPS and are continuing their development on the Vocational Employment Program for Aboriginal and Torres Strait Islander people.
  - 13 EPP apprentices commenced in October 2021. The program concludes in February 2023.
- ICT Traineeship
  - 7 ICT Trainees commenced the program in 2020-21
  - 4 of these Trainees are still in CMTEDD in various ICT positions
  - The remaining 3 have been engaged in permanent positions elsewhere in the ICT industry
  - A 2022 ICT Traineeship is currently being planned. The intention is to engage at least 10 Trainees.

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

### Executive employment

- CMTEDD employed 92 Executive Officers as of last pay in 2020-21. This is an increase of six from the last pay period in 2019-20 (i.e. 86 Executive Officers).
- Of the 92 Executives in CMTEDD, 42 identified as female and 50 as male.
- Executive positions created in CMTEDD in 2020-21 were related to:
  - Two Office of Climate Action positions to meet government priorities;
  - A Communications position in Economic Development to support economic stimulus and business support activities;
  - Executive Branch Manager, Office of the Coordinator General Whole of Government COVID-19;
  - A Professional Standards Unit position to assist the Commissioner; and
  - A temporary position in Corporate to oversee the accommodation transition to 220 London Circuit and establishment of the Concierge Building Services team.

### Training (data as of 30 June 2021)

- CMTEDD's focus of capability-building in 2020-21 was to:
  - continue to deliver core learning accessible to a largely remote or hybrid workforce
  - address development needs identified through staff surveys and
  - build staff capability for new models of working going forward.
- Core learning includes induction, work health and safety, respect and diversity topics, domestic and family violence awareness, governance and compliance topics and supervisor skills. Additional training was introduced to equip staff and managers for remote and hybrid work, as well as promoting mental health and wellbeing.
- E-learning: Over 5,500 e-learning module completions across 20 online courses.
- Instructor-led training: Over 600 attendees at instructor-led training (mostly virtual) across 45 sessions for 5 courses (with additional staff participation in leadership programs, whole-of-government training and bespoke training within business areas).
- Studies Assistance: 51 CMTEDD employees participated at cost of \$78,187.
- ACTPS training via ACTGov Learn: 553 CMTEDD participants at cost of \$163,980.

### Background Information

CMTEDD traditionally employs the largest number of Executives of all Directorates.

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC:** **Appropriate Workplace Behaviour/Bullying and Harassment**

## Key Message:

- **Code of Conduct:** All staff are required to adhere to Section 9 of the *Public Sector Management Act 1994* and the ACTPS Code of Conduct. CMTEDD seeks to promote the signature values and behaviours contained within these frameworks, and takes breaches of Section 9 and the Code of Conduct very seriously.
- **Bullying and Harassment:** The ACTPS and CMTEDD have a mature system for the reporting and addressing of risks associated with bullying and harassment. Our approach to responding to employee concerns includes an open-door policy, Respect, Equity and Diversity (RED) Contact Officers (REDCOs) and availability of HR areas, in addition to the EAP service provided. There are currently 25 REDCOs in CMTEDD and a RED Executive Culture Champion, in conjunction with other Executive Culture Champions.

## Key Information

- Code of Conduct matters (including bullying and harassment) raised with a HR team are assessed and ideally dealt with through an alternative resolution process. This includes interventions such as mediation, facilitated conversations or advice/directions to staff on behaviours.
- A preliminary assessment (as per the terms of the Enterprise Agreement) may be undertaken to determine a further course of action, if any. The course of action may include administrative action, referral to formal investigation or no further action.
- The following figures relate to matters received and managed by CMTEDD People and Capability and DDTS/Shared Services Strategic HR. Matters received and/or managed by WCAG or the PSU are not included.
- During 2020-21, 23 bullying and harassment complaints were received by CMTEDD:
  - 3 were reported to REDCOs
  - 16 were reported to HR teams and
  - 4 were reported through other mechanisms (such as RiskMan)
- Of the 23 bullying and harassment complaints received, 12 were referred for preliminary assessment. Of the 11 completed preliminary assessments, 2 were referred for misconduct investigation (1 involving two staff members). 1 preliminary assessment was ongoing as of 30 June 2021.
- For overall Code of Conduct matters in 2020-21, 16 misconduct investigations (including the 2 bullying and harassment matters) and 2 admissions statement processes were commenced. 5 investigations and 1 admission statement were

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

completed; and 1 investigation was stayed due to the staff member departing the ACTPS.

- 4 of those completed investigations and admission statement processes resulted in findings of misconduct:
  - Three resulted in a sanction of termination of employment
  - One resulted in a written reprimand and a fine
- The other 2 completed investigations did not result in a determination of misconduct.
- In addition to this, CMTEDD also annulled one probationary appointment.
- All officers are reminded of their obligations through regular promotion of the ACTPS Values and Signature Behaviours. These reminders are provided through the Intranet, printed material displayed in the office and on computer desktops.
- RED General and Manager training is run regularly throughout the year as part of CMTEDD Core Learning. All staff including new starters are strongly encouraged to attend. New starters are informed of this core learning via the CMTEDD Induction Information Session. The Induction also covers an overview of the RED Framework and role of RED Contact Officers. In 2020-21, 216 staff completed the RED General training and 87 staff completed RED Managers training. Both courses were facilitated by CIT through a face to face or virtually delivered format.
- All newly appointed REDCOs are required to attend, at a minimum, a one-day training course on the role of the REDCO in addition to the core RED training for all staff. RED Contact Officer Training is also run throughout the year by Workforce Capability and Governance. In 2020-21, 2 CMTEDD staff completed the RED Contact Officer training. Trained REDCOs can be approached by officers who wish to raise issues or seek assistance. Mr Stephen Miners is the CMTEDD SES Band 3 RED Culture Champion.
- In addition to RED Training and a network of REDCOs, CMTEDD also supports staff to meet expected behaviours and values in various ways:
  - Induction e-learning informs new starters of expected behaviours under the Code of Conduct, Values and Signature Behaviours and Section 9 of the PSM Act.
  - Fraud and Ethics e-learning covers off on appropriate behaviours under the Code of Conduct and Section 9 of the PSM Act.
  - Performance and Development Plans include sections in which staff and managers agree on ways for staff to espouse the ACTPS Values and Signature Behaviours.
  - Development programs for managers and supervisors provide guidance in managing performance and conduct.

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

- Staff Intranet contains information on expected behaviours and values, as well as links to the various documents which underpin these (Code of Conduct, Values and Signature Behaviours and Section 9 of the PSM Act).
- Staff also receive reminders around expected behaviours and conduct via email; and
- The annual CMTEDD Staff Awards program recognises and celebrates individuals and teams who have made an outstanding contribution in their work whilst upholding the ACTPS Values and Signature Behaviours of Respect, Integrity, Collaboration and Innovation or who have contributed to our Reconciliation journey. This year's CMTEDD Staff Awards also included a leadership category.

### What is the process for responding to an allegation of sexual assault?

- Sexual assault alleged in the workplace/between ACTPS workers.
  - Support offered to access counselling through either the EAP and/or specialist counselling services such as <https://www.1800respect.org.au/>, the National Sexual Assault, Domestic Family Violence Counselling Service.
  - Support offered to report the matter to ACT Police
  - A risk assessment in support of the victim would guide workplace actions that may need to be undertaken such as suspension, transfer, or other administrative actions.
  - Preservation of evidence (e.g., CCTV/access records etc) would be undertaken as a priority.
  - The misconduct process sets out a staged approach to allegations of misconduct, starting with a preliminary assessment and a formal investigation, usually undertaken by the Professional Standards unit.
- Sexual assault in the home (domestic and family violence)
  - A significant number of CMTEDD staff continue to work from home.
  - In addition to the process and supports set out above, The ACTPS Domestic and Family Violence Toolkit includes leave and other support provisions for staff experiencing domestic or family violence.
  - <https://www.cmtedd.act.gov.au/employment-framework/actps-family-violence-toolkit>
  - As at 11 October 2021, 795 current staff have completed the on-line ACTPS Domestic and Family Violence e-learning (GO1 or ACTOV learn) and 193 are in progress.

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC:** Insecure Work

## Key Message:

CMTEDD is committed to promoting permanent employment and job security for employees within CMTEDD.

## Key Information

- Section B12 of the Enterprise Agreements (Taskforce on Insecure Work and Outsourcing) establishes that the Taskforce may make recommendations to the Head of Service that a position or group of positions should be converted to permanency where the Taskforce has identified that these roles are ongoing in nature. Where such a recommendation has been made the Head of Service will endeavour to convert existing casual and temporary employees to permanent employment.
- CMTEDD converted eight temporary employees and one casual employee to permanent officers through the 2020-21 Insecure Work Taskforce process.
- A breakdown of the conversions is as follows:

Division	Total Conversions	Breakdown
Access Canberra	1 (casual)	1 x BT11
Shared Services/DDTS	1 (temporary)	1 x ASO3
Communications and Engagement	3 (temporary)	1 x ASO6; 1 x SOGB; 1 x PAO1
Economic Development	4 (temporary)	1 x SOGC; 1 x SOGB; 2 x PO1

- CMTEDD also recommend an additional seven temporary employees for conversion in 2021.
- All seven were approved in July 2021 and subsequently appointed.

Division	Total Conversions	Breakdown
Access Canberra	4 (temporary)	3 x ASO4; 1 x ASO5
Shared Services/DDTS	3 (temporary)	1 x ASO4; 1 x ASO6; 1 x SITC

[Return to Index](#)

Cleared as complete and accurate:

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Contact officer:

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Cameron Dawson

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC: Workplace Relations Matters (redundancies/excess officers)**

## Key Message:

CMTEDD had four (4) voluntary redundancies in 2020-21.

## Key Information

- Section L of the Enterprise Agreements (Redeployment and Redundancy) establishes the process for managing potentially excess and excess officer situations, comprising:
  - Staff and union consultation/communication on the proposed change;
  - Employees who are potentially excess may be offered a voluntary redundancy and reimbursed up to \$1000 to seek financial assistance when making their decision to accept a VR.
  - A redeployment process co-ordinated by Shared Services exists to support redeployment across the ACTPS for those employees who do not accept a VR.
  - The ACTPS has a no-forced redundancies policy.
- In all four cases, the relevant unions were consulted in accordance with relevant Enterprise Agreements.
- A breakdown of the divisions where VRs were provided is as follows:

Division	Total VRs	Justification
Corporate	1	End of records sentencing projects and transition from physical records to digital records.
Shared Services	1	One staff member accepted VR following restructure of Shared Services and DDTs.
DDTS	2	One staff member accepted VR after position in ICT Security was deemed excess to requirements.  One staff member accepted VR following superannuation scheme compliance review.

## Background

- As at 30 June 2021, there were three (3) excess officers in CMTEDD (including one potentially excess officer), this is a reduction from 4 at 30 June 2020.
  - The two excess officers are currently in Communications and Engagement.
  - The one potentially excess officer is currently in Shared Services.

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# ANNUAL REPORT HEARINGS BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## **TOPIC: Work Health and Safety**

Note: Does not include injury management.

### **Key Message:**

In 2021-22 we continued to manage the WHS challenges caused by COVID-19 health emergency and the sustained changes to the way we work. We have continued to address significant work and community health and safety risks while delivering key services to the ACT community and ensuring, so far as reasonably practicable, the health, safety and wellbeing of our workers and members of the community that use our services.

**INFORMATION ON THE COVID – WHS Response – is provided in Brief 9**

### **Key Achievements**

- A new CMTEDD WHS Policy Statement, outlining our vision for health and safety, was issued from the Director-General and Under Treasurer.
- The CMTEDD WHS Management Policy was updated and re-issued, outlining arrangements and responsibilities for WHS management within CMTEDD.
- The CMTEDD Mental Health Action Plan 2021-2023 was developed. The plan articulates CMTEDD's commitment to creating a mentally healthy workplace, and outlines a vision for a mentally healthy CMTEDD. The action plan is aligned with the themes and objectives of the ACTPS *Healthy Minds - Thriving Workplaces Strategy*. The CMTEDD Mental Health Action Plan seeks to address long term benefits of a mentally healthy workplace outside of the acute demands of the pandemic. As at 14 February, 13 actions are complete, 4 actions are underway, and a further 14 are have not yet started.
- The CMTEDD WHS due diligence e-learning was launched during the reporting period, providing CMTEDD executives an overview of Officers responsibilities under the WHS legislation. As at 14 February 2022, 66 executives have completed the training.

### **Survey Results**

- Questions surrounding support for health and wellbeing in the **ACTPS 2021 Employee Survey** received very positive responses with 84% of staff agreeing that *their workplace takes action to keep them healthy and safe* and that *their supervisor cares about their health and wellbeing* and only 6% of staff disagreeing with either statement.
- Key WHS findings from the **2021 CMTEDD Pulse Survey** are that CMTEDD has maintained WHS as a key strength. WHS and wellbeing was the top scoring theme in the survey at a combined 79% positive rating, and 80% continue to feel supported by CMTEDD during COVID-19 in respect to their mental health and wellbeing.

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# ANNUAL REPORT HEARINGS BACKPOCKET FOR EGM CORPORATE

78% of respondents provided a positive response to the staff survey question “*I think this organisation cares about my health and wellbeing*”. This result is +16 above comparable APS results.

- Key findings for CMTEDD from the **ACTPS-wide Your Voice survey** include that 83% of CMTEDD respondents believe workplace changes associated with COVID-19 have been well managed, 83% believe there are adequate flexible working arrangements in place, and 88% are feeling positive about the future.

## Occupational Violence

- Occupational violence is defined as 'any action, incident or behaviour that departs from reasonable conduct in which a person is assaulted, threatened, harmed and/or injured in the course of, or as a direct result of, his or her work by someone other than a co-worker.
- Incidents of Occupational Violence are reported via Riskman, the ACTPS Work Injury Reporting system. Reports of Occupational Violence continue to increase. **124** Occupational Violence incidents were reported during 2020-2021, more than doubling the number of incidents reported in 2019/2020 (**61**).
- CMTEDD business units are working to improve identification of Occupational Violence risks, and to implement controls to manage the risk of Occupational Violence, so far as reasonably practicable.
- **In October**, as part of our safe work month initiatives, we have launched an important e-learning to provide CMTEDD workers with increased understanding of what occupational violence looks like in the workplace and the steps to report and respond to instances of occupational violence.
- Access Canberra has developed a three-year Occupational Violence Management and Action Plan to support the prevention and management of occupational violence in the workplace. An Occupational Violence Working Group has been established, representing each business unit, who will develop, manage, and monitor a supporting Implementation Plan.

Stream	Q1	Q2	Q3	Q4	Total
Access Canberra	19	22	38	37	<b>116</b>
Chief Minister	2		2		<b>4</b>
Treasury	2	2			<b>4</b>
<b>Total</b>	<b>23</b>	<b>24</b>	<b>40</b>	<b>37</b>	<b>124</b>

## Background Information

### Incident reporting

- During 2020-21 there were **524** reported incidents across CMTEDD and of those 28 were reported to WorkSafe in accordance with Part 3 Section 38 of the WHS Act.
- This is a slight decrease from the 546 incidents reported during 2019-20.
- Incidents of Occupational Violence have increased:

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# ANNUAL REPORT HEARINGS BACKPOCKET FOR EGM CORPORATE

- 20/21 124 incidents
- 19/20 61 incidents
- Incidents of Occupational Violence reported this Financial Year (July – September 2021):
  - 21/22 42 incidents

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# ANNUAL REPORT HEARING BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC:** COVID-19 Response – Work Health and Safety

**WHS Update – See Brief 8**

## **Key Message:**

In 2021-22 we continued to manage the WHS challenges caused by the COVID-19 health emergency and the sustained changes to the way we work. We have continued to address significant work and community health and safety risks while delivering key services to the ACT community and ensuring, so far as reasonably practicable, the health, safety and wellbeing of our workers and members of the community that use our services.

## **Key Information**

- Throughout the COVID-19 Health Emergency we have promoted our WHS Management System, PeopleSafety, as the established arrangements for the management of COVID-19 related WHS hazards and risks.
- The WHOG COVID-19 Assurance Program found CMTEDD has implemented a comprehensive approach to meet the requirements of the ACTPS COVID-19 Transition Plan Policy.
- CMTEDD has developed a Mental Health Action Plan, and launched a Mental Health Champions Network, to facilitate engagement on health and wellbeing, and enable interested workers to directly support and inform the implementation of initiatives under the CMTEDD Mental Health Action Plan.
- CMTEDD has continued to highlight the importance of mental health and wellbeing throughout the health emergency. A wide range of mental health and wellbeing promotions and supports have been rolled out continuously since the onset of the pandemic to support our staff and managers.
- A range of supports to identify and manage psychosocial hazards associated with the COVID-19 health emergency have been developed and implemented, in line with our WHS Management System, PeopleSafety.
- Our dedicated COVID-19 Intranet Page provides workers access to timely and relevant information regarding public health directions and COVID-Safe arrangements and resources within the directorate.
- Risk management arrangements have been regularly reviewed to identify and assess controls to reduce exposure to, and transmission of, COVID-19 in our workplaces, and ensure the health and safety of workers, clients, visitors and others.
- Individual workplaces have implemented COVID-Safe plans to outline the arrangements in place to ensure the ongoing safety of services delivered to the ACT Community. This has included the use of the extensive signage in our building to promote physical distancing, hygiene, and the use of the Check-In CBR App at CMTEDD workplaces. The Check-In CBR App will continue to be available within CMTEDD workplaces to enable workers and others to continue to record their movements.

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC: Diversity and Inclusion**

## Key Message:

- Whole of Government workforce diversity targets, set by the Head of Service, were met for most diversity groups in CMTEDD in 2020-21.

## Key Information (At the last pay June 2021)

- Staff who identify as Aboriginal and Torres Strait Islander decreased from 57 to 49, changing from 2.3% to 1.9%. Target was 2%.
  - Note: 13 new Aboriginal and Torres Strait Islander staff commenced employment in October through the Employment Pathway Program. This was delayed due to lock down. Assuming these staff identify in HR21, this will lift figures to highest ever, 62 which represents 2.3%.
- Staff who identify as culturally and linguistically diverse increased from 508 to 609, changing from 20.2% to 23%. Target was 18.2%.
- Staff who identify as People with Disability increased from 113 to 128, changing from 4.5% to 4.8%. Target was 3%.
- Permanent employees in CMTEDD (85% of all CMTEDD employees) consists of 53.5% of female employees, 22.2% of Culturally and Linguistically Diverse, 5.1 % of People with Disability and 1.9% of Aboriginal and Torres Strait Islanders.

## Diversity profiles

Headline figures	FTE	Headcount	%
<b>Total employees</b>	2565.7	2647	
<b>Females</b>		1,414	53.5
<b>Aboriginal and Torres Strait Islanders</b>		49	1.9
<b>Culturally and linguistically diverse</b>		609	23.00
<b>People with Disability</b>		128	4.8

## Executive Profile

- 46% of executives were women
- 6.5% identified as Culturally or Linguistically Diverse
- 5.4% identified as a Person with a Disability
- 2.2% identified as Aboriginal or Torres Strait Islander
- 2.2% were engaged on a part-time basis (flexible working arrangements)

Cleared as complete and accurate: 13 October 2021

Cleared by: Allan McLean

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Contact officer: Bridgid Edwards

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

- CMTEDD works actively to encourage employment for all inclusion cohorts:
  - CMTEDD has a two year Diversity and Inclusion strategy and had recently developed a three year Employment Action and Retention Plan for Aboriginal and Torres Strait Islander staff.
  
- CMTEDD has six Executive Culture Champions, who act to promote Diversity and Inclusion matters throughout the year:
  - Stephen Miners, Acting Under Treasurer, Treasury
  - Sue Vroombout, Acting Deputy Under Treasurer, Treasury
  - Kareena Arthy, Deputy Director-General, Economic Development
  - Margaret McKinnon, Chief Operating Officer, Access Canberra
  - Antony Stinziani, Executive Group Manager, Digital Data and Technology Solutions
  - Scott Saddler, Executive Branch Manager, National Arboretum and Stromlo Forest Park

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

**TOPIC: Stretch Reconciliation Action Plan and ATSIEB Hearings**

## Key Message:

- The Stretch Reconciliation Action Plan (RAP), 2020-2023 celebrated its first anniversary in National Reconciliation Week. Ngunnwal elder Caroline Hughes provided a Welcome to Country, spoke about the revitalisation of the Ngunnawal Language and presented the Reconciliation staff awards.

## Key Information

- ACT Aboriginal and Torres Strait Islander Elected Body (ATSIEB) Hearings were not held during 2021 due to the ongoing disruption of lockdowns and the need to avoid face to face meetings.
- The Stretch RAP includes 181 deliverables and 101 are completed to date.
- The Power BI dashboard Stretch RAP report displays visual progress on all deliverables. Business areas are required to update their progress on a monthly basis.
- CMTEDD has recently developed and launched an Employment Action and Retention Plan, 2021-2024 as a key RAP deliverable.
- CMTEDD continue to administer the Employment Pathway Program and 13 trainees commenced in October through the Program.
- CMTEDD continues to have an active Aboriginal and Torres Strait Islander staff network and a weekly Yarning Brew.
- The network discussed the significance of National Sorry Day and Reconciliation Week at a Facts and Snacks session. They also produced videos to increase staff understanding of the significance of cultural protocols and cultural days. The videos are now available to all CMTEDD staff and will be used in communications around significant days.
- The network also gifted a woven basket and yarning sticks to the Head of Service and Under Treasurer. These artefacts were made with Elders and community and symbolise reconciliation.
- The RAP Working Group continue to meet regularly, championing a culture of reconciliation and driving reconciliation initiatives.
- Additional Cultural Awareness Training has been facilitated in 2021 as the RAP commits to all RAP Working Group members, HR, SES, new staff and supervisors of Aboriginal and Torres Strait Islander staff undertaking the training.

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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

- The next stage of the Ngunnawal Language Project videos is being finalised in consultation with the Ngunnawal community. The videos aim to support the revitalisation and reengagement of the Ngunnawal Language.
- Ngunnawal Elder, Warren Daley, held a yarning circle, discussing Reconciliation in the Workplace. A Yarning Circle Guide has been published on the CMTEDD Intranet, providing staff with the knowledge and support to hold Yarning Circles.

### Background Information

- Scott Saddler, in his role as CMTEDD Cultural Adviser, continues to provide leadership and advocacy across the directorate on behalf of Aboriginal and Torres Strait Islander employees.
- RAP progress continues to be reported quarterly to Executive Management Group.
- Quarterly meetings are held with the Aboriginal and Torres Strait Islander Elected Body to ensure open, regular and current communications.
- There are seven Aboriginal and Torres Strait Islander representatives on CMTEDD's Boards and Committees, representing 3.55% of active positions.
- During the year, the directorate recruited an identified role of Cultural Coordinator to support the Inclusion and Diversity Officer in the first year of the Stretch RAP.
- Towards the end of 2021 the Inclusion and Belonging team was expanded and now includes an indigenous staff member in a non-identified permanent role resulting in increased resources to support the Stretch RAP and staff networks.

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## TOPIC: COVID-19 RESPONSE – BUSINESS CONTINUITY

### Key Message:

- CMTEDD is committed to ensuring that our critical and essential government services are provided to the community in a way that supports our COVID-19 response and the needs of our community.
- We have a framework that supports our continued and agile delivery of new and existing essential services.

### Key Information

- Business Continuity in CMTEDD in relation to our response to the COVID-19 pandemic has been supported through our targeted forums and governance structures.
- The audience of our forums enable both the collection of status, and provision of support, and enables a continuing record of our situation and response:
  - Non-Health COVID Response Coordinator Generals Group
  - Health Emergency Coordination Centre (HECC) Updates
  - BCP Response Director and Coordinators Review meeting.
  - CMTEDD COVID-19 Community Meeting
- Our Crisis Management Team has continued to monitor strategic risks and issues since the Business Continuity Plan activation in March 2020.
- Significant effort continues in the prioritisation, planning and safety of staff working from home, office, field and frontline services.
- Directorate COVID Safe Plans and operational risk assessments continue to be updated to respond to any change in Public Health orders or directorate/operational level risk.
- CMTEDD has continued to provide critical and essential services whilst supporting COVID specific initiatives through dedicated project work and initiatives, some of which involved the significant redeployment of staff, including business grants establishment and administration, systems support, vaccination and hub setups, contact tracing, COVID-19 helpline and data analytics.

### Background Information

- The CMTEDD Business Continuity Plan (BCP) has been activated and managed by CMTEDD Crisis Management Team since 24 March 2020 in response to the COVID-19 Public Health Emergency.

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Cleared as complete and accurate: 3 February 2022  
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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## TOPIC: FREEDOM OF INFORMATION AND OPEN ACCESS

### Key Message:

The directorate completed a total of 262 FOI requests in the period 1 July 2020 to 30 June 2021. The average completion time for all cases is 15.29 working days. This is compared to 13.6 working days in FY2019-20.

The directorate continues to meet Open Access Information Scheme obligations with 50 new documents added to the public portal over the course of the financial year.

### Key Information

#### Facts and Figures:

- 262 requests have been received:
  - Members of Legislative Assembly (MLA) – 23
  - Media – 21
  - Constituents – 171
  - Law Firms/Interest Groups – 47
- Information held by Access Canberra is most requested, followed by the information held by the Chief Minister's stream:
  - Access Canberra – 115
  - Chief Minister – 60
  - WorkSafe ACT – 38
  - Treasury – 13
- Of the 262 requests received, all have been completed.
  - 41 were fully released
  - 74 were partially released
  - 58 were refused access to information
  - 89 applications were transferred, withdrawn, completed outside of the FOI Act, or pending a decision on 30 June 2021
- The average completion time for all cases is 15.29 days. This includes cases where third party consultation was undertaken, or an extension of time was granted. This is an increase from 13.6 in FY2019-20. The increase in processing times is due to reduction in staffing numbers due to staff leave and promotions and an observed increase in complexity in material requested.

#### Ombudsman Review:

Cleared as complete and accurate: Robert Wright  
Cleared by: Al McLean  
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# ANNUAL REPORT HEARINGS 2020-21

## BACKPOCKET FOR EGM CORPORATE

- 8 applicants have sought Ombudsman's review of CMTEDD decisions (3% of all decisions). The majority of CMTEDD's decisions were affirmed by the Ombudsman.
  - 2 decisions have been affirmed by the Ombudsman
  - 1 was varied by the Ombudsman
  - 1 was set aside and substituted
  - 1 was withdrawn
  - 3 were referred to the Ombudsman for review (UPDATE: one decision was confirmed, one review was closed, one decision is still waiting for final review)

### Open Access Information Scheme

- As at 16 July 2021, the directorate had 924 documents available from the Open Access Website.
- 50 documents were added over the course of the financial year.

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## TOPIC: RECORDS MANAGEMENT 2020-21

### Key Message:

The Chief Minister Treasury and Economic Development Directorate (CMTEDD) continue to meet our records management obligations under the *Records Management Act 2002* in accordance with the approved CMTEDD Records Management Program.

### Key Information

- The directorate's records sentencing project was completed to schedule in March 2021. The team assessed record values, and carried out disposal activities, for records in a variety of physical formats, including paper files and obsolete digital media. This work was an important part of CMTEDD's paper-lite transition into both the new City Office Block and the Dickson Office Block.
- Records management support, specific to the recordkeeping requirements upon establishing the COVID-19 Public Information Coordination Centre (PICC), was provided.
- Over the reporting period, the CMTEDD Digital Records Management Strategy was developed and endorsed. The Strategy will be incorporated into the next review of the CMTEDD Records Management Program.
- An e-learning module on Recordkeeping for CMTEDD staff was developed and deployed during the reporting period and more than 780 staff have successfully completed this training. The training module is now included in the mandatory training process for new starters.

### Background Information

- Overview of CMTEDD's Sentencing and Disposal Project for physical records held onsite in preparation for the new Office Blocks moves:
  - This project was successfully completed at the end of March 2021.
  - A total of 38,278 records were appraised, sentenced and sent to storage or destruction. This included 32,832 paper records and 5,446 obsolete format records.
  - The final breakdown by sentence is as follows:
    - 35% securely destroyed
    - 38% placed in short term storage at Grace – through Record Services
    - 27% deemed to be Territory Archives – placed into Records Services Mitchell storage.

[Return to Index](#)

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## **TOPIC: ACCOUNTABILITY INDICATORS**

### **Key Message:**

Corporate coordinated a review of CMTEDD accountability indicators to address Auditor-General recommendations for improvement, and also to improve the usefulness of indicators for our directorate and the community.

Amendments to indicators to reflect the Government's Wellbeing Framework will be implemented as part of development of the 2022-23 Budget.

### **Key Information**

- Corporate delivered an information session on 29 March 2021 to 44 directorate staff with responsibility for indicator review and development. Following this session, several business areas made changes to include more useful indicators and discontinue those indicators that were not considered good measures of the directorate's performance.
- The implementation of the Wellbeing Framework during the next Budget process is expected to lead to further refinement of CMTEDD's accountability indicators and strategic objectives, in order to better reflect the Government's focus on wellbeing.

**Table: Changes to accountability indicators following review**

Business area	New indicators	Discontinued indicators	Summary of changes
Economic Development (outputs 3.1-3.7)	12	28	Discontinuation of the majority of existing indicators in favour of a smaller number of new indicators that better measure key areas of the directorate's performance in improving Canberra's liveability and productivity.
Finance and Budget (output 4.2)		1	Discontinuation of indicator counting completed policy/service reviews as resources have been refocused on project-based work.
Procurement ACT (output 7.2)	2		New indicators measuring awareness of policies and satisfaction with training.
ACT Property Group (output 8.1)	1		New indicator measuring percentage of planned capital upgrade projects completed by expenditure.

### **Background Information**

- The 2018 Performance Audit *ACT Government strategic and accountability indicators* included recommendations for CMTEDD and other ACT Government agencies to improve strategic and accountability indicators.
- In subsequent limited assurance reports on CMTEDD's statements of performance the Audit Office continued to identify indicators that could be improved.

# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## **TOPIC: OFFICE ACCOMMODATION – CHANGE IN PORTFOLIO**

### **Key Message:**

There have been a significant number of changes to accommodation arrangements within CMTEDD during 2020-21, resulting from the completion and occupation of the Civic and Dickson Office Buildings.

### **Key Information**

- The Canberra Nara Centre was formally vacated on 21 March 2021, with the majority of business areas moving directly into the new ACT Government City Office Building at 220 London Circuit. ACTIA and Infrastructure Finance and Reform moved into 5 Constitution Avenue (5CA), the whole of government staging building.
- Business areas previously located at 220 Northbourne Avenue (ACT Revenue) and 221 London Circuit (Workplace Safety and Industrial Relations and the part of Digital, Data and Technology Solutions) also transitioned into 220LC. ACT Procurement moved into the 5CA staging building.
- Three business areas (ACTIA, ACT Procurement and Infrastructure Finance and Reform) will be moving into the refurbished Canberra Nara Centre once the COB2 buildings are handed over to the Territory.
- Access Canberra business units, including the Contact Centre, moved into the newly opened Dickson Office Block at 480 Northbourne Avenue in mid-2020, vacating Dame Pattie Menzies House and TransACT House.
- There have been no changes to accommodation at CMTEDD's office main office locations at Winyu House (Gungahlin), Cosmopolitan Centre (Woden) or 255 Canberra Avenue (Fyshwick).

### **Background Information**

- These moves form part of the Whole of Government Accommodation Strategy.

[Return to Index](#)

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# ANNUAL REPORT HEARINGS 2020-21

BACKPOCKET FOR EGM CORPORATE

**Portfolio:** CMTEDD CORPORATE

## TOPIC: SUSTAINABILITY

### Key Message:

CMTEDD is working to reduce its carbon emissions in line with the Climate Change Strategy and Zero Emissions Government Framework.

### Key Information

- CMTEDD's total emissions have increased this year from the baseline year (2019) due to gas use at Stromlo Leisure Centre, which is not represented in the baseline year as it only opened in 2020. Emissions from petrol and diesel have reduced, in line with a reduction in the number of vehicles, and less usage during COVID.
  - *Results and further detail will be available in the CMTEDD Annual Report*
- CMTEDD's five year emissions reduction plan includes a list of potential emission reduction projects identified to support a 33% emission reduction by 2024-25.
- A number of these are high capital cost projects which are subject to government priority and funding approval within the next 5 years.
- A number of facility/building projects have been commenced or completed: Pool blankets installed at Stromlo Leisure Centre, new solar hot water units for the showers installed at Dickson Pool, and electrical board upgrades and energy saving hot waters units installed at the Lakeside Leisure Centre.
- Upcoming projects (funded): Building Management System tuning at Lakeside and Gungahlin Leisure Centres; HVAC upgrade at Callam Offices includes the installation of new all electric HVAC system and other base infrastructure upgrades.
- Upcoming potential projects (yet unfunded): installation of pool blankets at Gungahlin, Lakeside and Dickson pool facilities (ZEG fund application); replacement of gas heating at the 255 Canberra Avenue workshops and install associated solar panels (Social Cost of Carbon Fund application).

### Background Information

- The ACT Government has committed to reducing its greenhouse-gas emissions in its operations to zero by 2040. It has also committed to reduce its emissions by more than 33% over the period 2019-20 to 2024-25.
- *Questions in relation to detail of budget funded initiatives or unfunded should be directed to ACTPG who are the owners and drivers of the projects.*

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CM2022/413

**Portfolio/s:** Sport and Recreation

## Phillip Pool Closure of this Summer

### Talking points:

#### *Lease Exemption Request*

- Phillip Swimming & Ice Skating Centre is a privately owned and operated facility.
- I understand the lessee of Phillip Pool earlier approached the planning and land authority raising a concern with the impact of the COVID-19 public health emergency on operating the centre.
- Subsequently, the lessee sought permission from the independent planning and land authority to enable temporary closure of the swimming pool for the 2021-22 summer season. Following consideration, permission was given as a result of impacts of restrictions associated with the lockdown.
- The authority's permission did not prevent the lessee from opening the swimming pool during the summer period.
- I am not aware of any requests of government from the owner for assistance to ready the pool for opening this summer.
- Late last year I received public petitions regarding the Phillip Pool and we have responded to those petitions in this sitting.
- In accordance with existing lease provisions for the Phillip Swimming and Ice Skating Centre site, the ACT Government will expect the pool facilities to reopen and be available for public use for the 2022-23 summer and beyond.

#### *Future of Phillip Swimming and Ice Skating Centre*

- The commercial prospects, operation and future of the Phillip facility is a matter for the owner of that property, noting they have had the use, occupation and benefit of the property for over 40 years.
- The Territory Plan provides for the permitted use of the land which currently requires there be a 50m public swimming pool and an ice skating rink suitable for hosting national ice hockey competition.

#### *Access to Other Aquatic Facilities*

- While it is unfortunate that the Phillip pool will not be open this summer, there are a number of other ACT Government aquatic facilities in the area to cater for the needs of the Woden community including Manuka Pool, Stromlo Leisure Centre, Active Leisure Centre in Wanniasa and Lakeside Leisure Centre in Greenway.

Cleared as complete and accurate: 24/02/2022  
Cleared for public release by: Executive Branch Manager  
Contact Officer name: David Jeffrey Ext:75815  
Lead Directorate: Chief Minister, Treasury and  
Economic Development

TRIM Ref: CM2022/413



- There are a number of other privately owned and operated aquatic facilities in the nearby area, with a large focus on swim school lessons, including Kingswim Deakin and the Stellar Canberra – Health and Wellness Centre in Phillip.

### *New ACT Ice Sports Facility (IF ASKED)*

- The ACT Government received a detailed proposal Cruachan Investments Pty Ltd in mid-January 2022 in relation to construction and operation of a new ice sports facility in Tuggeranong. The detailed proposal is currently being assessed by the ACT Government.
- It is anticipated the ACT Government will assess and make a final decision regarding the project in 2022.

### **Background Information**

#### *Lease*

- In March 2021 the lessee applied to the planning and land authority for relief from compliance with the lease to pay rent and keep the pool open to the public.
- The Crown lease for the Phillip Swimming and Ice Skating Centre (Block 2, Section 22, Phillip) is granted to Glencora Pty Limited for a term of 99 years, commencing on 6 June 2016.
- The premises are to be used only for the purpose of public heated swimming pools, ice skating rink and for purposes incidental thereto.
- The Crown lease for Phillip Swimming and Ice Skating Centre requires the swimming pool to be open to the public at certain times.
  - The relief provided by the ACTPLA effectively suspends this requirement. In doing this, the lessee won't be in breach of their lease if they don't open. However, the lessee may still choose to open the swimming pool if their business circumstances were to change.
- The lessee shall make provision for the exclusive use of the premises for specified parties as the Territory may require.
- The lessee shall ensure that the swimming pool is open to the public during the hours and on the days as agreed with the Territory.
- The Crown lease was determined to be a market value lease on 17 November 2015.
- The Crown lease is subject to the payment of fair market land rent, as determined from time to time, for the remainder of the lease.
- A premium has not been paid to the Territory to pay out the land rent commitment.

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Cleared for public release by: Executive Branch Manager  
Contact Officer name: David Jeffrey Ext:75815  
Lead Directorate: Chief Minister, Treasury and  
Economic Development

TRIM Ref: CM2022/413

## Application for relief from having to open the pool to the public:

- In support of its application to the authority, the lessee provided evidence along the following lines -
  - The pool was 60 years old and an ageing asset that required significant maintenance to be safe and viable for public use.
  - It was not economically viable to run filtration and keep the pool open during lockdown.
  - The ice rink would need to be shut down to reduce the outgoings associated with maintaining the ice.
  - The pool was no longer viable to run as a commercial operation and without any ability to subsidise the costs of the pool with revenue from the ice rink, it would not be possible to maintain or operate the pool.
- Based on the evidence provided by the lessee, as well as comments from the Territory Plan unit, Sport and Recreation, and Education, the authority approved the application for relief until 30 March 2022.
- The statutory decision to approve the application was based on the particulars of the application, and to a large extent based on the unique relationship between two key factors – the public emergency and the age and poor condition of the pool.

## Application for rent relief

- In support of its application to the authority for rent relief, the lessee provided evidence regarding financial hardship because of lockdown, and more broadly the public health emergency.
- For example, financial statements were provided, together with a letter from a chartered accountant, showing an accumulated decline in turnover from the swimming side of the business.
- Although the lessee applied for rent relief from September 2020 to September 2023, the authority granted relief to 30 March 2022. In this regard, the authority considered that it would be prudent to grant rent relief for a reduced period to account for the possibility that circumstances in relation to the public health emergency could change.

## Territory Plan requirements for development applications

- The Phillip Precinct Code in the Territory Plan contains a provision specific to the Phillip Swimming and Ice Skating Centre site.
- The current mandatory requirement for the site is:

*Development complies with all of the following:*

  - a) *provides or retains an ice skating rink suitable for national ice hockey competition*
  - b) *provides or retains a 50–metre public pool with direct public address to Irvine Street*
  - c) *development for other uses involves redevelopment of the pool as an indoor facility.*

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- This requirement is relevant to the assessment of development applications by the authority.

### Ice Skating Rink

- According to the Phillip Swimming and Ice Skating Centre website the Ice Skating Centre reopened for business on Monday 8 November 2021.
  - [Ice Skating - Phillip Swimming & Ice Skating Centre \(swimskate.com.au\)](http://swimskate.com.au)

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Lead Directorate: Chief Minister, Treasury and  
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CM22/15777

**Portfolio/s:** Business and Better Regulation**ISSUE: Business Support****Communications, media and engagement implications**

- **31 January 2022 – Sydney Morning Herald:** [\*“Can’t fund every program”: Josh Frydenberg warns states there is no more money\*](#). The Sydney Morning Herald reports that Treasurer Frydenberg has indicated that the Commonwealth Government will not fund further COVID-19 support for businesses.
- **28 January 2022 – RiotACT:** [\*ACT Businesses require more support or face closure\*](#). Among coverage of the announcement of additional and extended businesses supports, the RiotACT quotes RSM Australia (Senior Manager, Young Han) and the Canberra Business Chamber (CEO Graham Catt) as expressing concern that the support will not be enough to prevent some businesses from closing. The Canberra Business Chamber also recommend Government “consider how messaging is critical to how the customer is thinking”.
- **25 January 2022 – Canberra:** [\*Andrew Barr, Tara Cheyne announce deadline extension for small business hardship scheme\*](#)

**Talking points**

- The ACT Government has provided, and continues to provide, a wide range of supports to businesses to help them manage the impacts of COVID-19.
- To date, the ACT Government has provided over \$475 million in assistance to support local businesses.
- This includes wide-ranging initiatives like the Business Support Grants and the Small Business Hardship Scheme, and those targeted at sectors particularly impacted, like the Accommodation and Tourism Venue Operator Support Program, *Amp It Up!*, and waivers and reductions of a wide range of Government fees and charges.

**Key Information**Business Support Grants

- The Business Support Grants program was established to support businesses that were directly impacted by the ACT’s lockdown in August-October 2021. Through this program, and its extensions, we have provided over \$316 million in direct financial support to local businesses.

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Lead Directorate: Chief Minister, Treasury and  
Economic Development

TRIM Ref: CM22/15777

- The amount of payment to each eligible business has varied based on the business' sector and size per the below table:

Business type	Base (\$)	Extension payments 2 (\$) (announced 30 Sept)	Top up payments (\$) (announced 30 Sep)	Sub-Total (\$)	If eligible, Tourism, Accommodation Provider, Arts and Events, Hospitality and Fitness Grant (\$)	Total (\$)
Non-employing (>\$75k)	7,500	7,500	0	15,000	5,000	20,000
Employing (\$75k < turnover < \$2m)	20,000	20,000	0	40,000	8,000	48,000
Employing (\$2m < turnover < \$5m)	20,000	20,000	20,000	60,000	15,000	75,000
Employing (\$5m < turnover < \$10m)	20,000	20,000	40,000	80,000	25,000	105,000
Employing (turnover < \$10m)	20,000	20,000	60,000	100,000	25,000	125,000

- The Commonwealth has agreed to reimburse the ACT for 50 per cent of the amounts the paid out through this program.

*If asked about the use of ANZSIC codes to determine eligibility for extension and TAPAEHF payments*

- We know that the use of ANZSIC codes is not a perfect solution, but was the best option available for a program of this size.
- When a business' ANZSIC code has rendered it ineligible for one or more payments, we are implementing processes through which businesses can seek to have these decisions reviewed.
- A sector-based eligibility review process opened on 21 February 2022, to assess businesses which may fall within TAPAEHF sectors but whose applications were declined due to its listed ANZSIC code. The process is opt-in for eligible businesses and will be available until 7 March 2022.

Small Business Hardship Scheme

- The Small Business Hardship scheme opened on 15 November and with the closing date for applications extended to 4 March so businesses have the opportunity to claim eligible items that they have been billed for and paid up to 28 February 2022.
- Businesses that experienced hardship because of the lockdown are able to receive up to \$10,000 in a one-off reimbursement for commercial rates and utilities (water, gas and electricity) and commercial vehicle registration.

Additional supports for the hospitality industry

- Recognising the ongoing impact that the Omicron variant is having on the hospitality industry, the Government has implemented a range of additional supports targeted for this sector.
- Current additional support measures include:
  - Extending fee waivers for some liquor licenses, food business registration and the outdoor dining permit to 30 June 2022.
  - Establishing a closed grant round to provide \$20,000 to businesses operating as licensed Nightclubs in the ACT.

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- Delivering a second Amp It Up! Funding round to provide \$500,000 across all applications to assist small to medium live venues by offsetting the costs associated with performance, programming and promotion.

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Economic Development

TRIM Ref: CM22/15777



CM2022/5540

**Portfolio/s:** Assistant Minister for Economic Development

## Community Events

### New Years Eve 2021

#### Talking points:

- New Year's Eve 2021 was successfully delivered as the first large scale post lockdown event that reinforced a self-managed COVID-19 approach for attendees to the event and created a platform to drive financial stimulus for local artists, tourism and hospitality businesses.

#### Key Information:

- A total of 43 local performers were incorporated into the event as part of 16 groups included in the roving entertainment program.
- 87 per cent of attendees felt safe to very safe in the expansive location in regards to COVID-19.
- 74 per cent of attendees surveyed strongly preferred the lakeside location for the event.
- Initial research has confirmed 85.3 per cent of attendees surveyed noted the event Exceeded or Met Expectations with an overall attendee satisfaction rating of 4.1 out of 5.
- Final attendance numbers are not yet available.

#### Background Information:

- New Year's Eve was last held in its traditional format in 2018 in the city as a concert leading into fireworks at 9pm, culminating with the midnight fireworks.
- The 2021 event was relocated to Lake Burley Griffin to provide maximum ability for the community to safely self distance.

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Cleared for public release by: Executive Branch Manager Ext: 71383  
Contact Officer name: Matthew Dowdney Ext: 70725  
Lead Directorate: Chief Minister, Treasury and  
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TRIM Ref: CM2022/5540

## Australia Day 2022

### Talking points:

- Australia Day 2022 successfully delivered on the National Australia Day Council (NADC) key pillars of 'Reflect, Respect and Celebrate' in a new format event that championed Indigenous and Multicultural communities.
- An EOI for multicultural programming, participants and vendors was undertaken to the National Multicultural Festival (NMF) stakeholders for inclusion in the 2022 event for the first time.

### Key Information:

- Events ACT applied for and was successful in receiving an NADC Iconic Events grant for \$750k to support and expand the delivery of the event by inclusion of a new Indigenous component on the evening of January 25, ahead the January 26 event.
- 46 Indigenous performers were included over the two day event.
- 5 Indigenous Elders & family were included in Welcome to Country.
- 20 Multicultural performance groups performed in the January 26 program.
- 9 Multicultural Vendors operated in Commonwelath Park on January 26.
- Final attendance numbers are estimated to be 6,500.

### Background Information:

- Last held in 2019, as an evening concert and fireworks, the new format was developed to reflect the NADC Pillars of 'Reflect, Respect, and Celebrate'.
- Originally planned for Reconciliation Place and Patrick White Lawns the event was relocated to Commonwealth Park to minimise any potential conflict with the event planned by the Australian Tent Embassy (ATE).

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**Enlighten Festival – Symphony In the Park / Canberra Day 2022****Talking Points:**

- Symphony in the Park is scheduled for Sunday March 13, followed by Canberra Day on Monday March 14, both events will be located in Commonwealth Park.
- The events are key programming components of the Enlighten Festival.

**Key Information:**

- Canberra Symphony Orchestra (CSO) will perform in collaboration with Australian multi-Aria award winning singer / song writer Lior.
- An EOI was released on 20 December 2021 to the multicultural stakeholders. Applications closed on 1 February 2022.
- 38 multicultural food and vendor applications were received, made up of:
  - 28 Community groups
  - 8 Multicultural commercial vendors
  - 2 Diplomatic Missions
  - 1 Community group has since withdrawn
- 49 multicultural performer applications have been received for Canberra Day programming inclusion.
  - 41 Successful applications
  - 2 Duplicated applications
  - 6 Unsuccessful applications
- Events ACT are working closely with CSD to deliver maximum inclusion of multicultural programming components in light of the 2022 NMF postponement.
- A program of community arts workshops have been developed in association with Tuggeranong arts centre, CMAG and Mother Tongue for Canberrans to celebrate what it means to be a Canberran.
- The arts program includes Visual art, Print, Poetry and Textiles with Canberra in Poem and Canberra in Colour participants both included in the Commonwealth Park event on Canberra Day.

**Background Information:**

- The event format is currently being finalised in consultation with the Office of the Chief Health Officer (OCHO).

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## Enlighten Festival – Canberra Balloon Spectacular 2022

### Talking Points:

- The Canberra Balloon Spectacular returns to the Patrick White Lawn and Flynn Drive locale from Saturday March 12 commencing at 6.15am daily until Sunday March 20.
- A total of 26 balloons will take to the skies including this year's special shape balloon – Tico the Sloth.
- Breakfast will be available on site via community and commercial vendors until 9.00am daily.
- Daily balloon flights are subject to weather suitability.

## Enlighten Festival – Lights, Canberra, Action 2022

### Talking Points:

- Lights! Canberra! Action! 2022 will return to the Senate Ross Garden on Friday March 11 commencing at 7.00pm.
- This years theme is *REFLECTION* and includes the requirement for filmmakers to incorporate 5 identified locations of Canberra and 5 identified items.
- Judging will take place on Tuesday March 6 via a diverse 5-person panel, made up of filmmakers, critics and community representatives.
- The final event format will be subject to consultation with the OCHO.

## Windows to the World

### Talking Points:

- Windows to the World 2021 event has been postponed to October 2022 with dates yet to be confirmed.
- The event format will be subject to consultation with the OCHO.

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Contact Officer name: Matthew Dowdney Ext: 70725  
Lead Directorate: Chief Minister, Treasury and  
Economic Development



CM22/15753

**Portfolio/s: Arts****ISSUE: Former Transport Depot - Old Bus Depot Markets operation****Talking points:**

- The Old Bus Depot Markets (OBDM) were closed from March 2020 initially because of public health restrictions and later because of lead dust discovery and remediation.
- The building remediation was completed in September 2021 and clearance to occupy followed in October 2021.
- OBDM are scheduled to recommence trading on Sunday 20 March 2022. This was first publicly announced on Friday 25 February 2022.
- We are working with the independent operator to ensure the reopening is successful with technical support for the building's new electrical system being provided on the day as well as promotional support prior to the event.
- The \$5.9 million package of building refurbishments at the Former Transport Depot has been completed, including provision of a new roof, electrical system, toilet facility and accessibility upgrades.
- The lead dust remediation work is complete with minor works associated with the management of lead paint scheduled for completion by November 2022. The stallholder reimbursement process is also substantially complete and, when finalised, will complete this \$2.2 million package of works.

**Background Information**

- OBDM occupies the ACT Government-owned Former Transport Depot at Kingston under a licence agreement with the Territory. The Markets has exclusive use of some areas every day of the week and uses the upper and lower halls exclusively every Sunday. The licence agreement is being held over prior to the finalisation of the new licence agreement, which is in train.
- In the 2019-20 Budget, \$5.9 million (GST excl) was allocated over three years for roof replacement works, electrical system upgrade, toilet facility and accessibility upgrades at the Former Transport Depot.
- Additional funding was required to remediate lead dust in the building. A total of \$2.2 million (GST excl) was allocated in the 2021-22 Budget to cover the cost of the remediation process. This funding also covers the reimbursement of the OBDM and its stallholders for contaminated stock and equipment that could not be cleaned and returned.

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Cleared for public release by: Executive Branch Manager Ext: 76809  
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Lead Directorate: Chief Minister, Treasury and  
Economic Development

TRIM Ref: CM22/15753

CM22/15751

**Portfolio/s:** Arts

## ISSUE: Support for the Arts

### Communications, media and engagement implications

- [https://www.cmtedd.act.gov.au/open\\_government/inform/act\\_government\\_media\\_releases/cheyne/2022/act-government-business-support-measures-extended](https://www.cmtedd.act.gov.au/open_government/inform/act_government_media_releases/cheyne/2022/act-government-business-support-measures-extended) (Ampl It Up!)
- [https://www.cmtedd.act.gov.au/open\\_government/inform/act\\_government\\_media\\_releases/cheyne/2021/more-funding-for-canberra-artists](https://www.cmtedd.act.gov.au/open_government/inform/act_government_media_releases/cheyne/2021/more-funding-for-canberra-artists) (HF3 and Arts Activities \$50k)
- [https://www.cmtedd.act.gov.au/open\\_government/inform/act\\_government\\_media\\_releases/cheyne/2021/canberras-creative-recovery-supporting-jobs-in-the-arts](https://www.cmtedd.act.gov.au/open_government/inform/act_government_media_releases/cheyne/2021/canberras-creative-recovery-supporting-jobs-in-the-arts) (Creative Recovery and Resilience Program)
- [https://www.cmtedd.act.gov.au/open\\_government/inform/act\\_government\\_media\\_releases/cheyne/2021/sound-stage-and-virtual-studio-to-bring-more-screen-productions-to-canberra](https://www.cmtedd.act.gov.au/open_government/inform/act_government_media_releases/cheyne/2021/sound-stage-and-virtual-studio-to-bring-more-screen-productions-to-canberra) (Screen Canberra)

### Talking points:

- The ACT Government strongly supports the arts both on an ongoing basis and specifically in response to the impact of COVID-19.
- As standard ongoing support, the Government provides:
  - recurrent funding of over \$10 million annually to the arts sector,
  - 13 dedicated arts centres across the ACT for access by the community, and for artists to develop and present their work.
- To help address the impact of COVID-19 on the arts sector, the Government provided over \$8.3 million in COVID related support in 2020-21, including:
  - funding for both individual artists (HOMEFRONT) and arts organisations (Emergency Funding),
  - rent relief,
  - new online events offerings, and
  - fast-tracked infrastructure projects.
- In 2021-22, we have continued our specific support for the arts with the announcement in November 2021 of the 54 successful applicants for a third round of HOMEFRONT funding, worth \$350,000.

Cleared as complete and accurate: 24/02/2022  
Cleared for public release by: Executive Branch Manager Ext: 50931  
Contact Officer name: Robert Piani Ext: 72381  
Lead Directorate: Chief Minister, Treasury and Economic Development

TRIM Ref: CM22/5579



- I recently announced an additional \$500,000 for a second round of Amp It Up! funding. This is on top of the \$790,000 provided in 2020-21 to 23 successful venues to assist in their recovery by offsetting costs associated with programming and promotion, and to provide opportunities for musicians and other performance artists to present their work.
- This is in addition to support currently available, including six projects under the earlier announced Creative Recovery and Resilience Program for 2021-22.
- The Government also extended the funding of 25 arts organisations (17 funded as Key Arts Organisations and eight funded as Program Organisations) through to the end of 2022 to provide these organisations with a degree of confidence and certainty during the difficult COVID-19 lockdown, enabling them to plan for 2022 as we consider a new organisation funding model for 2023.

### **Background Information**

- The **\$5-50k Arts Activities** funding category opens twice a year with set dates:
  - Round One opens 1 December, closes 28 February and is announced by 31 May.
  - Round Two opens 1 June, closes 31 July and is announced by 31 October.
- The 1 June 2021 round, artsACT received 68 eligible applications requesting a total of \$1.7 million, and announced 14 successful applications in November 2021 at a total of \$362,000.
- The 1 December 2021 round closed on 28 February 2022 with an announcement of the outcome by 31 May 2022.
- artsACT has approved 29 applications for the **Up to \$5k Arts Activities** funding category since 1 July 2021, at a total of \$131,000.
- The 2021-22 ACT Budget included \$13 million in additional funding to support to local artists, arts organisations and cultural facilities:
  - \$4.2 million to progress site investigation and planning for an expansion and redevelopment of the Canberra Theatre Centre, including \$1.4 million in urgent upgrades.
  - \$2.4 million will assist the Cultural Facilities Corporation to continue its operations, retain staff, and rebuild theatre business in the post-lockdown period.
  - \$2 million for the Tuggeranong Arts Centre theatre upgrade.
  - \$2.1 million will go towards completing the remediation of lead contamination at the Former Transport Depot and reimburse Old Bus Depot markets stallholders whose stock has been impacted.
  - \$960,000 for the expansion and activation of Canberra Museum and Gallery.
  - \$750,000 to establish a Holocaust Museum and Education Centre in Canberra which will be jointly funded by the ACT and Australian Governments.
  - \$350,000 for HOMEFRONT 3, which was brought forward to support artists during lockdown.

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Lead Directorate: Chief Minister, Treasury and  
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- \$250,000 for the Ainslie and Gorman Arts Centre.
- \$246,000 to support training of theatre technicians at the Canberra Theatre Centre.
- \$200,000 for a new public art commission by a female or non-binary artist that celebrates the contribution of these groups.
- \$80,000 for the Belconnen Arts Centre.

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Economic Development

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CM22/15749

**Portfolio/s:** Arts

## **ISSUE: Kingston Arts Precinct**

### **Communications, media and engagement implications**

- Since the announcement that the ACT Government is taking the lead on delivering the project, media has been positive: [\*Smoking Ceremony marks fresh start for Kingston Arts Precinct after delays, dropped developer\*](#), Canberra Times, 9 December 2021
- Design tenders, expected to be released in March 2022, will attract further media attention.
- The community will be invited to contribute to the Kingston Arts Precinct Place Brief via a YourSay survey

### **Talking points:**

- In 2021, the organisations who will call Kingston home, along with members of the ACT Aboriginal and Torres Strait Islander Arts Network (Network), came together to imagine a new vision for the precinct and finalise the operational strategy.
- On 8 December 2021 this group gathered on Ngunnawal Country for an important cultural ceremony.
- The ceremony grounded the project's next steps and demonstrated a renewed commitment to a shared set of values which prioritise First Peoples, collaboration, and community. Following the ceremony, the new vision for the precinct was launched.
- The Suburban Land Agency is currently working with other Territory Agencies on a new delivery model for the project.
- The timeline is being reviewed, recognising the complexity of site conditions and infrastructure.
- The key priorities for 2022 are to:
  - Bring arts organisations, the Community Panel and other stakeholders together to develop a Kingston Arts Precinct Place Brief with a focus on celebrating the site's First Nations and industrial heritage, sustainability ambitions, future design and activation of public spaces and exploring ground floor tenancy opportunities.
  - Procure a design team to develop the Estate Development Plan, finalise the design and work with Suburban Land Agency through all project approvals and into construction.

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Cleared for public release by: Executive Branch Manager Ext: 76809  
Contact Officer name: Georgia Hobbs Ext: 72186  
Lead Directorate: Chief Minister, Treasury and Economic Development

TRIM Ref: CM22/15749



- Finalise and endorse the Conservation Management Plan for the Kingston Powerhouse Historic Precinct.
- Launch the strategic plan that was developed by resident arts organisations in 2021.
- Continue consultations with First Nations communities to progress plans for the proposed Aboriginal and Torres Strait Islander art space.
- Develop a new brand identity and website to communicate with audiences.
- Commence early activations onsite to build community.

## Background Information

- The \$78 million project is being led by Suburban Land Agency, in collaboration with artsACT, and is expected to be completed in 2025.
- The precinct's founding resident organisations are a new Aboriginal and Torres Strait Islander art space, Canberra Contemporary Art Space, Canberra Glassworks, Craft ACT: Craft + Design Centre, M16 Artspace, Megalo Print Studio and PhotoAccess.
- The precinct will include outdoor event space for 5000 people, 2000sqm of retail activation space, accommodation for visiting artists, as well as a gallery, workshops, meeting rooms and a theatre that will be available to the public.
- artsACT will manage the precinct for the first five years, after which management will transfer to an independent body.
- artsACT has been provided an operational budget of \$1,019,650, indexed at 2.5 per year, and confirmed until FY 2041-42. This will cover staffing (approx. 5 FTE) as well as operations, and programming costs.
- Arts organisations in the precinct will have a peppercorn rental arrangement.
- In 2019, an agreement was signed with Geocon to deliver the project.
- On 5 November 2021, the ACT Government announced it would deliver the project through its own agencies, as the project had not progressed as anticipated.

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Lead Directorate: Chief Minister, Treasury and Economic Development

TRIM Ref: CM22/15749

CM22/15748

**Portfolio/s: Arts****ISSUE: CMAG North Building – Activation and Accessibility Improvements****Talking points:****Accessibility Improvements**

- CMAG is upgrading the access ramp which leads to its Open Collections gallery.
- Improvements include floor refinishing for greater visual contrast and installation of new handrails and tactile indicators. Works commence with the demolition phase on 14 February 2022.
- Funded by the 2021-22 Budget, CMAG will replace manual-opening ground floor gallery doors with automatic doors. Work commences late this financial year or early next financial year.
- CMAG adjusted programming and exhibition dates to ensure the ramp work commenced in mid-February 2022.
- CMAG has worked in collaboration with Major Projects Canberra and the construction company Built towards completing the ramp upgrade works. Major Projects Canberra has advised of COVID impacts on workforce and supply lines which affected the earlier anticipated starting date.

**Background**

- CMAG had previously supplied an estimated completion date of 11 - 16 October 2021 for the access ramp, in response to an April 2021 QTON.
- Due to the impacts of the COVID pandemic, including building material supply delays, the completion date will now be in 2022.
- COVID-pandemic impacts on the construction industry have resulted in increases to supply and construction costs.

**Programming relating to accessibility**

- To highlight the improvements to access, CMAG is developing a series of hands-on workshops for people living with dementia, to be delivered after the ramp work is completed.
- In July 2021, CMAG commissioned audio recordings produced by Access 2 Arts for the Ruth Lane-Poole exhibition, specifically to improve access for vision impaired people.
- In September 2021, CMAG commenced professional development for staff in audio description, so staff can employ a similar approach to Access 2 Arts for future collection interpretation.

Cleared as complete and accurate: 25/02/2022  
Cleared for public release by: Chief Executive Officer Ext: 7 3976  
Contact Officer name: Gordon Ramsay Ext: 7 3976  
Lead Directorate: Chief Minister, Treasury and  
Economic Development  
TRIM Ref: CM22/15748

## Activation of Civic Square frontage

- The Peppermint Room under SQC Group was engaged on 27 January 2022 to provide initial concept drawings for the redesign of the former Elections ACT space.
- On 31 January 2022, CMAG signage fronting onto Civic Square was completed, providing a mask for building works to be conducted in the former Elections ACT building.
- Development of a cafe and gallery shop in the former Elections ACT space will help to activate CMAG's frontage onto Civic Square and Civic Square itself.
- Artist-activation events will be staged to bring further attention to CMAG/Civic Square, including an activation event on 10 March 2022 as part of Enlighten, to coincide with the Civic Square installation 'Ephemera' and also around the time of the new café opening.

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Contact Officer name: Gordon Ramsay Ext: 7 3976  
Lead Directorate: Chief Minister, Treasury and  
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CM22/15746

**Portfolio/s:** Arts

## **ISSUE: Arts Facilities - Accessibility**

### **Communications, media and engagement implications**

- Ms Nicole Lawder MLA asked a supplementary question about how many ACT Government owned arts facilities are dementia friendly on 22 April 2021 (CMTEDD2021-2012). You provided a response to the question taken on notice on 20 May 2021.
- No other communications, media and engagement issues related to this topic are current.

### **Talking points:**

- Improving equitable access at ACT Government-owned arts facilities is an ongoing investment priority.
- Demographic research advises that the prevalence of disabilities in the population is increasing, and the ageing Australian population faces increasing mobility challenges. Accessible environments make life safer and promote ease of use for everyone.
- The majority of ACT Government-owned arts facilities are older re-purposed buildings that would have met the relevant design standards at the time of construction. However, contemporary design standards for public buildings provide for a much more inclusive and positive visitor experience facilitating access for a range of abilities.
- Accessibility at arts facilities is improved as part of capital upgrade and major capital works projects. For example, the recently completed Belconnen Arts Centre Stage 2 is fully accessible for visitors, staff and artists. The building is entirely on one level and has automated doors, accessible toilet facilities and hearing loops in the new theatre, rehearsal space, foyer and dressing rooms.
- Equitable physical access promotes safety, security and comfort which also aligns with dementia enabling environment principles. However, whether an ACT Government-owned arts facility is a suitable environment for a person living with dementia and their carer, depends on the individual's abilities and interests, the design of the physical spaces as well as appropriate community programs.

### **Background Information**

- The ACT Government owns thirteen arts facilities that are operated under licence agreement by not-for-profit local arts organisations.
- Major capital works at arts facilities are funded via the Budget process and minor upgrades are funded annually from the Better Infrastructure Fund (an internal

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Directorate allocation). This financial year \$320,000 is available in the fund for minor works across thirteen sites. The highest priority works each year are those related to occupant safety.

- Commonwealth legislation covers access to buildings and facilities within them including the Building Code of Australia and anti-discrimination law such as the *Disability Discrimination Act 1992*. Territory legislation is also applicable including requirements under the *Building Act 2004* and the Access and Mobility General Code (October 2013).

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CM22/15742

**Portfolio/s: Arts****ISSUE: Progress of the Statement of Ambition for the Arts (Arts Policy and Arts Organisation Funding Model)****Talking points:**

- The ACT Government recognises the important role arts and creative practice make in enriching our lives as well as contributing to the economic, cultural, and societal value of the ACT, which is why I was pleased to release the Statement of Ambition for the Arts last October.
- The Statement, through three identified strategies of CREATE, DEVELOP and PROMOTE, will put Canberra on track to being Australia's arts capital.
- The government is already delivering on commitments made through the Statement and is on track to deliver others.
- Through the Statement we commenced our commitment to providing a full and transparent picture of our current and new investments for the arts (detailed in 'Realising the Ambition – current initiatives' and 'Arts expenditure on a page' within the Statement).
- The Statement committed to the development of an arts policy and new ACT arts organisations funding model in 2021-22.
- Input from individuals, businesses, community organisations, institutions and peak bodies will help inform these new policies. As part of this process 'YourSay' surveys were run last year. 37 submissions were received.
- artsACT will be leading further targeted consultation with the arts and creative sector, Minister's Creative Council and the Aboriginal and Torres Strait Islander Arts Network in coming months to inform development of the policy and funding model.

**Background Information**

- The Statement committed to an ACT arts policy that will be informed by research and developed in partnership with ACT arts community in 2021-22. It further committed to a new funding model for ACT arts organisations in line with the Arts Policy.

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- The Statement outlines three strategies that will inform the arts policy and funding model:
  1. CREATE amazing art and culture—everywhere, at any time, for everyone.
  2. DEVELOP arts, cultural and creative industry, practice, and facilities— supporting creation and culture at all levels, via any path.
  3. PROMOTE our arts and culture—to attract artists, arts workers, visitors and investment
- Two separate ‘YourSay’ surveys were open from 25 November to 23 December 2021. The first survey asked about the new ACT arts policy. The second survey asked about a new ACT arts organisation funding model.
- A ‘What We Heard’ report summarising the feedback received is currently in progress and will be made publicly available upon completion.
- Canberra: Australia’s Arts Capital, a statement of ambition for the Arts 2021-2026 was released on 1 October 2021. With the release it was also announced that the 2021-22 Budget included more than \$13 million in additional funding for artists, arts organisations and facilities, as a first step in realising the Statement:
  - \$4.2 million to progress site investigation and planning for an expansion and redevelopment of the Canberra Theatre Centre, including \$1.4 million in urgent upgrades
  - \$2.4 million will assist the Cultural Facilities Corporation to continue its operations, retain staff, and rebuild theatre business in the post-lockdown period
  - \$2 million for the Tuggeranong Arts Centre theatre upgrade
  - \$2.1 million will go towards completing the remediation of lead contamination at the Former Transport Depot and reimburse Old Bus Depot markets stallholders whose stock has been impacted
  - \$960,000 for the expansion and activation of Canberra Museum and Gallery
  - \$750,000 to establish a Holocaust Museum and Education Centre in Canberra which will be jointly funded by the ACT and Australian Governments
  - \$350,000 for HOMEFRONT 3, which was brought forward to support artists during lockdown
  - \$250,000 for the Ainslie and Gorman Arts Centre
  - \$246,000 to support training of theatre technicians at the Canberra Theatre Centre
  - \$200,000 for a new public art commission by a female or non-binary artist that celebrates the contribution of these groups
  - \$80,000 for the Belconnen Arts Centre.

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CM22/15738

**Portfolio/s: Arts****ISSUE: Belconnen Arts Centre Arrangements****Communications, media and engagement implications**

- The ACT Government has had ongoing meetings with the Belconnen Arts Centre about its funding, licence and the proposed independent review. There has been no specific media. The tender for the review is public.

**Talking points:**

- The Belconnen Arts Centre is a highly valued part of the network of arts organisations across the ACT, and provides important access and participation opportunities for the Canberra community.
- The ACT Government provides the Belconnen Arts Centre with significant core funding of over \$645,000 in 2022, and provided one-off funding of \$80,000 in the 2021-22 ACT Budget to assist the organisation in operating the recently completed Stage 2 development of the centre.
- The Government is working with the Belconnen Arts Centre in determining an appropriate funding level and sustainable operating model for Stage 2, within the constraints of the current economic climate.
- The Government is also working with the Belconnen Arts Centre on a new head licence. Once the head licence is agreed, a new sub-licence for a café can be negotiated. This is a priority for artsACT with advice from the ACT Government Solicitor.
- The Government will be engaging the services of an independent specialist adviser through an open tender process, to review the finances and operating model of the centre, including options in leveraging commercial opportunities of the centre.
- While this process is being run, the Belconnen Arts Centre has been provided with additional one-off funding of \$300,000 in 2022 to assist the centre with its operations.

**Background Information**

- A Statement of Requirements has been developed and will be provided to tenderers as part of the tender process, which opened in early February 2022. The tender is valued of up to \$70,000, and is expected to be completed by May 2022.
- ACT Treasury undertook an assessment of Belconnen Arts Centre's finances and operating model and advised that an additional one-off \$300,000 funding be

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provided to the centre in 2022 while an independent review of its finances and operations is conducted by a third party engaged by the ACT Government.

- The Belconnen Arts Centre has been provided with a copy of the Statement of Requirements for its information and preparation for the review.
- As part of the 2017-18 Budget initiative *More and better jobs – Expanding Belconnen Arts Centre*, \$15 million over four years was provided to construct Stage 2 of the Belconnen Arts Centre, which included a 400-seat flexible theatre and community hall, new rehearsal and exhibition spaces, and a café and bar.
- The 2021-22 Budget initiative *Backing our Arts and Entertainment – More support for the Belconnen and Ainslie Arts Centres*, provided an additional \$80,000 to BAC in 2021-22 to assist the organisation in the operation of Stage 2.
- The Belconnen Arts Centre has expressed concern that there have been delays with progressing a sub-licence for a café and this has resulted in lost café trade and visitor experience.

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## Annual Report Hearings

### INDEX

#### Head of Service

Tuesday, 22 February 2022

9.15am – 10.30am

Chief Minister - Economy and Gender and Economic Equality Committee

Attendees will be attending from 220 London Circuit: HoS Boardroom (220LC 5.05)

Number	Item
1	Witness schedule
2	CMTEDD Annual Report 2020-21 <a href="#">this is a link to the online version</a>
<b>3</b>	<b>Policy and Cabinet briefs</b>
3.1	Social inclusion and Chief Minister's Charitable Fund
3.2	Regional engagement including CJRO, NSW MOU
3.3	National Cabinet and NFRC
3.4	Office of the Coordinator-General and the non-health response to COVID-19 in the ACT
3.5	Wellbeing
3.6	Reportable Conduct Scheme and Child Safe Standards
3.7	Royal Commissions (National)
3.8	Policy innovation team
3.9	National security
3.13	LGBTIQ (including conversion practices and intersex protections)
3.14	Cabinet and document release
<b>4</b>	<b>CMTEDD Communications and Engagement briefs</b>
4.1	Division overview

4.2	COVID 19 PICC
4.3	Expenses
4.4	Financial statement
4.5	Budget accountability indicators
4.6	Top 10 communication and engagement issues
4.7	Independent Reviewer appointment
4.8	You Say insights and metrics
4.8a	Your Say community conversations
4.9	Protocol, Honours, Coat of Arms
4.10	Creative Service Panel and independently reviewed campaigns and surveys
4.11	Climate action communications
4.12	January 2022 storm response
4.13	Communications and engagement snapshot 2021
4.14	Regional snapshot March 2021
<b>5</b>	<b>CMTEDD Corporate briefs</b>
5.1a	ACT Executive staffing
5.1b	ACT Executive Budget
5.1c	ACT Executive travel
5.2	CMTEDD Staffing - FTE and HC by Group (January 2022)
5.3	CMTEDD Staffing - Workforce Profile (January 2022)
5.4	Human resources general including employment programs, executive employment and training
5.5	Workplace relations matters including redundancies/excess officers
5.6	COVID-19 response work health and safety



5.7	Diversity and inclusion
5.8	Stretch RAP and ATSIEB hearings
5.9	Freedom of Information and Open Access
5.10	Records management
5.11	Accountability indicators
5.12	Office accommodation changes
5.13	Sustainability
5.14	Work Health and Safety
5.15	COVID -19 response – Business Continuity

Thursday, 24 February 2022

3.45pm – 4.45pm

Chief Minister - Economy and Gender and Economic Equality Committee

Attendees will be attending from 220 London Circuit: HoS Boardroom (220LC 5.05)

Number	Item
1	Witness and Schedule
2	CMTEDD Annual Report 2020-21 <a href="#">this is a link to the online version</a>
<b>6</b>	<b>Workforce Capability and Governance briefs</b>
6.1	Executive numbers including comparison against growth in population, classification levels (table format across years comparison data)
6.2	Workforce diversity and inclusion including workforce diversity numbers/trends (table format across years comparison data; D&I Initiatives including Beyond RED; vocational employment programs)
6.3	ACTPS Graduate Program including graduate numbers and program expansion and link to broader policy (table format across years comparison data) and Talent Bank

6.4	ACTPS staffing numbers
6.5	Enterprise agreements update and bargaining process
6.5a	Enterprise agreements – new leave types
6.6	State of the Service Report
6.7	ACTPS pilot employee survey update
6.8	Secure Employment Framework
6.9	Systemic racism
6.10	Strategy and Transformation Office
6.11	Attraction and retention incentives
6.12	Integrity Commission update including issues/powers of commission/interactions with Government, timeline of actions/processes to be undertaken, Parliamentary privilege, protocol document dealing with the Commission, letters to entities re data access, MoU, support for witnesses, subsequent Act changes, telecommunications work
6.13	Workplace values and behaviours including complaints, turnaround timeframes (statistics de-identified), bullying and harassment, appeals data, trends
6.14	COVID-19 workforce response including COVID leave etc, COVID safe arrangements in ACT Government workplaces, alignment with Commonwealth, productivity/outcomes over timeclocks, consultation with unions, provisioning of devices to all staff, flexible work arrangements (fuel savings, reduction in carbon emissions, work life balance), COVID leave utilisation data, reduction in personal leave taken/implications, claim home work environment expenses on tax, list EBA relevant information, secondments, Skills Register, redeployment
6.15	Future of work
6.16	ACTPS veterans employment
6.17	Classification Review update

6.18	Secure Local Jobs Code general operation
6.19	Amendments to the Secure Local Jobs Code
6.19a	Government (Ethical Treatment of Workers Evaluation) Direction 2021
6.20	Review of Secure Local Jobs Code
6.21	ACTPS leadership and talent
6.22	Output 1.2 (variances to targets)
6.23	Output 1.6 (variances to targets)
6.24	Staffing FTE WCAG/WSIR
6.25	Learning and development
6.26	ACTPS workforce gender equity
6.27	COVID safety reopening of our office spaces



# LEGISLATIVE ASSEMBLY

## FOR THE AUSTRALIAN CAPITAL TERRITORY

### COMMITTEE SUPPORT

### WITNESS LIST FOR COMMITTEE AND HANSARD

To assist the Committee with its records and Hansard in recording the appearance of **all** officers who are likely to give evidence to the Committee, you are requested to provide the following information. Please return this information electronically to the Committee Secretary

**Hearing Date & Time: Tuesday, 22 February 2022, 9.15am – 10.30am (EGEE – Chief Minister) – Attendees will be attending from 220 London Circuit: HoS Boardroom (220LC 5.05)**

	Title / Full name / Position / Branch or Division / Department or Agency	Portfolio area
<i>eg</i>	Ms Jane Doe, Director, Legal Services, JACS	<i>Attorney-General</i>
	Ms Kathy Leigh, Head of Service, Director-General	Chief Minister, Treasury and Economic Development Directorate
	Ms Leesa Croke, Deputy Director General, Policy and Cabinet	Chief Minister
	Ms Wilhelmina Blount, Executive Group Manager, Policy and Cabinet	Chief Minister
	Ms Trish Johnston, Executive Group Manager, Communications and Engagement	Chief Minister
	Dr Damian West, Deputy Director General, Workforce Capability and Governance (WCAG), CMTEDD and Registrar Secure Local Jobs Code	Industrial Relations and Workplace Safety
	Mr Brendan Smyth, Commissioner for International Engagement, Office of International Engagement, CMTEDD	Office of International Engagement

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Ms Kathy Leigh, Head of Service, Director General, CMTEDD	Chief Minister
Dr Damian West, Deputy Director General Workforce Capability and Governance (WCAG) CMTEDD	Chief Minister
Mr Russell Noud, Executive Group Manager Industrial Relations and Public Sector Employment (WCAG) CMTEDD	Chief Minister / Industrial Relations
Mr Michael Young, Executive Group Manager Workplace Safety and Industrial Relations (WSIR) CMTEDD	Industrial Relations and Workplace Safety
Mr Robert Wright, Executive Group Manager, Corporate CMTEDD	Chief Minister
Ms Christina Thompson, Executive Branch Manager, Professional Standards Unit (WCAG) CMTEDD	Chief Minister

**ISSUE: SOCIAL INCLUSION AND CHIEF MINISTER'S CHARITABLE FUND****Talking points:**

- The Chief Minister's Charitable Fund (CMCF) was established to support and distribute funds to charities and community organisations within the ACT and surrounding regions through periodic grants rounds.
- The CMCF was established through a one-off grant from the ACT Government of \$5 million to a new not for profit company limited by guarantee called the 'Chief Minister's Charitable Fund Ltd'.
- Hands Across Canberra (HAC) was selected to administer the CMCF as a local organisation that is fully independent of government, and whose core business is encouraging philanthropy across the Territory – actively building and leveraging partnerships with other charitable and fundraising organisations.
- The CMCF takes a collaborative approach to meeting community need through the operation of its grants program by building partnerships with charities, business and government; and cooperating with other organisations and individuals to increase the pool of funds available to support projects.
- For example, in the inaugural CMCF grant round in 2019, HAC secured almost \$60,000 in additional support for grant projects by partnering with the Snow Foundation and the John James Foundation. Beyond financial contributions, Givit and the MBA also provided in-kind support. This is an example of the way in which HAC operates to leverage additional support from partners to meet needs in the community.
- Apart from the annual grant rounds, CMCF funds have also recently been used (in 2020 and 2021) to support the not-for-profit sector to deal with the multiple and severe challenges encountered as a result of COVID-19. This support has primarily been through providing partial matched funding for funds raised by charities through the appeals that HAC has hosted on their behalf.

## Key Information

### How the CMCF operates

- The CMCF was established through a one-off grant from the ACT Government of \$5 million to establish a new not for profit company limited by guarantee called the 'Chief Minister's Charitable Fund Ltd'.
- The arrangement with Hands Across Canberra (HAC) to administer the CMCF is governed by a three-year renewable funding deed.
- The CMCF is governed by a voluntary board that is independent of government. The current members of the CMCF Board (which mirrors the HAC Board) are: Diane Kargas Bray AM (Chair); Charles Cramer ; Greg Boorer; John Kalokerinos; Heather Moore; Edward Le Quesne.
- The Director-General of the Community Services Directorate is the ACT Government Observer to the CMCF. The Observer has no role in decision-making. The appointment is ex-officio and will remain in force until revoked. The ACT Government Observer may attend all CMCF Board meetings and be provided Board papers, unless a conflict of interest arises. The Observer (or their delegate) is also the Chief Minister's representative on the Board Nominations Committee.
- The firm Bellchambers Barrett has independently audited the financial accounts for HAC and CMCF for the past two years, and before that the auditor was John Beard.
- Following amendments to the *Gaming Machine Act 2004* (ACT) that came into effect on 1 July 2019, an additional 0.4 percent of net gaming revenue each year is being collected by the ACT Gambling and Racing Commission through the community contributions scheme and transferred to the CMCF.

### Maximum amount of funding to be permitted to be used for non-charitable purposes

- Under the funding agreement for the CMCF, a limited portion of funding can be used for administrative expenses according to best practice.
- The Deed of Grant at establishment, in line with industry norms, provided for a 30 per cent Expense to Disbursement Ratio to be adopted for the first 3 years. This equated to a limit of \$125,000 per annum for general administration (with disbursements expected to be approximately \$417,000 per annum).
- An additional \$100,000 was allowed for expenses in the first year of operation of the fund due to the need to establish the necessary governance arrangements, systems, procedures, and marketing strategy.
- As additional funding is now directed to the CMCF, and CMCF is continuing to work on building the pool of funds in the ACT for giving and social welfare purposes, and to support of a culture of private philanthropy in the ACT, the maximum funding amount per annum for administration expenses has been increased to \$250,000.



### CMCF's distribution of funds to the community: 2018-2021

- The CMCF initially distributed \$461,206 through grants to local community projects in 2018-19.
- The CMCF distributed a further \$227,800 in grants in 2019-20 with \$496,893 carried over to the 2020-21 financial year for distribution as part of the Canberra Relief Appeal.
- In the 2020-21 financial year the CMCF distributed and approved \$1,070,118 in grants to the local community.
- Information about who has received grants may be found below, and is also available on the Hands Across Canberra website at <https://handsacrosscanberra.org.au/who-we-are/about-cmcf>.

### CMCF grant round assessment methodology

- Applicants are assessed by CMCF. In line with the funding and governance arrangements for the CMCF, the ACT Government has no role in receiving, assessing or awarding these grants.
- The CMCF assesses applications according to a range of criteria including:
  - eligibility – alignment with CMCF objectives and impact area;
  - benefit to the community/needs addressed – evidence of needs;
  - clarity of project description and project activities regarding steps to be taken to achieve desired outcomes;
  - achievable timeline that corresponds to the key activities – realistic project budget;
  - meaningful benchmarks and indicators of success;
  - alignment with CMCF objectives – for Impact Area Grants, tackles one or more of the impact priorities;
  - established track record in specific program content area or potential to achieve needed content expertise – alignment with organisation's mission;
  - organisational capacity to deliver project including staffing, leadership and operational and fiscal management (i.e. through previous successful completion of grants);
  - consultation and/or collaboration with other community organisations, experts and other funders; and
  - other criteria as determined by the circumstances.

### CMCF Business Plan

- The CMCF *Business Plan 2021 – 2024* (the Plan) outlines the future strategy and business plan details for the ongoing administration of the CMCF. The Plan includes detailed strategies, activity plans, measures and KPIs, strategic risks and financial outlook for the respective period.

## 3.1

- The Plan emphasises HAC’s ambitions to achieve strategic priorities through focusing on three pillars:
  - Awareness - supporting areas of highest need in the ACT community, such as mental health and wellbeing; domestic and family violence; homelessness; children, youth and families; Aboriginal and Torres Strait Islanders; LGBTIQ+; and persons with disability.
  - Partnership – use of collaborative engagement strategies to create partnership opportunities and work with charities to build capacity and support so that they can continue their vital work.
  - Giving – using community consultation processes to establish priorities for directing grants and support. In addition, looking at innovative support avenues, in partnership with others, to increase overall community impact.

Organisations funded through CMCF grants to date (from CMCF website)

Organisation Name	Project Title	Amount	Year granted	Grant Round
Abbeyfield Garran Inc	Abbeyfield Garran lounge room update	\$ 8,000	2020	CMCF Spring 2020
Arthritis ACT	Art Therapy	\$ 8,000	2020	CMCF Spring 2020
Australian Capital Territory Council of Social Service Inc	Building Digital Capacity for Transformational Service Delivery	\$ 10,000	2020	CMCF Spring 2020
Australian Kookaburra Kids Foundation	Activity Days for Young People living with Familial Mental Illness	\$ 10,000	2020	CMCF Spring 2020
Barnardos Australia	Queanbeyan Homework Club	\$ 10,000	2020	CMCF Spring 2020
Better Renting	Protecting vulnerable renters from unfair rental contracts	\$ 8,700	2020	CMCF Spring 2020

## 3.1

Canberra Community Law Limited	Dhurrawang AMC Legal Clinic	\$ 10,000	2020	CMCF Spring 2020
Canberra Refugee Support Inc	Canberra Refugee Support Scholarships.	\$ 10,000	2020	CMCF Spring 2020
Cerebral Palsy Alliance	GaitRite: physiotherapy equipment for people with disability in Canberra	\$ 10,000	2020	CMCF Spring 2020
Council on the Ageing ACT	Measuring the impact of COVID on the mental health of senior Canberrans	\$ 6,520	2020	CMCF Spring 2020
Heart Support Australia	Canberra Heart Support Australia Branch	\$ 4,995	2020	CMCF Spring 2020
Kulture Break	Dance Nation – inclusion and well-being through movement	\$ 10,000	2020	CMCF Spring 2020
Lifeline Canberra	Lifey Leadership Program	\$ 10,756	2020	CMCF Spring 2020
Marymead	Sporting Equipment – Young Persons (ages 8 – 13)	\$ 10,000	2020	CMCF Spring 2020
Mental Illness Education ACT	Parent Hub: Online learning platform	\$ 10,000	2020	CMCF Spring 2020
Meridian	Meridian Community Garden	\$ 8,000	2020	CMCF Spring 2020
OzHarvest	OzHarvest Canberra Food Rescue	\$ 10,000	2020	CMCF Spring 2020
Palliative Care ACT	Leo's Place	\$ 9,600	2020	CMCF Spring 2020
Raw Potential	Mobile outreach program for at-risk and vulnerable youth	\$ 10,000	2020	CMCF Spring 2020

## 3.1

Rebus Theatre Inc.	Acting Out – On Screen	\$ 10,000	2020	CMCF Spring 2020
St Vincent de Paul Canberra	The Night Patrol Program, St Vincent de Paul Society Canberra/Goulburn	\$ 10,000	2020	CMCF Spring 2020
Technology for Ageing and Disability ACT (TADACT)	Intelicare Home Monitoring System	\$ 10,000	2020	CMCF Spring 2020
The Farm in Galong	ASES accreditation	\$ 10,000	2020	CMCF Spring 2020
The Shepherd Centre – For Deaf Children	‘Chime Time’ – a world-first music therapy program for deaf children and their families.	\$ 10,000	2020	CMCF Spring 2020
UnitingCare Kippax	Health and Wellbeing for all – activity and connection	\$ 7,012	2020	CMCF Spring 2020
Warehouse Circus inc.	Warehouse Circus Inclusive Equipment Purchase	\$ 9,680	2020	CMCF Spring 2020
Women’s Legal Centre ACT	Making legal services accessible for CALD women	\$ 10,000	2020	CMCF Spring 2020
Women’s Shed	Tutors for Women’s Strength and Community	\$ 9,360	2020	CMCF Spring 2020
Yeddung Mura (Good Pathways) Aboriginal Corporation	Crisis Support Program for Aboriginal and Torres Strait Islander detainees and their families	\$ 10,000	2020	CMCF Spring 2020
YWCA Canberra	Clubhouse Crew Disco’s	\$ 9,997	2020	CMCF Spring 2020



## 3.1

ACT Eden Monaro Cancer Support Group	Family Assistance	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Adopt Change Limited	Support for Foster Carers During COVID-19	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Directions Health Services	Service Access for Vulnerable Clients	\$ 9,000	2020	COVID-19 Rapid Response Grant Round
Australian Relief & Mercy Services – Canberra	Pantry Equipment	\$ 6,000	2020	COVID-19 Rapid Response Grant Round
Canberra Refugee Support	Emergency Income Support for Asylum Seekers	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Catholic Care Canberra & Goulburn	MacKillop House	\$ 15,000	2020	COVID-19 Rapid Response Grant Round
Community Services #1	CS#1 Studio Set Up	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Companion House Assisting Survivors of Torture and Trauma	Supporting asylum seekers and refugees on temporary visas	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Conflict Resolution Service	COVID – 19 Disruption	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Feel the Magic	Virtual Camp Magic ACT	\$ 5,000	2020	COVID-19 Rapid Response Grant Round

## 3.1

Greek Orthodox Community & Church of Canberra & District	Project Apollo – Connecting elderly community members	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Guide Dogs NSW/ACT	Critical support for older people in the ACT with blindness or low vision in the time of COVID-19	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Hartley Lifecare	Hartley Hall Markets	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Havelock Housing	HHA COVID Mental Health Support	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
KULTURE BREAK	Social Connection	\$ 8,000	2020	COVID-19 Rapid Response Grant Round
Lifeline Canberra	Crisis Support Services	\$ 15,000	2020	COVID-19 Rapid Response Grant Round
Marymead Child & Family Centre	Online with Families	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Mental Health Foundation (ACT)	Mobile Home-Based Service Model	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
OzHelp	OzHelp Service Transitions – COVID-19 Response	\$ 10,000	2020	COVID-19 Rapid Response Grant Round



## 3.1

Philanthropize Pty Ltd	Adamas Nexus Online	\$ 5,000	2020	COVID-19 Rapid Response Grant Round
Print Handicapped Radio of ACT	Support of Radio 1RPH Remote/Home recording and broadcast	\$ 1,900	2020	COVID-19 Rapid Response Grant Round
Queanbeyan Multilingual Centre	Crisis Support for CALD Community	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Riding for the Disabled of the ACT	Pegasus COVID-19 remote working grant	\$ 1,500	2020	COVID-19 Rapid Response Grant Round
Soldier On	Soldier On Connect Hub	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
The Mill House Ventures	CRN Connect Centre	\$ 8,400	2020	COVID-19 Rapid Response Grant Round
The Shepherd Centre for Deaf Children	'Care in Crisis' – Supporting deaf children in the ACT	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
This Is My Brave Australia	Mental Health Support	\$ 3,000	2020	COVID-19 Rapid Response Grant Round
UnitingCare Kippax	SPARK Expansion Computer and Data Bank	\$ 10,000	2020	COVID-19 Rapid Response Grant Round
Woden Valley RSL Subbranch	SIV Program Response to COVID-19	\$ 5,000	2020	COVID-19 Rapid Response Grant Round

## 3.1

Action Aids and AGA	LGBTIQ community -retrofit space for a community clinic	\$ 4,500	2019	CMCF 2019 Grant Round
AIDS Action Council of the ACT	Innovative employment project (working name)	\$ 30,000	2019	CMCF 2019 Grant Round
Anglicare NSW South, NSW West and ACT	Arawang Emergency Relief Hub Set Up	\$ 4,856	2019	CMCF 2019 Grant Round
Buoyed Up Canberra Yacht Club	Buoyed Up	\$ 10,000	2019	CMCF 2019 Grant Round
Canberra Community Law	Women in Prison Legal Empowerment Sessions (WIPLES)	\$ 15,000	2019	CMCF 2019 Grant Round
Canberra PCYC	Canberra PCYC Youth Engagement Program	\$ 25,000	2019	CMCF 2019 Grant Round
CatholicCare Canberra & Goulburn	Addressing homelessness in the ACT – Pilot Project	\$ 20,000	2019	CMCF 2019 Grant Round
Construction Charitable Works	Construction Charitable Works Case Management and Site Talks	\$ 7,500	2019	CMCF 2019 Grant Round
CREATE Foundation	Connecting for Change	\$ 10,000	2019	CMCF 2019 Grant Round
GetAboutAble Pty Ltd	Accessible Canberra	\$ 17,000	2019	CMCF 2019 Grant Round
Global Sisters	Building Financial Resilience in Disadvantaged Women	\$ 10,000	2019	CMCF 2019 Grant Round
Marathon Health	All Hands on Deck	\$ 5,000	2019	CMCF 2019 Grant Round

## 3.1

Marymead	Access Days Project	\$ 15,000	2019	CMCF 2019 Grant Round
Mental Illness Education ACT Inc	Mental Health 101 – Youth – Digital Program Exemplar	\$ 15,000	2019	CMCF 2019 Grant Round
OzHarvest	OzHarvest Canberra Food Rescue	\$ 10,000	2019	CMCF 2019 Grant Round
Parentline ACT Inc.	Parenting Advice for Vulnerable Parents from a Culturally and Linguistically Diverse Background	\$ 4,900	2019	CMCF 2019 Grant Round
Parentline ACT Inc.	Parenting Outreach Advice at Paint and Plays	\$ 5,000	2019	CMCF 2019 Grant Round
People with Disabilities ACT (PWDACT)	Addressing barriers to employment for people with disabilities	\$ 20,000	2019	CMCF 2019 Grant Round
Post and Ante Natal Depression Support and Information Inc (PANDSI)	PANDSI Specialised Care Pathways Project (PSCPP)	\$ 10,000	2019	CMCF 2019 Grant Round
Raw Potential Canberra (YouthCARE Canberra Limited)	Mobile outreach service	\$ 20,000	2019	CMCF 2019 Grant Round
Rebus Theatre Inc	Acting Out	\$ 15,000	2019	CMCF 2019 Grant Round
Technology for Ageing and Disability ACT	Outreach Mobility Service	\$ 15,000	2019	CMCF 2019 Grant Round

## 3.1

TransMasc	TransMasc Workshop Series	\$ 5,000	2019	CMCF 2019 Grant Round
UnitingCare Kippax	UCK – Ginninderry Social Enterprise Hub	\$ 35,000	2019	CMCF 2019 Grant Round
VOCAL ACT	Volunteers Supporting Victims of Crime	\$ 5,000	2019	CMCF 2019 Grant Round
Volunteering and Contact ACT	Connections Program – youth focus	\$ 25,000	2019	CMCF 2019 Grant Round
Warehouse Circus Inc.	Jump Start	\$ 5,000	2019	CMCF 2019 Grant Round
Yeddung Mura Aboriginal Corporation	Dhurrawang Reintegration Program	\$ 25,000	2019	CMCF 2019 Grant Round
YWCA Canberra	A-Z Work Skills Pilot Program	\$ 20,000	2019	CMCF 2019 Grant Round

## Regional Engagement inc CRJO, NSW MoU, JBT

### ISSUE: CANBERRA REGION JOINT ORGANISATION

#### Talking points:

- The ACT Chief Minister and Canberra Region Joint Organisation (CRJO) Chair re-signed the ACT-CRJO Memorandum of Understanding (MoU) in 2018. This MoU:
  - facilitates engagement with our surrounding region;
  - supports a forum for regional cooperation and resource sharing;
  - provides opportunities and partnerships to create vibrant communities; and
  - cultivates investment and infrastructure development opportunities.
- The MOU agreed to support the CRJO's activities with a particular focus on economic development opportunities, including:
  - developing a Canberra Region Economic Development Strategy (CREDS);
  - activating the CBR Region identity and brand;
  - enhancing regional freight, export and investment capacity and capability;
  - examining CRJO-ACT joint procurement opportunities;
  - collaboration, planning, and advocacy to support key regional or cross-border infrastructure; and
  - examining cross-border collaboration for resource recovery and waste management.
- As an advocacy body for the Canberra Region, the CRJO conducts regular thematic Working Groups to facilitate information sharing between its members and support the coordination, implementation and alignment of initiatives including cross-infrastructure investment, economic development, land planning and intergovernmental collaboration.
- As an associate member of the CRJO, the ACT Government participates in CRJO Working Groups together with representatives from the NSW Government, in addition to the CRJO's General Managers Advisory Committee (GMAC).